The IUSM is dedicated to sustaining and facilitating the vitality of faculty throughout their careers across the teaching, research, and service missions. The annual faculty review is a key part of the career development process.

IUSM strongly recommends that all faculty members receive an annual review (full and part-time). As outlined in IU policy, formal annual reviews are required for full-time faculty, including tenure track, clinical track, research scientists and research professors, librarians, lecturers, and tenured full rank faculty.

Aside from being a formal requirement, the annual review affords an important opportunity to provide mentoring and feedback, clarify expectations, and increase faculty engagement.

Specifically, the objectives of the annual faculty review are to:

1. Serve as an opportunity for a mentoring or career development conversation regarding accomplishments, strengths, areas for improvement, goals, and professional development needs
2. Assess progress toward promotion and/or tenure (if applicable)
3. Clarify expectations and allocations of effort
4. Provide constructive feedback regarding faculty performance across mission areas, and if areas for improvement are noted, to develop a plan for improvement

Information obtained from the annual review may be useful to department chairs and directors for such issues as sponsoring or nominating faculty members for new opportunities, discerning faculty development needs, reallocation of duties and responsibilities, salary changes or bonus awards, and allocation of resources.

Responsibilities of the faculty member:

1. Update your CV if needed in advance of the meeting
2. Complete the Annual Faculty Review Narrative Form and submit it to your chair/director (or his/her designee) in advance of the meeting
3. Come prepared to discuss your:
   a. Accomplishments, strengths, areas of improvement, professional development needs, any challenges or obstacles encountered, and goals for the coming year
   b. Effort allocations in all applicable mission areas
   c. Timeline and progress toward promotion and/or tenure (if applicable)
4. Consider ways your chair or others in the department or school can help you achieve your goals (i.e., more focused mentoring, sponsorship or nominations for opportunities, professional development courses/workshops, etc.)
5. In section I, you will have the option to respond to the chair’s/director’s/designee’s assessment. If you would like to exercise this option, your response is due within two weeks of the annual review.
6. Retain a signed copy for your records

Responsibilities of the chair/regional center director or designee:

1. Review each faculty member’s Annual Faculty Review Narrative Form and any accompanying documents in advance of the meeting
2. Discuss the accomplishments, strengths, improvement areas, professional development needs, challenges or obstacles, and goals of the faculty member
3. Consider ways you may be able to help each faculty member achieve his/her goals (i.e., more focused mentoring, sponsorship or nominations for opportunities, professional development courses/workshops, etc.)
4. Discuss the timeline and progress toward promotion and/or tenure (if applicable). Neither the university nor school requires primary committee involvement in the annual review process.
However, it is highly recommended for tenure track probationary faculty and/or when a review is borderline or negative
5. Clarify or confirm allocations of effort and expectations for performance in applicable mission areas
6. Provide feedback on whether the faculty member is meeting, below, or exceeding expectations. If below, discuss what improvements are needed and the plan for making such improvements
7. Determine whether the overall performance is satisfactory
8. Provide the faculty member with the option to respond in writing (section I). If a faculty member chooses to exercise this option, his/her response is due within two weeks of the annual review.
9. Sign the form, have the faculty member sign the form, make a copy for the faculty member, and add the original to the faculty member’s file
10. Submit to the Office of Academic Administration a certification memo stating that reviews of all appropriate faculty members have been conducted, that the signed original forms are in your files, and that a copy of the form has been provided to each individual involved

What to do in the case of a negative review:
Submit copies of ALL negative annual reviews as soon as possible to the Office of Academic Administration via Lynn Wakefield. They will be forwarded to the Executive Associate Dean for Faculty Affairs and Professional Development for action if required, and a copy will be placed in the faculty member’s file.

Note: it is critically important to report any negative review of a tenured faculty member to the Office of Academic Administration. After one negative review, chairs will be strongly encouraged to develop a plan to assist the faculty member to get back on track. If a second, consecutive negative review occurs, a special review (Faculty and Librarian Review & Enhancement - FLRE) is required in accordance with campus and school policies.

As required by the IUPUI Dean of the Faculties Office in order to ensure monitoring of and compliance with FLRE policy, please include in your certification memo the names of any faculty members who receive an overall rating of unsatisfactory even though you will be sending copies of these reviews to the Academic Administration Office.