

# Faculty Annual Reviews

## Annual Review Process - Calendar Year 2017

Faculty are reviewed in the spring of each academic year by their supervisor, generally the department head. Reviews are evaluated by the faculty's dean and delivered to the Office of the Provost by **April 13, 2018**. The annual review assesses a faculty member's performance over the preceding calendar year, and is based upon the faculty member's letter of hire, assigned percentages of effort, annual assignments, annual productivity report and evaluations of teaching. The annual review form with ratings and any written appeals to the review are included in the candidate's personnel file.

**Tenure-Track Faculty:** Please review the [FACULTY HANDBOOK](#) for specific information on the review process for tenure-track faculty. The review time period is the previous calendar year. Department heads and deans will use the information entered in Activity Insight to evaluate faculty members. Review schedules should accommodate the established timeframe for the appeals process if a faculty submits a written appeal because of a disagreement about an annual review or rating. The deadline for original hard copies of the faculty reviews to be submitted to the Office of the Provost is **5 p.m. on Friday, April 13, 2018**.

**Non-Tenure-Track Faculty:** Please review [NTT CBA](#) for specific information on the review process for non-tenure-track faculty. The review time period is the previous calendar year. All NTT faculty in the bargaining unit who are employed on multiyear contracts or who are in their third or subsequent year of continuous employment will be evaluated annually. All NTT faculty who are reviewed will receive a written evaluation. Department Heads and Deans will use the information entered in Activity Insight to evaluate faculty members. The deadline for original hard copies of the faculty review cards to be submitted to the Office of the Provost is **5 p.m. on Friday, April 13, 2018**.

**Faculty Review Forms:** The form (previously referred to as the faculty review card) is available at [Faculty Review](#). The form should be used for both tenure-track and applicable non-tenure-track faculty. The format is interactive and contains input cells for department and faculty identification. The document should be printed and the hard copy signed by the dean, department head and faculty member. Please use a full sheet of regular copy paper for each faculty review card. Do not use card stock. The original hard copy must be turned in to the Office of the Provost by **5 p.m. on Friday, April 13, 2018**.

**Activity Insight:** MSU has a secure, online database for faculty to report their activities and scholarly work for use in multiple applications, including annual reviews. View [more information about Activity Insight](#).

**Campus Diversity, Equity and Inclusion Data:** The President's Commission on the Status of University Women (PCOSUW) continues to collect data across campus to inform MSU leadership about the efforts undertaken within each department and unit to create a climate supportive of diversity and equity. Pre-populated tables for the department's self-study report are **available for download in Activity Insight**. Please take time to complete the self-study, which should be conducted in conjunction with a department wide discussion of values, goals, successes and challenges related to student, faculty and staff diversity, as appropriate to your unit. A summary of last year's self-studies can be found on the PCOSUW [website](#). You will receive an email with more information specific to your department. Submit your self-study in a separate document with annual reviews to your dean by the deadline established by the dean. Deans should review all departmental submissions and provide them to the Office of the Provost no later than **5:00 p.m. on Friday, April 13, 2018**.

Thank you for your consideration and efforts on this important process for faculty assessment and professional development.

Sincerely,  
Robert Mokwa  
Executive Vice President for Academic Affairs and Provost

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