



UNIVERSITY OF MINNESOTA
TWIN CITIES

Division of Epidemiology
School of Public Health
Stadium Gate 27
611 Beacon Street S.E.
Minneapolis, Minnesota 55455
(612) 624-5400

K Ring

May 5/1986
May 6, 1986

TO: Kathy Ring
FROM: H. Blackburn
SUBJECT: Division Procedures on Faculty Performance Evaluation

3

Kathy, I'm looking at the April 7th memorandum of Edith Leyasmeyer and it seems to me we have a few things to add to our division procedures on faculty evaluations. Incidentally, do we have a division Procedures Manual other than the secretary's manual? We need to "maintain written procedures for annual evaluation reviews and salary adjustments for all faculty and non-faculty academic employees." Let's prepare written procedures as follows: (Please edit)

"..The Director of the Division of Epidemiology evaluates faculty and non-faculty academic employees in the spring of every year and again in the fall in regard to promotion. The procedure is as follows: The division head announces in a general memo to faculty that documentation is requested to be provided by a given date (April 15). The documentation file consists of all appointment and salary correspondence; all previous annual reviews of the employiye; an annually revised curriculum vitae of the employee; citations for copies of scholarly publications; materials on teaching performance including student evaluations; an annual listing of administrative and service achievements; and a performance agreement for the next academic year. (The latter outlines expected teaching, research and administrative/service accomplishments and is jointly agreed upon by the faculty member or academic employee and the division head.)"

"..After the documentation is gathered and reviewed by the division head, a summary is composed and given to the faculty member or academic employee and thoroughly discussed face-to-face. The division head raises the issue of promotion and agreement is achieved on its recommendation or postponement. The document is then edited and returned to the faculty member. The valuation document is signed by both parties and forwarded to the dean with the salary recommendation."

"Quantitative scoring of faculty performance is made by the director based on a maximum of 4 units for research performance, 2 units for grant proposals, 4 units for teaching, and 4 units for administration and service. A statistical distribution is prepared of all faculty scores and merit increase is recommended for the fraction in which the score exceeds the average for the division. Special recommendations are made for retention pay, or for pay inequities, and for exceptional performance."

"All faculty and academic personnel are informed of their rights to examine the complete personnel file in the division office and to have the evaluation and scoring explained to them. Faculty are required to submit updated documentation on merit and performance for promotion, where appropriate, by September 1st. The division head submits comments and recommendations for probationary faculty continuation and promotion by September 15th."

"Identical procedures are taken for non-academic professional personnel, and for non-regular, temporary, fixed term and contract faculty and justification provided for continuation of their non-regular appointment."

/st

bpc: Dean Kane
Dean Leyasmeyer

bpc Dean Leyasmeyer
Dean Kane
Walk ~~Set~~ up Wed. eve.
Dean Kane.