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

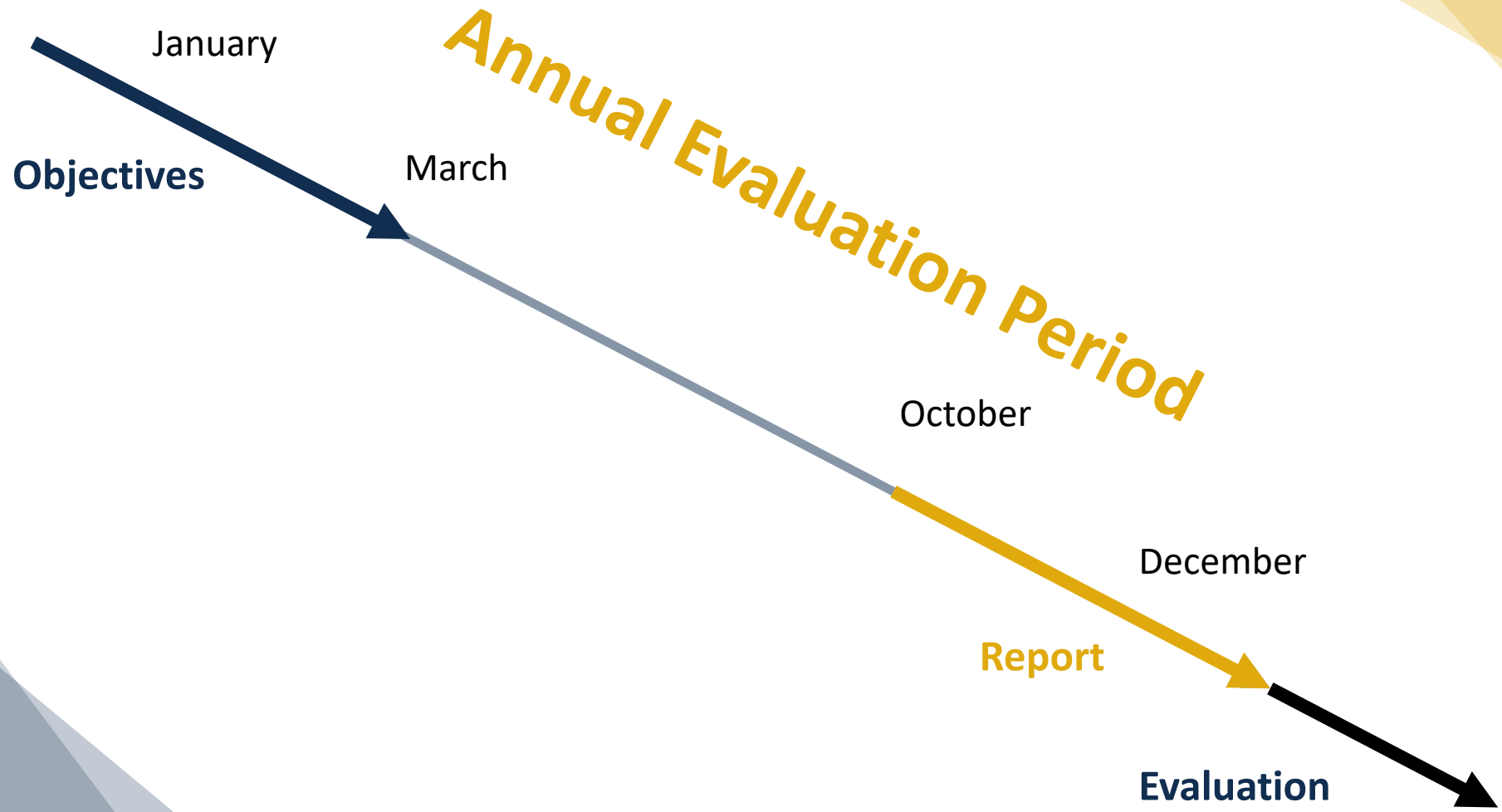
Service
- Objectives
- Activity

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

Annual Evaluation Period


January
Annual Evaluation Period
Objectives
March
October
December
Report
Evaluation

Proposed Deadlines (Calendar 2024 APPR)

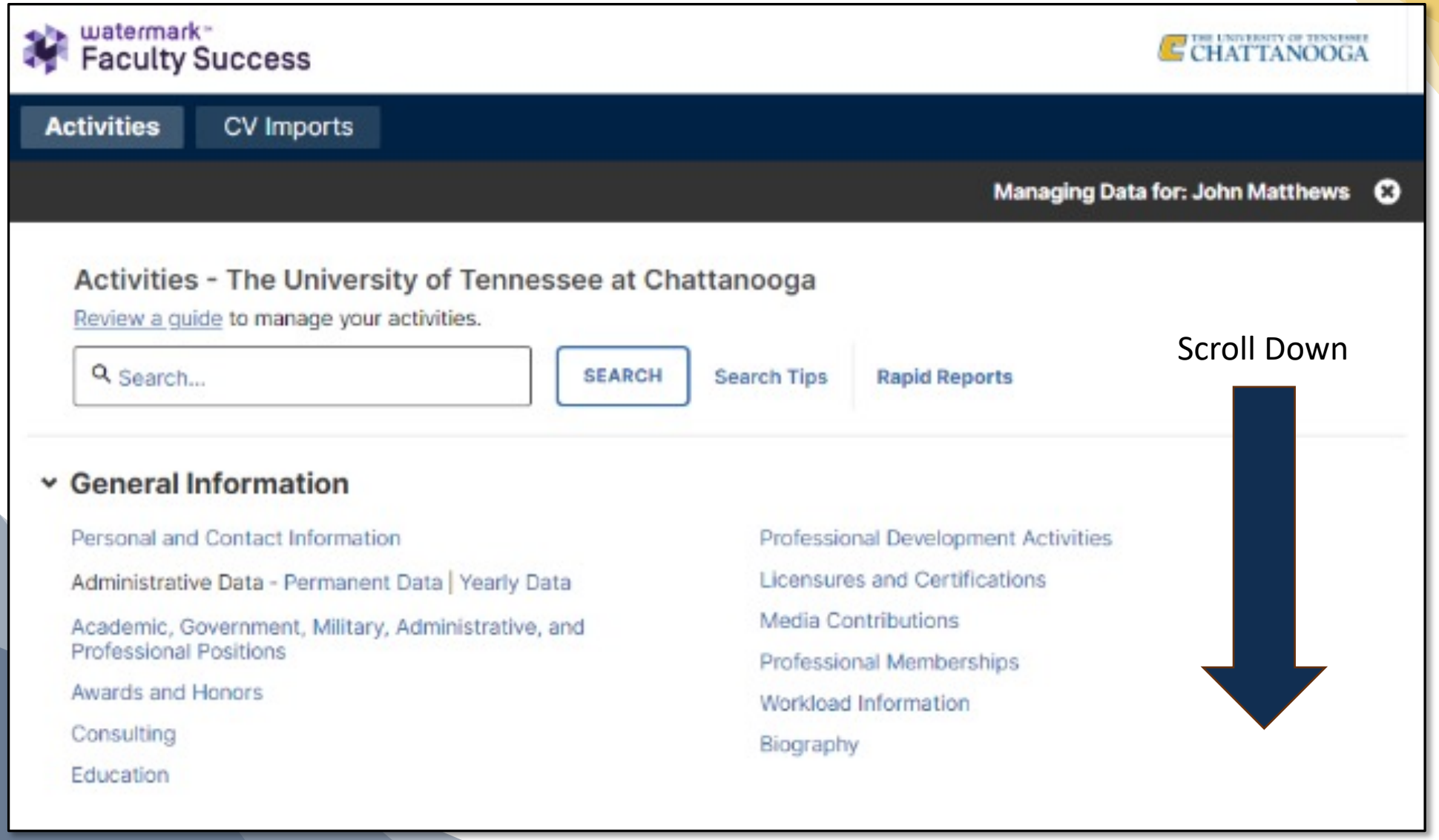
Date	Action
Jan – Mar 2024	Faculty member and Department Head review objectives
October 2024	Faculty member finalizes Objectives
November 2024	Department Head affirms Objectives
31 December 2024	Faculty Member completes Performance Report
31 January 2025	Department Head completes evaluations for all 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

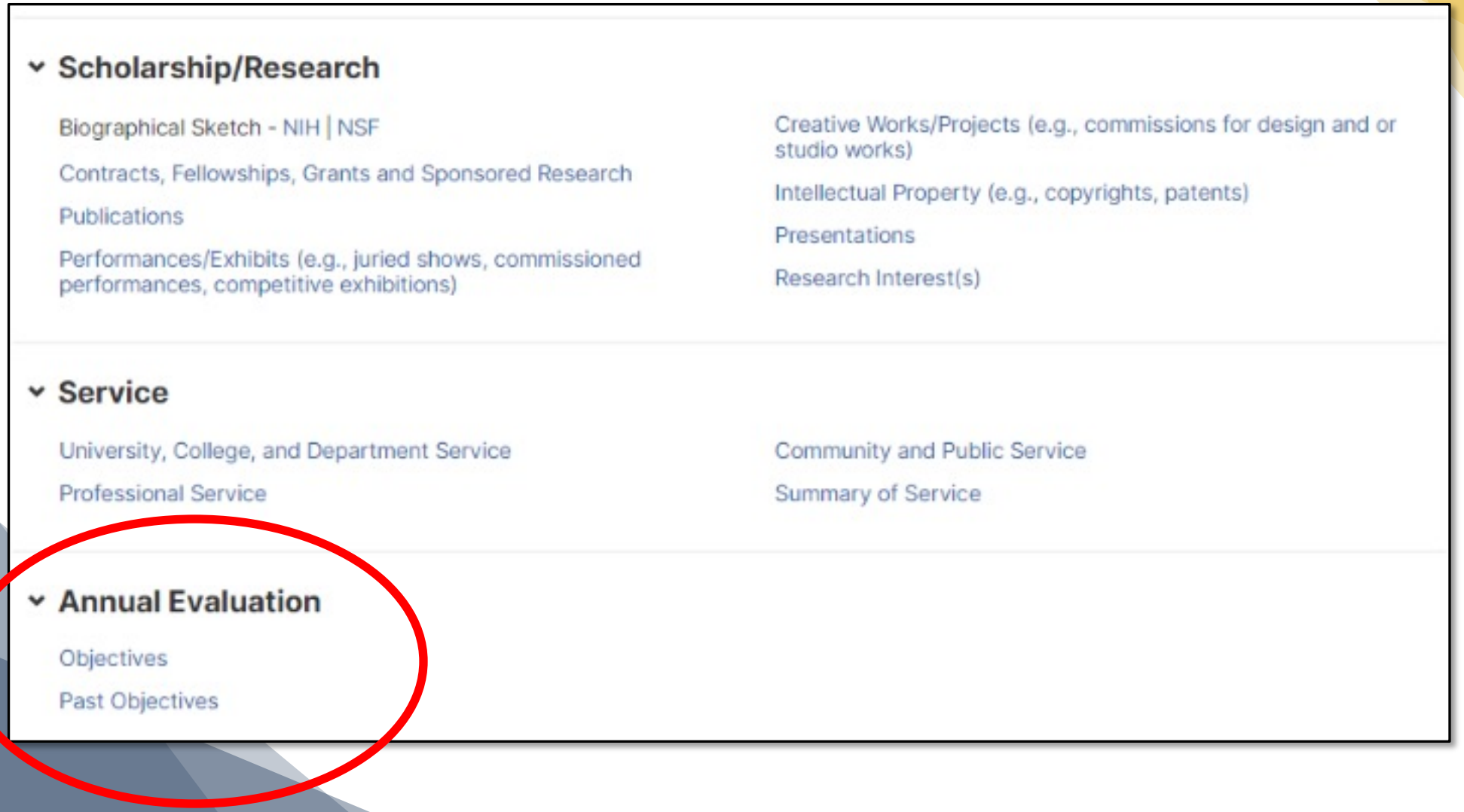
- Feedback through Faculty Senate
- Implementation
  - Finalize & test forms
  - Training and documentation
  - Open sessions
- Feedback? Please send email to Matt-Matthews@utc.edu

Additional Information

Documenting Objectives

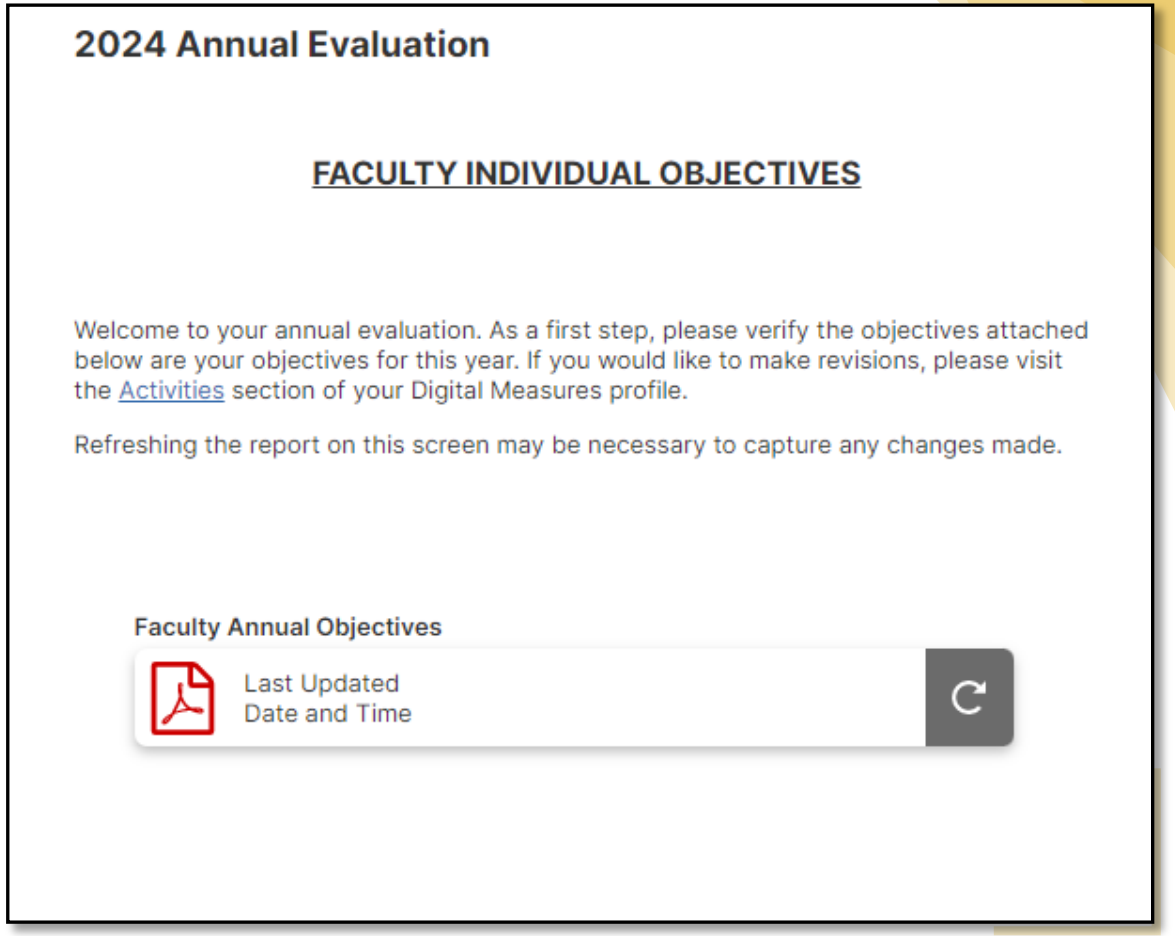


Documenting Objectives



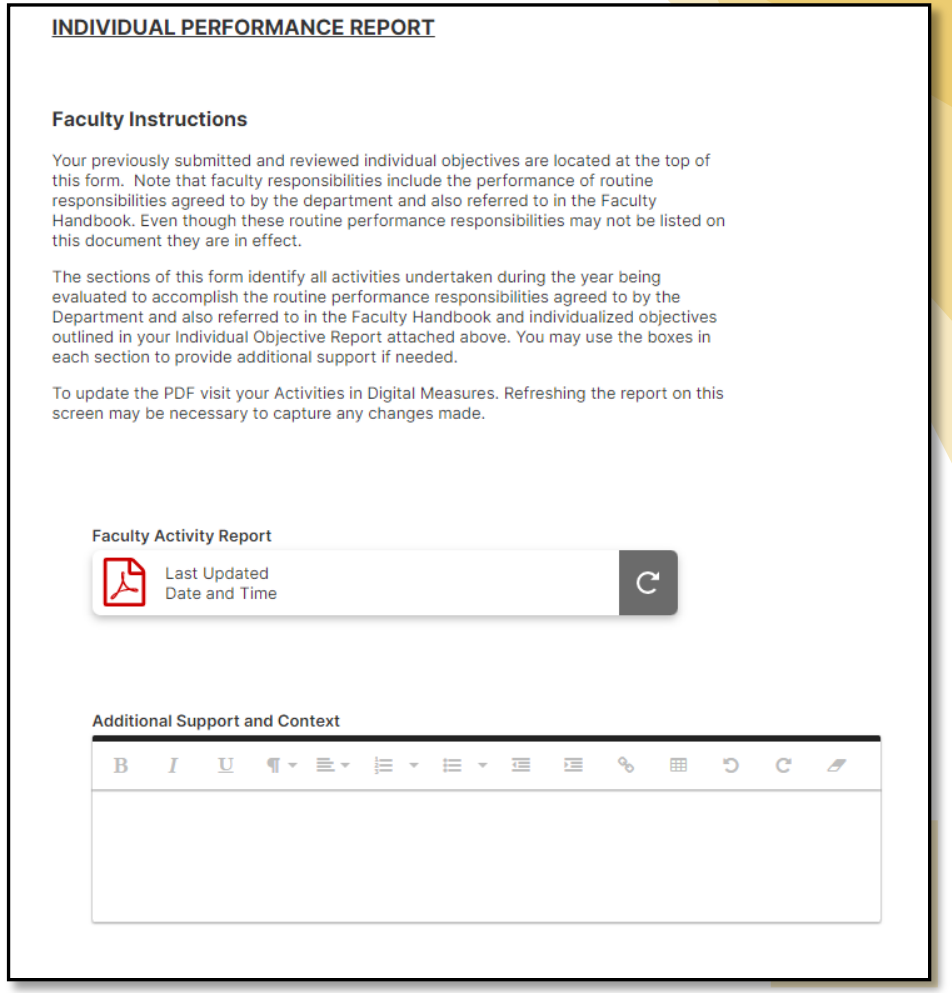
Finalizing Objectives (Oct)

- 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



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.

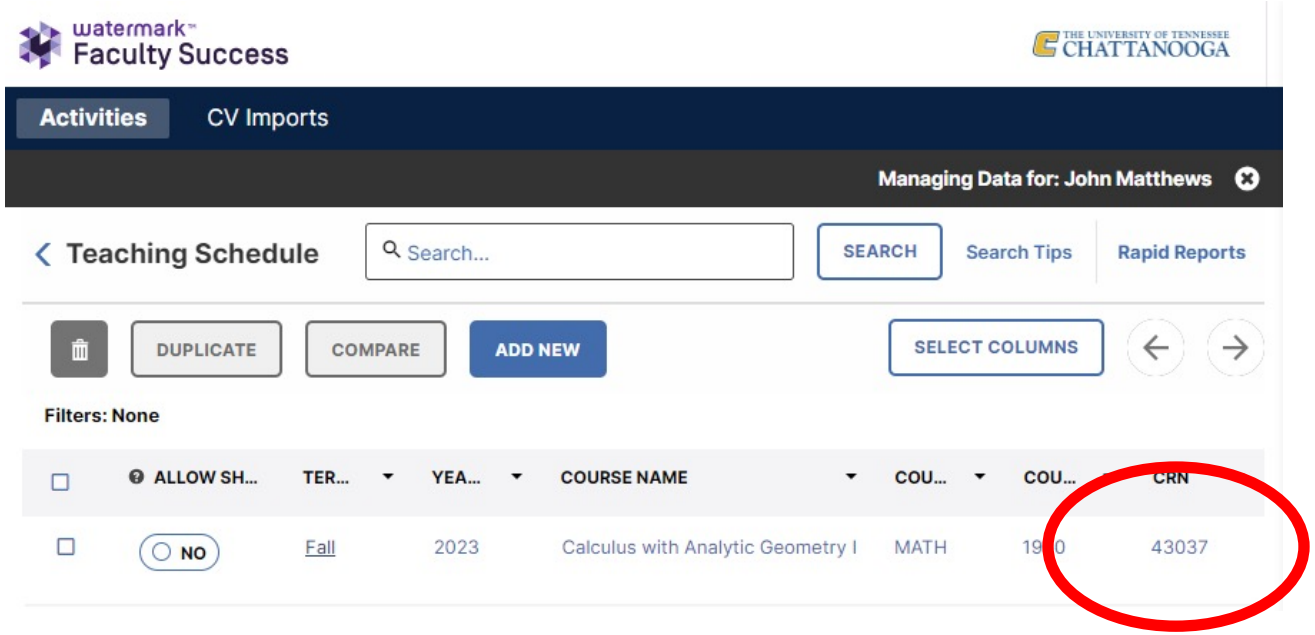
To update the PDF visit your Activities in Digital Measures. Refreshing the report on this screen may be necessary to capture any changes made.

Faculty Activity Report

Last Updated
Date and Time

Additional Support and Context

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