

August 2009

Laboratory of Tree-Ring Research

General procedures for faculty annual reviews:

1. All faculty complete a comprehensive annual report of all research, teaching and service encompassing the past calendar year and two previous years. Both the tenure eligible and non-tenure eligible faculty submit annual reports. The annual report is prepared in a prescribed format that everyone uses. The annual report includes a listing of percentage effort/time allocated to each of the three areas: research, teaching, service for each of the three years. These percentage amounts are identified each year in conference with the Director and the faculty member.
2. A three member LTRR faculty review committee, composed of tenured LTRR faculty (excluding the Director), receives and reviews all LTRR annual reports. Membership and chairing of this committee is rotated. The committee collectively assigns an evaluation to each of the categories (research, teaching, service) and to the overall performance based on the percentage weightings. The potential evaluation ratings are: *Unsatisfactory, Meets Expectations, Exceeds Expectations, Truly Exceptional*. The overall evaluation ratings of the faculty member's performance each year is weighted based upon the percentages assigned each year and the performance in each area. The committee also writes a short statement regarding the performance on the evaluation form. Faculty review committee members recuse themselves from the evaluation of their own reports and step out of the room.
3. The Director receives the LTRR faculty review committee evaluations. The Director reviews and evaluates each faculty member's performance based upon his/her reading of the annual reports and the LTRR faculty review committee's evaluation. Evaluation ratings are then assigned by the Director to each of the areas and the overall performance, and a short summary statement is written.
4. The Director meets with each faculty member, and the reviews and evaluations by the LTRR committee and the Director are discussed. The faculty member has the opportunity to add a statement to the annual review form. Percentage weighting for the areas of research, teaching, service are set for the coming calendar year in agreement between the Director and faculty member. Both the Director and the faculty member sign the evaluation form and copies are made, distributed, and filed.