c) Reviews of Faculty Performance

Faculty performance will be reviewed annually through one of the following three procedures:

- an abridged review
- a comprehensive review
- an intensive review.

Annual reviews give faculty the opportunity to highlight, reflect on, and obtain feedback about their accomplishments over the past calendar year and how this work enhances their overall career. Annual reviews are to provide the following information as appropriate:

- An appraisal of each untenured faculty member’s progress toward tenure
- An appraisal of each faculty member’s progress towards promotion, if the faculty member is eligible for promotion.
- A rating of each faculty member’s annual (or biennial) performance in the context of his or her cumulative work.

Faculty who have served at Washington State University for less than one year need not be reviewed.

The criteria for annual reviews are the same as the criteria for tenure and promotion, outlined in III.E.3.a, III.E.3.b, and III.E.4.c of the Faculty Manual.

Reviews will be differentiated by tenure status as follows:

- Untenured faculty usually undergo one intensive review with the remainder of the reviews being comprehensive. An intensive review is normally required during the third full year of appointment. For faculty appointments with pre-tenure periods less than six (6) years, the time of the intensive review will be negotiated at the time of appointment. For faculty appointments with pre-tenure periods less than three (3) years, the intensive review is optional.
- Tenured faculty normally undergo comprehensive and abridged reviews in alternate years.

Associate professors are strongly encouraged to request an intensive review, in lieu of a comprehensive or abridged review, every four (4) to six (6) years. Notice of the request to undergo an intensive review must be communicated to the chair by a due date set by the chair and communicated to the faculty.

If a faculty member receives an annual review rating of less than satisfactory, all subsequent annual reviews will be comprehensive or intensive until a rating of satisfactory or better is achieved.

In the years in which a faculty member is due an abridged review, it is the prerogative of the faculty member or the chair, in consultation with the dean, academic director, or other supervisor, to elect a comprehensive review as warranted.

Abridged Review

**Purpose and Criteria.** Abridged reviews are intended for established faculty who continue to perform at or above expectations. They are available only to tenured faculty and normally occur the year following a year in which the faculty member received an annual review rating of satisfactory or above on a comprehensive or intensive review.
Submission. By the due date set by the department chair, the faculty member will submit a curriculum vitae and a short description of his or her accomplishments since the previous annual review.

Procedure. The abridged review is performed by the chair.

Results. Each abridged review will result in a written report sent by the chair to the dean and the faculty member reviewed. The report sent to the faculty member should include an invitation to meet face-to-face with the chair if the faculty member so desires. Reports will contain an annual review rating of either

- satisfactory or better
- less than satisfactory.

If the annual review rating is “less than satisfactory,” the written report must include an explanation for the decision, and all subsequent annual reviews will be comprehensive or intensive until a rating of satisfactory or better is achieved.

Comprehensive Review

Purpose and Criteria. Comprehensive reviews are intended to evaluate the performance of the faculty member and to provide feedback relative to university and department expectations. Each comprehensive review will consider the faculty member’s accomplishments and contributions since the last comprehensive or intensive review in the context of his or her cumulative performance. All faculty will undergo comprehensive reviews either annually or biennially.

Submission. By the due date set by the chair, each faculty member is expected to provide a curriculum vitae that includes information concerning education, instructional performance, research activities and publications, awards, professional experience, service activities, and affiliations, as well as a summary of his or her activities since the last comprehensive or intensive review.

Procedure. The comprehensive review is performed by the department chair in consultation with appropriate faculty supervisors at urban campuses, research and extension centers, or other distant locations.

Results. Each comprehensive review will result in a written report from the chair to the dean and the faculty member who was reviewed. The report sent to the faculty member should include an invitation to meet face-to-face with the chair, if the faculty member so desires. Reports will contain:

- The faculty member’s percentage appointment and primary responsibilities
- Whether the review is based on an annual or biennial time frame
- A summary and written evaluation of the faculty member's performance in each of his or her areas of responsibility, since the last comprehensive or intensive review, viewed in the context of his or her cumulative performance
- An assessment of the faculty member’s progress toward tenure or promotion, when applicable
- An annual review rating assigned to the faculty member's performance according to one of the following categories:
  - meritorious performance
  - strong performance beyond satisfactory
  - satisfactory
  - some improvement needed
  - substantial improvement needed.

If an annual review rating of “some improvement needed” or “substantial improvement needed” is assigned, then the report will include a list of goals and expectations intended to help the faculty member achieve a “satisfactory” or above annual review rating at the next review, which must be
comprehensive or intensive. The list should clearly identify areas in which performance is deemed deficient and specific recommendations to correct the deficit.

 Optionally, the report may also contain:

- An evaluation of the faculty member’s progress toward previously set goals and expectations, as approved by the chair
- A list of goals and expectations to be evaluated at the next comprehensive review
- Additional comments, if any, from the faculty member’s immediate supervisor.

For untenured faculty, a rating of “substantial improvement needed” may lead to nonreappointment as described in section III.G.1 of the Faculty Manual. In this event, the faculty member may, within thirty (30) calendar days after notification of nonreappointment, petition the Faculty Status Committee to review the decision upon grounds of inadequate consideration, violation of academic freedom, or substantial procedural irregularity.

Intensive Review

Purpose and Criteria. The intensive review is a two-part review that includes a comprehensive review and a career progress review. The comprehensive review is the same as that described above. The career progress review evaluates the progress of the candidate towards tenure and/or promotion, provides feedback relative to university and department expectations, identifies relevant deficiencies, and offers recommendations that may assist the candidate in determining future work. Untenured faculty are normally required to undergo one intensive review, and tenured faculty who are eligible for promotion are strongly encouraged to request an intensive review every four (4) to six (6) years.

Procedures. The intensive review contains two parts, each with its own rating.

The comprehensive portion of the intensive review is performed by the chair in consultation with appropriate faculty supervisors at urban campuses, research and extension centers, or other distant locations, and matches the procedure for the comprehensive review outlined above.

The career progress portion of the intensive review is coordinated by the chair and normally requires participation from all faculty and administrators eligible to perform tenure or promotion evaluations for the candidate. For untenured faculty, the intensive review procedures will match those for final tenure consideration, except that external professional evaluations are not required. For tenured faculty, the career progress portion of the review can be limited to the department level.

Submission. By the due date set by the chair, each candidate is expected to provide a curriculum vitae that includes information concerning education, instructional performance, research activities and publications, awards, professional experience, service activities, and affiliations, as well as copies of select publications and a teaching portfolio. He or she may submit, in addition, a context statement, a research statement, and descriptions of his or her external and institutional service activities. A summary of his or her activities since the last comprehensive or intensive review should also be provided.

Results. Each intensive review will result in two reports: a comprehensive review report and a career progress report. In addition, the chair will meet face-to-face with the candidate to discuss both reports.

The comprehensive review report is sent by the chair to the dean and to the faculty member who is being reviewed. The rating given in the comprehensive review report will serve as the annual review rating anywhere an annual review rating is used.
The career progress report is prepared by the chair and should reflect the views of the faculty eligible to vote on the candidate’s tenure and/or promotion. The report should highlight the candidate’s strengths and weaknesses and include recommendations for improvement. The candidate should be advised according to the following categories:

- Well prepared. The candidate is encouraged to seek tenure and/or promotion at the next opportunity.
- Satisfactory. The candidate appears to be building an appropriate profile, but has not yet achieved the standards expected for tenure and/or promotion.
- Improvement needed. The candidate should review the criteria for tenure and/or promotion and the career progress report carefully, and seek advice from other faculty in the university and his or her discipline.
- Unsatisfactory. The candidate is not on track for tenure and/or promotion.

The chair should provide the candidate with a copy of the career progress report prior to the face-to-face meeting.

For untenured faculty, the career progress report will be sent to the dean and follow the same procedures as that for the final tenure review, except that external professional evaluations are not required. A determination that the progress toward tenure is unsatisfactory can lead to nonreappointment as described in section III.G.1 of the Faculty Manual. In this event, the faculty member may, within thirty (30) calendar days after notification of nonreappointment, petition the Faculty Status Committee to review the decision upon allegations either of inadequate consideration, violation of academic freedom, or substantial procedural irregularity.

**Faculty Responses to Annual Review Evaluations**

After receiving the annual review report, the faculty member has a minimum of five (5) business days to sign the report, indicating that he or she has had the opportunity to read the report and to discuss it with the chair and/or appropriate faculty supervisors at urban campuses, research and extension centers, or other distant locations. A faculty member’s dissent regarding contents of the report may be appended to the signed report. When a dissent is appended, the faculty member must receive written acknowledgement within fifteen (15) business days that the statement has been reviewed by the chair’s immediate supervisor (normally the dean). At the same time that a response is sent to the faculty member, the chair’s supervisor will forward to the provost the annual review, the faculty member’s response to that review, and the supervisor’s response to the faculty member. After receiving this information, the provost has an additional fifteen (15) business days to provide a written acknowledgement to the faculty member and chair’s supervisor that he or she has reviewed all of the statements. For faculty located on urban campuses, a faculty member’s dissent will first be routed through the chancellor (or his/her designee) for review before forwarding to the dean.

**Information sent to the Provost’s Office**

The collection of annual review forms for each college or unit will be forwarded to the provost, along with a roster of all faculty required to undergo an annual review, indicating whether the review was intensive, comprehensive, or abridged, and the ratings assigned.

**Merit-Based Salary Increases**

If a merit-based raise is available, it will be based on the two most recent annual review reports, with two exceptions:

1. For recently appointed faculty members who do not yet have two annual review reports, the merit portion of their salary increase will be based on the available reports.
(2) If more than two years have passed since a merit increase was available, the raise will be based on the annual review reports since the last merit increase was available.

Ordinarily, salary increases for both annual and academic-year employees will take effect on the same date.