

30 June 2022

Dear Colleagues,

This is the third 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. 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](#).

Last week I provided information on the faculty annual evaluation template that will be used by all colleges in the university. That message is available at the PC Faculty Affairs website [here](#). It ended with the timeline for the faculty annual evaluation process that will be used throughout the university, and I will begin by reiterating that timeline:

- January 15: Faculty submit documentation and materials for annual review of previous calendar year
- 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

Note that faculty have a formal opportunity to respond to the annual evaluation, and the chairs have an opportunity to respond to that response.

This week's message discusses other aspects of faculty annual evaluation: the ratings for faculty annual evaluations, student success activities as part of the faculty annual evaluation, annual workload allocations, and progress toward next level of review.

Rating Scale

The Board of Regents has developed this Likert Scale to be used for faculty annual evaluations in all USG institutions:

- 1 – Does Not Meet Expectations
- 2 – Needs Improvement
- 3 – Meets Expectations
- 4 – Exceeds Expectations
- 5 – Exemplary

These ratings will be used to evaluate performance in each of the three workload categories of the university faculty annual evaluation template:

- Teaching
- Research/Scholarly Activities/Creative Activities
- Service

All USG institutions will use the Likert Scale for these categories, but each institution will develop its own definitions for the Likert Scale ratings. Within Georgia State University, each college will determine the norms and expectations of the ratings for its own use in faculty annual evaluations; the university will not define them for the colleges.

Note that this five-point scale is very similar to our current four-level rating scale at Perimeter College, with one additional level below “Meets Expectations.”

The college handbook revision committee is working on definitions and examples for this scale for the college, and those definitions and examples will be part of the draft handbook circulated for review later this summer.

Student Success Activities

Beginning with the faculty annual evaluation for calendar-year 2022 and going forward, the BOR has mandated that faculty will also be evaluated on student success activities, but that evaluation does not have to occur in a separately rated category. Therefore, GSU expects that faculty address student success activities in their annual reports in at least the teaching category and in the other two categories as the faculty member chooses.

Student success activities encompass a wide range of options, and in Spring 2022 a subcommittee of our college Faculty Affairs Committee prepared a document that identifies many examples of these activities that faculty could consider for all three evaluation categories. This document is available [here](#) on the PC Faculty Affairs website, and it will be incorporated into the revised college handbook which will be available for review later this summer.

Annual Workload Allocation

The university template for faculty annual evaluation includes a place to note each faculty member’s annual workload allocation between teaching, research/scholarly activities/creative activities, and service. At Perimeter College, this workload allocation has not typically been explicit although it does exist. For tenured and tenure-track faculty this is the basic workload allocation:

- 80% = teaching
- 10% = research/scholarly activities/creative activities
- 10% = service

For Lecturers, the workload allocation is 100% = teaching, but changes after promotion to Senior Lecturer to include workload allocation for service.

These allocations can vary depending on reassign-time activities or administrative roles. For example, a faculty member with reassign time to serve in another role (such as Honors Coordinator or Faculty Associate) would have a higher percentage for service and a lower percentage in the other areas. Our college dean’s office will provide guidance in the coming weeks on determining these allocations based on reassign-time activities or other administrative roles.

For comparison, tenured and tenure-track faculty in the other colleges have this basic workload allocation:

- 40% = teaching
- 40% = research/scholarly activities/creative activities
- 20% = service

Progress Toward Next Level of Review

The university template for faculty annual evaluation also includes a place to provide an “overall assessment” to indicate whether the faculty member is making satisfactory progress toward the next level of review appropriate to the individual’s rank, tenure status, and/or career stage, as applicable (e.g., the next promotion, or tenure, or pre- or post-tenure review). The response for this section is simply “yes” or “no” with a space available for comments.

Next week, the fourth and last message in this series will address performance remediation plans, performance improvement plans, and post-tenure review. As with many of the other upcoming changes, those in these areas are not so far removed from what we currently do at Perimeter College.

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

Sincerely,

Ken Johnson

Ken Johnson, Ph.D.

Associate Dean for Faculty Affairs

Professor of English

Perimeter College

Georgia State University

Atlanta, GA