

Department of Molecular Physiology and Biophysics  
Annual Faculty Review—Procedure for Tenured Faculty

## Overview

To comply with University policy, the Department of Molecular Physiology and Biophysics will review tenured faculty on an annual basis. This review will evaluate scholarship, teaching, and service for the previous calendar year. Consideration will be given for short and long-term research goals, instructional development, and any service that cannot be adequately represented on a strictly annual basis. The annual review materials will be compiled and used in subsequent five-year post-tenure reviews. In addition to the requirements outlined below, faculty are required to present a departmental workshop on their research or teaching once every five years.

This document outlines the Annual Faculty Review procedure for all tenured faculty in the department and will serve as the basis for promotion reviews of junior faculty. The metrics for the annual assessment of faculty are outlined in a separate document.

## Timeline and Materials Due

February 1 <sup>st</sup>	<p>Post-tenure faculty will submit the following materials to the DEO for review. In addition, the department will collect CARTS data.</p> <ol style="list-style-type: none"><li>1. CV (CCOM format: <a href="http://www.medicine.uiowa.edu/facultyaffairs/forms/">http://www.medicine.uiowa.edu/facultyaffairs/forms/</a>)</li><li>2. Teaching evaluations</li><li>3. Most significant publication during the last year</li><li>4. Grant reviews</li><li>5. Updated “Annual Faculty Review” form</li></ol>
February – March	<p>The DEO will review the submitted documents, including the Workshop presentation by the faculty member, as well as students and/or postdocs working with the faculty member. The DEO will provide brief written comments on the faculty member’s annual review form. The report will be signed by the DEO and faculty member and submitted to the Dean.</p> <p>When, as a result of an annual review, the DEO concludes that there are significant deficiencies related to teaching, research, or service, the DEO shall provide written notification of these conclusions to the faculty member being reviewed, and the faculty member will be given one week to respond in writing. The final report and the faculty member’s response will be sent to the Dean and will be kept with the faculty member’s personnel records and made available to the five-year review committee.</p>
April 1 <sup>st</sup>	<p>Review will be entered into Workflow.</p>