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

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Objectives</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research/Scholarship</td>
<td>Objectives</td>
<td>Activity</td>
</tr>
<tr>
<td>Service</td>
<td>Objectives</td>
<td>Activity</td>
</tr>
<tr>
<td>Six-Year CV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
Annual Evaluation Period
Annual Evaluation Period

- Objectives
- March
- October
- December
- Report
- Evaluation
# Proposed Deadlines (Calendar 2024 APPR)

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan – Mar 2024</td>
<td>Faculty member and Department Head review objectives</td>
</tr>
<tr>
<td>October 2024</td>
<td>Faculty member finalizes Objectives</td>
</tr>
<tr>
<td>November 2024</td>
<td>Department Head affirms Objectives</td>
</tr>
<tr>
<td>31 December 2024</td>
<td>Faculty Member completes Performance Report</td>
</tr>
<tr>
<td>31 January 2025</td>
<td>Department Head completes evaluations for all faculty members.</td>
</tr>
<tr>
<td>28 February 2025</td>
<td>Dean completes review of evaluations for all faculty members.</td>
</tr>
<tr>
<td>31 March 2025</td>
<td>All faculty evaluations for calendar 2024 are completed.</td>
</tr>
</tbody>
</table>
Next Steps

• Feedback through Faculty Senate

• Implementation
  • Finalize & test forms
  • Training and documentation
  • Open sessions

• Feedback? Please send email to Matt-Matthews@utc.edu
Additional Information
Documenting Objectives

Scroll Down
## Documenting Objectives

### Scholarship/Research

<table>
<thead>
<tr>
<th>Biographical Sketch - NIH</th>
<th>NSF</th>
<th>Creative Works/Projects (e.g., commissions for design and or studio works)</th>
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</thead>
<tbody>
<tr>
<td>Contracts, Fellowships, Grants and Sponsored Research</td>
<td></td>
<td>Intellectual Property (e.g., copyrights, patents)</td>
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<tr>
<td>Publications</td>
<td></td>
<td>Presentations</td>
</tr>
<tr>
<td>Performances/Exhibits (e.g., juried shows, commissioned performances, competitive exhibitions)</td>
<td></td>
<td>Research Interest(s)</td>
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</table>

### Service

<table>
<thead>
<tr>
<th>University, College, and Department Service</th>
<th>Community and Public Service</th>
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</thead>
<tbody>
<tr>
<td>Professional Service</td>
<td>Summary of Service</td>
</tr>
</tbody>
</table>

### Annual Evaluation

<table>
<thead>
<tr>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Objectives</td>
</tr>
</tbody>
</table>
Finalizing Objectives (Oct)

• Faculty member loads in and affirms their objectives
• Goes to Department Head or Director
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
Performance Report (Dec)

- 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