

## **Annual Faculty Review Process Department of Microbiology**

### **1. Introduction:**

This document summarizes the Annual Faculty Review timelines, procedures, and performance expectations for the Department of Microbiology. This does not include policies and procedures for tenure reviews of tenure-track Faculty that are established by the University of Iowa. The document is written from the standpoint of timeline for administrative oversight, including deadlines for Faculty material, metric expectations, and formal review of Faculty with the DEO. A 5-year average of these metrics will also provide the basis for post-tenure review of Faculty.

### **2. Timelines:**

#### **Non-tenured Faculty:**

*December 15:* Assistant Professors are contacted to submit their completed Annual Faculty Review form by January 15, reviewing their teaching, research activities and scholarship, and service/clinical for the past calendar year.

*January 15 - January 31:* The DEO meets with Assistant Professors, and a review report is written for each Faculty member, documenting past year's progress and goals for the upcoming year. The written report is signed by the DEO and Faculty member.

*February 1:* Review is entered into Workflow.

#### **Tenured Faculty:**

*January 15:* Associate and Full Professors are contacted to submit their Annual Faculty Review form by March 1, reviewing their teaching, research activities and scholarship, and service/clinical for the past calendar year.

*March 1- May 1:* The DEO meets with Associate and Full Professors, and a review report for each Faculty member is written, documenting past year's progress and goals for the upcoming year. The written report is signed by the DEO and Faculty member.

*May 31:* Review is entered into Workflow.

### **3. Metrics for Annual Assessment of Faculty Members in the Department of Microbiology:**

- 1) For each major category below (Teaching, Research and Scholarship, and Service/Clinical), there are four subsections to be evaluated. For example, under the teaching category there are: 1) student evaluations, 2) peer evaluations, 3) course materials, and 4) undergraduate/graduate/professional/post-doctoral laboratory training. Each subsection will receive a numerical score from 0 to 2. Up to 4 additional points may be added for unusually meritorious performance as indicated in the metrics. Thus, each major category has 12 possible points (up to 8 from the 0-2 rating for the four subsections, and up to 4 additional points for exceptional merit).

- 2) A feature of this system is that the Teaching, Research and Scholarly Activity, and Service/Clinical scores are weighted to account for the percent effort expended by Faculty on each activity. Implementation of a weighting system ensures that Faculty with large and valued teaching loads are not penalized for having smaller research programs. The same concept applies to Faculty that have large research programs but less teaching activity. It is expected that all faculty will receive a total score of  $\geq 4$  when percent effort for each section is factored. Faculty who do not meet expectations will elicit an action plan for correction.
- 3) Newly hired Assistant Professors are not expected to teach in formal courses their first year and will not have a service component their first year. Their annual review will primarily consist of development of research goals.

**Teaching: possible points = 12**

- 1) Student evaluations:
  - 2: Ratings of 4 – 6 based on 6 point scale
  - 1: Ratings of 2 – <4 based on 6 point scale
  - 0: Ratings of <2 based on 6 point scale

Receipt of a university, national, or international award for teaching adds 1 additional point.

- 2) Peer evaluations:
  - 2: Ratings of 4 – 5 based on 5 point scale
  - 1: Ratings of 2 – 3.9 based on 5 point scale
  - 0: Ratings of <2 based on 5 point scale

- 3) Course Materials
  - 2: Excellent quality materials
  - 1: High-quality materials
  - 0: Moderate or low-quality materials

Directors of large courses receive 1 additional point.

Development of new curriculum materials or peer-reviewed publications in teaching journals adds 1 additional point.

- 4) Undergraduate/Graduate/Professional/Post-doctoral laboratory training
  - 2:  $\geq 4$  students in the laboratory
  - 1: 1 – 3.5 students in the laboratory
  - 0: <1 student in laboratory

PI of a T32 training grant adds 1 additional point.

**Research and Scholarly Activity: possible points = 12**

- 1) Publication record: (Note: two multi-authored publications, where faculty member is not the corresponding author or first author, count as one publication.)
  - 2:  $\geq 4$  manuscripts
  - 1: 1 – 3.5 manuscripts
  - 0: <1 manuscript

Authorship on high-impact manuscript adds 1 additional point  
Patent application adds 1 additional point

- 2) Extramural support
  - 2:  $\geq 60\%$  salary coverage on grants
  - 1: 30 -59% salary coverage on grants
  - 0:  $< 30\%$  salary coverage on grants

PI of P01 or similar large research grants adds 1 additional point.

- 3) Editorships/Editorial Boards/Grant Review Panels
  - 2: Editorship, membership on grant review panel, or  $\geq 3$  editorial board appointments
  - 1: Assignment to editorial board, or yearly review of  $> 5$  manuscripts
  - 0: No editorship, no membership on grant review panel, no assignment to Editorial Board, or no yearly review of  $> 5$  manuscripts

- 4) Impact
  - 2:  $\geq 4$  invited presentations nationally and internationally, receipt of prestigious university, national, or international awards, or organization of conferences, symposia, or workshops
  - 1: 1 - 3 invited presentations nationally and internationally
  - 0: 0 presentations nationally and internationally, 0 receipt of prestigious university, national, or international awards, and 0 organization of conferences, symposia, or workshops

Election to a national/international scientific academy or presentation as keynote/honored speaker at a national/international meeting adds 1 additional point.

**Service/Clinical: possible points = 12**

- 1) Departmental committees
  - 2: Service on  $\geq 2$  committees
  - 1: Service on 1 committee
  - 0: Service on 0 committees

DGS, DUGS, or service in clinics adds 1 additional point.

- 2) Collegiate/University committees
  - 2: Service on  $\geq 2$  committees
  - 1: Service on 1 committee
  - 0: Service on 0 committees

Committee chair adds 1 additional point.

- 3) Regional, national, or international scientific organization committees
  - 2: Service on  $\geq 2$  committees
  - 1: Service on 1 committee
  - 0: Service on 0 committees

Organization chair/president adds 1 additional point

4) Community Service

2:  $\geq 2$  major interactions with community

1: 1 major interaction with community

0: 0 major interactions with community

Featured in a regional, national, or international biomedical advancement news story adds 1 additional point.

**Department of Microbiology  
Annual Faculty Review – 2011 Calendar Year**

**Faculty Member:** Please complete this form and email it to the department head no later than January 31, 2012.

<b>Name</b>		<b>Rank</b>	
<b>Tenure Track or Research Track / Percent Appointment</b>		<b>Current Salary</b>	
<b>Original Hire Date</b>		<b>Date of Appointment to Current Rank</b>	
<b>Space Assignment</b>		<b>Square Footage</b>	
<b>Distribution of Effort</b>			
<b>Research: _____ %</b>	<b>Teaching: _____ %</b>	<b>Service and Clinical: _____ %</b>	

<b>Laboratory Personnel</b>	
<b>Research Mentees (please list by name)</b>	<b>Number</b>
Graduate Students:	
Professional (e.g. Medical, Dental) Students:	
Postdoctoral Students:	
Undergraduate Directed Research Advisees:	
<b>Employees (please list by name)</b>	
Research Staff:	
Undergraduate Student Staff:	
<b>Undergraduate Advising</b>	
Number of Undergraduate Advisees	

<b>Research Support</b>			
<b>Current Research Support</b>			
<b>Granting Agency, Grant Number, Title and PI (if not you)</b>	<b>Project Period</b>	<b>Current Year Direct Costs</b>	<b>% Effort</b>
<b>Pending Research Support</b>			
<b>Granting Agency, Grant Number, Title and PI (if not you)</b>	<b>Project Period</b>	<b>First Year Direct Costs</b>	<b>% Effort</b>

<b>Publications</b>
<b>Cumulative Total Number of Publications:</b> _____
<b>Publications during the current reporting year (list):</b>

Course Designator and Number, Course Title, Semester, Your Role (course director, lecturer, etc.)	# of Credits	# of Students	Student Contact Hours	Overall Student Course Evaluation Score	Overall Peer Course Evaluation Score

<b>Invited Seminars and Lectures (list)</b>

<b>Service</b>
<b>Departmental (e.g., committees, mentoring)</b>
<b>Collegiate</b>
<b>University</b>
<b>Discipline-Related (e.g., study sections, editorial boards)</b>

<b>Recognition</b>
<b>Awards</b>
<b>Patents</b>

**My Goals for 2012 Calendar Year and Long-Term (5 years)**

**Research (including planned publications and proposal submissions)**

**Teaching**

**Service**

**Evaluation**

(department head will complete)

**Development Plans for Areas of Deficiency (if applicable)**

**Signatures**

\_\_\_\_\_  
Patrick M. Schlievert , Ph.D.  
Professor and Head, Microbiology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

