

22 June 2022

Dear Colleagues,

This is the second of four messages to provide updates on changes to the Perimeter College faculty annual evaluation and other faculty review processes that are required by policy changes from the Board of Regents.

Last week I provided some context for these changes and introduced the first change to be aware of: the use of the calendar year for faculty annual evaluations, starting in January 2023 for the current calendar year (CY) 2022. That message is available at the PC Faculty Affairs website [here](#). This week's message discusses the template that will be used throughout the university for faculty annual evaluations. It essentially simplifies the evaluation form we already use at Perimeter College.

University Template for Faculty Annual Evaluation

- All colleges will use the same evaluation template for faculty annual evaluations.
- Faculty will be evaluated in three areas:
 - Teaching
 - Research/Scholarly Activities/Creative Activities (This section is equivalent to the “Professional Activities / Current Knowledge in the Discipline” section of the current PC evaluation form; expectations for PC faculty will not change in this section.)
 - Service
- The template is set up to address the above areas, and these three areas will not have subsections to be evaluated separately. In contrast, our current PC evaluation form divides Teaching Effectiveness into three sections or sub-categories (Course Design, Course Delivery, Assessment); in the new template those three categories will not be evaluated separately but instead become part of the new single “Teaching” category.
- Tenured/tenure-track faculty will be evaluated in all three areas. Non-tenure-track faculty will be evaluated in the areas that apply to them. Faculty with 12-month administrative appointments will also be evaluated with this template, with their administrative roles being evaluated in the “Service” area.
- Faculty will prepare and submit an annual report that addresses the areas that apply to them (see the preceding note). The chair will complete the annual evaluation based on the faculty member's annual report and supporting documents. The relevant supervisor will evaluate faculty administrators. At Perimeter College, we will move away from using the biannual semester profiles and instead use an annual report, as is typical in the other colleges, to document teaching, research/scholarly activities/creative activities, and service.
- The annual evaluation template will be located and completed in Interfolio, the platform Georgia State University is now using for the promotion and tenure process. Faculty will also upload their annual reports and supporting documents into Interfolio for their chair's review.

Training on Interfolio for its use in the annual evaluation process will be available in the fall. (As a side note, about 40 of our colleagues are already using Interfolio to prepare their promotion and tenure dossiers for next year, and several dozen more of our colleagues will be using Interfolio this fall as they serve on the department and college review committees for the promotion and tenure process. It is an intuitive platform, and if you can use iCollege, you can certainly navigate Interfolio.)

- Annual evaluations will be part of the dossiers for other faculty review processes: promotion and tenure applications, pre-tenure and post-tenure reviews, and 3rd-year and 5th-year reviews for non-tenure-track-faculty. This practice is already a part of our review processes at Perimeter College, but it will be new for most or all of the other colleges at the university.
- University timeline for annual evaluations:
 - January 15: Faculty submit documentation and materials for annual review
 - March 31: Chair completes evaluation and has scheduled conference with the faculty member
 - No more than ten business days after March 31: faculty member may submit a written response to the evaluation
 - April 10: Chair shares evaluation results with dean's office
 - No more than ten business days after receipt of faculty written response: chair may submit a written response to the faculty member's written response
 - May 10: Evaluation has been signed by faculty member, chair, and dean

Next week, the third message in this series will address some additional aspects of the university-wide annual evaluation, including the rating scale that will be used for annual evaluations in all colleges (it's very similar to the one we already use in PC) and student success activities to be incorporated into annual evaluations. The content of the messages in this series will be available for future reference at the [Faculty Life](#) page of the [Perimeter College Faculty Affairs website](#).

If you have questions, please contact me or your department chair.

Sincerely,

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