

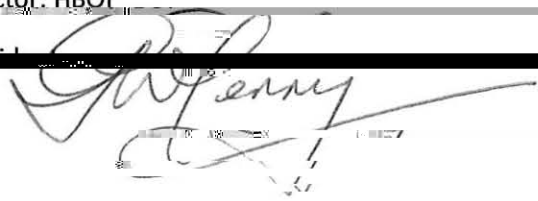
MEMORANDUM

DATE: June 12, 2015

TO: Deans
Megan Davis, Interim Executive Director, HR

FROM: Gray W. Perry, Provost and Vice President
Academic Affairs

SUBJECT: Faculty Annual Evaluation Timeline



Each FAU employee is required to have a performance evaluation at least annually. In the past at Florida Atlantic University, different academic units have conducted evaluations on an academic year, calendar year, or a combination of the two (for example, faculty on 12-month appointments).

As discussed, there are pros and cons for each. In order to ensure that all faculty being on the same as an annual evaluation on the 2015-2016 academic year, the year of the annual evaluations will be conducted on the basis of the calendar year (that is, 12 months). Faculty can choose to move to the calendar year or stay with their current evaluation cycle.

Calendar year faculty evaluations will require faculty to submit a written report of accomplishments for the previous Spring, Summer and Fall to their supervisor. This will provide the faculty member with a clear understanding of the evaluation process. This evaluation period will allow the supervisor and faculty member to have an informed discussion about the assignment for the next academic year. Completion of this task before the end of the academic year.

Units currently on a calendar year faculty annual evaluation timeline will experience no changes. Units currently on an academic year faculty annual evaluation timeline will be in a transition year, completing an academic year evaluation for 2014-2015 and then a calendar year evaluation for 2016 covering only Summer 2015 and Fall 2015. Units with hybrid evaluation cycles will need to make similar adjustments.

Thank you once again for working with us this year on making real-life changes to our evaluation process for all faculty.

Cc: Diane Alperin, Vice Provost, Academic Affairs