



# A New Model for EDO

# The story so far...

- Format largely static for last 20+ years
- January 2024 – Shift evaluations to align with calendar year
- Opportunity to revisit the process/form
- Encourage new thinking around setting objectives

# Goals

- Objectives
  - Fewer steps
  - Emphasize faculty productivity, trajectory
  - Simplify “Exceeds Expectations” system
  - Enhance Dean and Provost review options
- Aspirational Objective
  - Incorporate reappointment of probationary faculty

# Back to Basics – UTC Faculty Handbook

- Faculty member:

*“Articulate in writing specific objectives [which] relate to his or her professional development and responsibilities”*

- Department Head:

*“Provide an unambiguous review of the merit and quality of the faculty member's objectives within [...] disciplinary standards” and expectations “in the faculty member's letter of appointment”*

# Modified Structure

- No workflow that runs all year long
  - **Objectives** – conversation with Department Head (early year)
  - **Activity** – reported through Digital Measures (all year)
    - Expanded reporting options
    - Customizable
  - **Report** – finalized objectives (Oct) then report activity (Dec)
- WORKFLOW**
- **Evaluation** – Department/School, College, Provost (Jan – Mar)

# Objectives: January – March

- Faculty member sets objectives for calendar year
- Required conversation with Department Head or School Director
- Document agreement
- Faculty member records objectives in Digital Measures
  - Special area just for this purpose

# Activity Reporting: All Year

- Teaching, Research/Scholarship, Service
- Enter into Digital Measures
  - Expanded options available to offer context
  - We can build to suit your needs
- Support
  - Synchronous group training
  - Asynchronous self-serve training
  - One-on-one for specific needs

# Workflow: October Objectives

- Faculty member finalizes record of objectives in DM
- Department Head/School Director reviews objectives
  - Revised record if needed
- Document results of conversation in early spring



# Workflow: December Report

- Faculty attach report of activity from Digital Measures
- Report format has changed

## **Teaching**

Objectives

Activity

## **Research/Scholarship**

Objectives

Activity

## **Service**

Objectives

Activity

## **Six-Year CV**

# Evaluation: January – March

- Department Head/School Director evaluates faculty
  - Written comments
  - Assigns rating – from Unsatisfactory up to Exceeds Expectations
  - Faculty acknowledge evaluation and rating
- Dean reviews evaluation
  - May amend rating



The diagram features a dark blue arrow pointing from the top-left towards the bottom-right. Along this arrow, the months 'January', 'March', 'October', and 'December' are positioned. The text 'Annual Evaluation Period' is written in a large, bold, orange font, following the curve of the arrow. The background is white with abstract geometric shapes in shades of blue and yellow in the corners. L-shaped corner brackets are present in the top-left (dark blue) and bottom-right (yellow) corners.

# Annual Evaluation Period

January

March

October

December



# Proposed Deadlines (Calendar 2024 APPR)

Date	Action
Jan – Mar 2024	Faculty member and Department Head review objectives
October 2024	Faculty member finalizes Objectives
November 2024	Department Head affirms Objectives
31 December 2024	Faculty Member completes Performance Report
31 January 2025	Department Head completes evaluations for all faculty members.
28 February 2025	Dean completes review of evaluations for all faculty members.
31 March 2025	All faculty evaluations for calendar 2024 are completed.


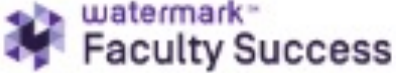
# Next Steps

- Feedback through Faculty Senate
- Implementation
  - Finalize & test forms
  - Training and documentation
  - Open sessions
- Feedback? Please send email to [Matt-Matthews@utc.edu](mailto:Matt-Matthews@utc.edu)



# Additional Information

# Documenting Objectives



Activities

CV Imports

Managing Data for: John Matthews

### Activities - The University of Tennessee at Chattanooga

[Review a guide](#) to manage your activities.

SEARCH

Search Tips

Rapid Reports

▼ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Academic, Government, Military, Administrative, and Professional Positions

Awards and Honors

Consulting

Education

Professional Development Activities

Licensures and Certifications

Media Contributions

Professional Memberships

Workload Information

Biography

Scroll Down





# Documenting Objectives

## ▼ Scholarship/Research

Biographical Sketch - NIH | NSF

Contracts, Fellowships, Grants and Sponsored Research

Publications

Performances/Exhibits (e.g., juried shows, commissioned performances, competitive exhibitions)

Creative Works/Projects (e.g., commissions for design and or studio works)

Intellectual Property (e.g., copyrights, patents)

Presentations

Research Interest(s)

## ▼ Service

University, College, and Department Service

Professional Service

Community and Public Service

Summary of Service

## ▼ Annual Evaluation

Objectives

Past Objectives

# Finalizing Objectives (Oct)

- Faculty member loads in and affirms their objectives
- Goes to Department Head or Director

## 2024 Annual Evaluation

### FACULTY INDIVIDUAL OBJECTIVES

Welcome to your annual evaluation. As a first step, please verify the objectives attached below are your objectives for this year. If you would like to make revisions, please visit the [Activities](#) section of your Digital Measures profile.

Refreshing the report on this screen may be necessary to capture any changes made.

#### Faculty Annual Objectives



Last Updated  
Date and Time



# Performance Report (Dec)

- Similar to prior process
- One report contains all activity
  - Single year for evaluation
  - Six years for context
- Data required to be in DM

## INDIVIDUAL PERFORMANCE REPORT

### Faculty Instructions

Your previously submitted and reviewed individual objectives are located at the top of this form. Note that faculty responsibilities include the performance of routine responsibilities agreed to by the department and also referred to in the Faculty Handbook. Even though these routine performance responsibilities may not be listed on this document they are in effect.

The sections of this form identify all activities undertaken during the year being evaluated to accomplish the routine performance responsibilities agreed to by the Department and also referred to in the Faculty Handbook and individualized objectives outlined in your Individual Objective Report attached above. You may use the boxes in each section to provide additional support if needed.

To update the PDF visit your Activities in Digital Measures. Refreshing the report on this screen may be necessary to capture any changes made.

### Faculty Activity Report



Last Updated  
Date and Time



### Additional Support and Context

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Table, Undo, Redo, and Edit. Below the toolbar is a large text area for input.

# Performance Report (Dec)

The screenshot shows the 'watermark™ Faculty Success' interface for 'THE UNIVERSITY OF TENNESSEE CHATTANOOGA'. The user is managing data for 'John Matthews'. The 'Teaching Schedule' section is active, displaying a table with columns: ALLOW SH..., TER..., YEA..., COURSE NAME, COU..., COU..., and CRN. The first row of data shows 'Fall', '2023', 'Calculus with Analytic Geometry I', 'MATH', '190', and '43037'. The '43037' value in the CRN column is circled in red.

	ALLOW SH...	TER...	YEA...	COURSE NAME	COU...	COU...	CRN
<input type="checkbox"/>	<input type="radio"/> NO	Fall	2023	Calculus with Analytic Geometry I	MATH	190	43037

- Expanded reporting for teaching activity
- Enter teaching schedule (in DM) and click on the CRN
- New course, pedagogy, activities, syllabus, and more
- Additional options for advising activity as well