

ANNUAL EVALUATION OF FACULTY: INSTRUCTIONS

Dear Faculty Member,

Completion of the Faculty Annual Evaluation is required of each faculty member at The University of Texas Health Sciences Center at San Antonio. This form is designed to help you ensure that you and your evaluator of your academic performance for each evaluation period. Because we attempt to include every possible area of faculty responsibility, it is likely that many elements of the form may not apply to you. By the same logic, you should feel free to add relevant information that does not seem to be covered by any of the included topics.

The compilation of your activities and accomplishments should be indicated on your e-TALUS (which can be downloaded and saved on your computer as a word document, paginated with a faculty member's name inserted as a footer) and should contain the descriptive information requested in each section. For the purposes of the annual evaluation period, prepare your e-TALUS CV for submission with activities and accomplishments during the evaluation period only inclusive of a front page.

12-Month and 9-Month faculty member should utilize the following procedures:

1. Faculty member completes the self rating column/evidence, mentoring table and success plan of the Faculty Annual Evaluation form and updates the CV on e-TALUS with activities and accomplishments for the evaluation period. All sections that apply to faculty's workload are to be completed.
2. Faculty member forwards the completed electronic copy of the Faculty Annual Evaluation form along with the completed, e-TALUS CV and with activities and accomplishments for the evaluation period being evaluated to the Manager of the Office for Faculty Excellence.
3. Peer evaluation for classroom teaching/online classes forms are to be submitted through OFE Online forms (My Intranet) forward to the Manager of OFE from the reviewer.
4. The Manager of OFE will upload faculty evaluations to secure SharePoint and provide access to the appropriate Vice Dean of Research, or/and Associate Dean of Undergraduate/Graduate, the Vice Dean, Practice and Engagement to provide enter their evaluation part.
5. Vice Dean of Faculty completes service table and schedules an appointment with the faculty member for discussion of the Faculty Annual Evaluation and to discuss enrichment of career goals. The Manager of OFE will provide the Vice Dean of Faculty Excellence the completed faculty evaluation and e-Talus CV for review and discussions and enrichment of career goal.
6. OFE Manager will email a copy of final signed faculty evaluation form to uthscsa email and file a copy in faculty personnel file in the Office for Faculty Excellence.
7. Timeframe of faculty evaluations will be provided by the Office of Faculty Excellence.

Adjunct faculty member evaluations:

1. Adjunct faculty are reviewed at the end of each semester by course coordinator and Associate Dean of Undergraduate Studies/Associate Dean of Graduate Studies.
2. Course Coordinators fill out the Adjunct Teaching Evaluation: Primarily Role Clinical Teaching and/or Primarily Didactic Teaching Role form and forwards the appropriate Associate Dean.
3. Associate Dean forwards the signed copy to Manager of OFE.
4. OFE forwards a copy to adjunct faculty and retains a copy for personnel file.