

Non-Tenure-Track Faculty Performance Expectations and Annual Reviews  
Department of Asian Studies

FINAL DRAFT  
September 1, 2020

*General Performance Expectations*

The Department of Asian Studies expects instructional faculty who are not tenured or tenure-track (NTT) to focus on teaching—including course planning and preparation, lesson planning and in-class instruction, office hour availability, course-related grading and assessment, and other tasks directly connected to their assigned courses. Other work—including professional service and research—is generally not required, but the chair and/or language coordinators may solicit help with necessary departmental tasks. However, service and research are encouraged both as a matter of professional development and as a way to engage in the intellectual and institutional life of the department and beyond. Service and/or research is required for promotion to higher NTT ranks.

*Timeline & Procedures*

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**Early September.** Chair appoints Language Instruction Committee (LIC) for the year. Department manager requests that all faculty complete Faculty Annual Report (FAR)

**October 1.** All FARs due. Download reports as PDFs into Box file. Reports comprise accomplishments only from the previous academic year, as defined on the FAR template.

**Mid November.** LIC reviews FARs from NTT faculty. Department manager prepares list of all NTT faculty for committee and sends a Box folder link to committee members. Members review documents and are prepared to discuss at the annual review meeting.

**Early December.** LIC meets to evaluate NTT faculty performance. The committee recommends ratings for each faculty member and sends a list and comments to the chair and department manager.

**January 1.** The chair will summarize the LIC's evaluation and report in writing to each faculty member by the end of December each year.

**May 1.** Ratings are due to COLA by May 1 (manager emails template to the College, currently Ann Kelble)

**Mid June.** Merit pool allocation announced, if available. Department chair uses LIC recommendations to distribute merit funds in accordance with ratings provided by LIC, assigning a basic dollar amount for each category (exceeds, meets, etc.). There will be some moving around based on other considerations (e.g., compression, service), but the final salary recommendations will generally adhere in order and magnitude to ratings assigned by the LIC. Individual faculty are sometimes removed from the list for various roles and situations (e.g.,

administrative salaries, FII, promotions, new faculty). Chair will report in writing any merit increase and annual salary to each faculty member.

### *Annual Review Criteria*

The **tenured and tenure-track members of the LIC** conduct annual evaluations of all NTT faculty and makes recommendations to the chair about both the required institutional ratings (exceeds expectations, meets expectations, etc) and merit allocations, when available.

**In order for the LIC to make accurate evaluations, it is important that NTT faculty list all teaching, service, and research accomplishments on their faculty annual review (FAR) form.**

Teaching. The overall quality of teaching is the primary basis for the annual evaluation of NTT faculty. The LIC uses the following criteria in the review of teaching:

- Course Instructor Surveys
- Peer teaching evaluations or other documented observations and exchanges
- Pedagogy training, conference presentation/attendance
- Teaching awards, nominations, or related honors
- Extraordinary workload (additional courses, heavy enrollments, etc.)
- TA and Grader training and supervision (if applicable)
- Grade Inflation
- Other teaching-related accomplishments
- Collegiality and professional conduct

The LIC judges outstanding performance in several of these teaching areas to exceed the department's expectations. The committee determines what counts as "outstanding" based on both department and program standards (including numerical averages as appropriate). Strong teaching in combination with exceptional service or research contributions may also exceed expectations in the LIC's evaluation. Good performance within the range of departmental and program standards is sufficient to meet expectations. Performance below these standards does not meet the department's expectations.

Service and Research. The LIC reviews any service and research contributions of NTT faculty as secondary considerations. Neither service nor research may compensate for teaching that does not meet expectations. However, notable or outstanding service or research will enhance an overall evaluation to exceed departmental expectations. The LIC uses the following criteria in the review of service:

- Quality of voluntary service
- Total number of service contributions
- Diversity of service contributions (department, university, community, national, international, etc)
- Quality of compensated service (as language program coordinator or other position for which release time or other compensation is received)

- Collegiality and professional conduct

and in the review of research:

- Quality of publication
- Prestige of publication venue (peer-reviewed article or chapter, journalistic essay, blog, newsletter, etc)
- Quantity of publication

### *Merit Allocations*

When merit is made available, the chair uses the LIC's annual review recommendations to make merit-based additions to the NTT faculty salaries. No merit increase is given to faculty who do not meet departmental expectations. Faculty who meet expectations without any outstanding contributions in teaching, service, or research are less likely to receive an increase, unless salary equity is permitted by the College or University. Small merit increases may be given to NTT faculty who meet expectations and exceed in some areas. Faculty who exceed departmental expectations may normally expect a merit increase to their salary. The amount of all increases, however, depends on the availability of funds given to the department.