

**IU School of Informatics, IUPUI  
Annual Review Policy**

**DRAFT – 4/12/05  
Revisions: 11/16/05  
Revision: 1/27/06  
Approved: 5/5/06**

**\*\*Note the earlier deadline for eFASR Forms.**

It is the policy of IUPUI and the IU School of Informatics, IUPUI, that all full-time faculty members be reviewed on an annual basis. This Annual Review Policy is in addition to the *Third-Year Review Policy*, the *Policy on Clinical Ranks*, the *IU School of Informatics Promotion and Tenure Guidelines*, the *Statement of Salary Policy*, the *Policy on Lecturer/Senior Lecturer Appointments* and the *Policy on Joint Appointments*, which are already in place for the IU School of Informatics. Not only is the annual review process an important component for promotion and tenure decisions, but it also supports decisions on salary, teaching awards, requests for release time from standard teaching loads, sabbatical leave requests and post-tenure review, as defined by the IUPUI Faculty/Librarian Review and Enhancement Policy.

Annual reviews are conducted in the spring of each year in order to comply with reappointment deadlines from the Dean of the Faculties office as well as other campus requirements. As part of the campus annual review process, the Executive Associate Dean is required to certify by June of each year that annual reviews have been conducted for all full-time faculty members. A calendar for the receipt of faculty materials is attached as Attachment A.

As part of the annual review process, all full-time faculty members, including tenure-track and tenured faculty, clinical rank faculty, research rank faculty, research associates, lecturers and academic specialists are required to complete the eFASR form by February 1 for the preceding calendar year. It is important to note that only the Executive Associate Dean, the Associate Dean for Academic Affairs and Undergraduate Studies and their designated staff have access to the eFASR system.

Faculty members with tenure-track appointments or who have appointments where promotion and long-term contracts are an option, such as Assistant and Associate Professors, clinical and research ranks and Lecturers, will be reviewed by the Promotion, Tenure and Annual Review Committee of the IU School of Informatics, IUPUI (“primary committee”), in addition to being reviewed by the Executive Associate Dean. Recommendations of the primary committee will be forwarded to the Executive Associate Dean, who will prepare the official annual report summary for the faculty member and the campus. Suggestions for improvement will be shared with the faculty member as part of this process and the faculty member’s readiness to seek promotion will also be assessed. All other faculty members, such as Research Associates, Academic Specialists, full rank Professors and Senior Lecturers, will be reviewed by the Executive

Associate Dean. The annual review process will result in an overall finding that the faculty member's performance has either been satisfactory or unsatisfactory during the prior year. As part of this process, the Executive Associate Dean will meet individually with each faculty member to provide feedback and guidance.\* However, faculty anticipating promotion and tenure may also want to identify a mentor among senior colleagues either within or outside of the School of Informatics.

The eFASR and student evaluations will be the basis for annual review deliberations and these will be collated by the Executive Associate Dean's office. *Faculty who are in a tenure-track appointment or have the opportunity for promotion in rank and/or long-term contract will also submit a five-page personal statement and a copy of their vita to the Executive Associate Dean's office.*

In addition, faculty members are permitted to provide additional documentation as long as the amount of material is reasonable and will help to illustrate and clarify the faculty member's activities during the prior year. In the case of joint appointments, the Executive Associate Dean's office will obtain the eFASR from the school or unit where the faculty member has his or her primary appointment.

If you have questions about the annual review process or the eFASR form, please contact the Associate Dean for Academic Affairs and Undergraduate Studies. Faculty members should familiarize themselves with the IUPUI Promotion and Tenure Guidelines and the IU School of Informatics Promotion and Tenure Guidelines.

\*After this meeting, it is expected that the faculty member will receive a written summary of the meeting from the Executive Associate Dean.

## Attachment A: Calendar for Faculty

February 1 – full-time faculty members who are in their third year will submit a five-page personal statement, a copy of their vita and the names of external reviewers to the Associate Dean for Academic Affairs and Undergraduate Studies, who will coordinate the third-year review process.

February 1– all full-time faculty members must have completed their eFASR forms. *Faculty who are in a tenure-track appointment or have the opportunity for promotion in rank and/or long-term contract will also submit a five-page personal statement and a copy of their vita to the Executive Associate Dean's office.*

March-April – reviews conducted by Executive Association Dean and Promotion, Tenure and Annual Review Committee of the IU School of Informatics, IUPUI (“primary committee” as outlined above. Feedback provided to faculty members by Executive Associate Dean.

June 1- certification letter due to Dean of the Faculties office.

June 1 – faculty members who will be submitting dossiers for promotion and/or tenure will provide the names of external reviewers to the Associate Dean for Academic Affairs and Undergraduate Studies.

September 1 – completed dossiers will be submitted to the Associate Dean for Academic Affairs and Undergraduate Studies, who will coordinate the dossier review process within the School of Informatics.

September 1 – faculty who are interested in seeking a sabbatical leave will make an appointment to discuss their ideas with the Executive Associate Dean.

November 1 – completed sabbatical leave applications will be submitted to the Executive Associate Dean.

Approved by the IUPUI School of Informatics Faculty Council, 5/5/06

