

Faculty Annual Review Guidelines

Updated Oct. 1, 2019

At the conclusion of the academic year, and prior to the start of the new academic year, department chairs will provide a written evaluation to each full-time faculty member. The purpose of the evaluation is to provide an assessment of the faculty member's annual productivity in the areas of teaching, research, and service, as well as to offer direction and support for strengthening productivity in any of these areas. (Assessment of clinical faculty will be based on the expectations outlined in their offer letter, which may or may not include research.) Evaluations should be based upon data uploaded into the annual reporting system. In addition to providing faculty an annual evaluation, department chairs should plan to meet with each faculty member annually to set goals in teaching, research, and service for the upcoming academic year.

In the event that a faculty member requires support to enhance their teaching, research and service activity beyond that which the department chair is able to provide, the department chair should enlist the assistance of the associate dean for faculty affairs.

It is important that the department chair and faculty follow the dates and deadlines listed below.

Important Dates and Deadlines for Department Chairs and Faculty

- **May 31:** Faculty annual reporting must be updated.
- **June 1 to July 15:** Department chairs complete annual evaluation of faculty. Submit evaluation (electronically) to faculty member. Department chairs should notify associate dean for faculty affairs if any faculty member needs additional support.
- **July 15 to Aug. 20:** Department chairs should schedule a time to meet with faculty members to discuss evaluation. Upon completion of this meeting, department chair should make any edits, if necessary, to written evaluation and submit the final written evaluation to the associate dean for faculty affairs (and the faculty member, if changes were made).
- **Aug. 20 to Sept. 5:** Department chairs should meet with individual faculty members to identify goals for the upcoming year.

Office of the Dean

367 Baldy Hall, Buffalo, NY 14260-1000
716.645.6640 (F) 716.645.2479
gsedean@buffalo.edu
www.gse.buffalo.edu