

MEMORANDUM

TO: Deans and Department Chairs

FROM: Lori S. Gonzalez, PhD, Vice Chancellor
Academic, Faculty and Student Affairs

DATE: May 16, 2019

SUBJECT: 2019 mid-calendar-year Review of Progress

We are 11-months into our 18-month annual review period. Recall that we are transitioning to a calendar year annual review (January thru December) and away from our prior academic year review (July thru June).

There will NOT be an official Annual Performance and Planning Review (APPR) done this spring/summer as in the past. Our next official APPR will cover an 18-month period (July 1, 2018 thru December 31, 2019), which means that the next official annual reviews for faculty members will take place during January and February 2020.

There are some faculty members, however, who should receive a review of their progress before the end of June 2019. This includes faculty members who:

1. are on tenure track,
2. received a rating of "Needs Improvement for Rank" or "Unsatisfactory for Rank" on the 2017-18 APPR,
3. require a significant change in the work assignment(s) that were assigned at the 2017-18 APPR,
4. request a review, as well as any faculty member that you, as department chair, wish to review, and/or
5. are on tenure-track and this is the time frame for conducting the mandatory interim probationary review (document using *Form 2: Summary of Interim Probationary Review of Tenure Track Faculty*).

It is important to note that this is NOT a full-fledged APPR. It is a review of the faculty member's progress that is being done off-cycle (in the 2019 mid-calendar-year). This progress review meeting provides department chairs with the opportunity to highlight accomplishments, provide relevant feedback, discuss areas of concern and, if needed, redirect faculty members in their assignments, goals, and progress towards tenure.

You will use a form created specifically for documenting the 2019 progress review. It is posted online at <http://uthsc.edu/afsa/faculty-affairs/faculty-resources.php> in both PDF and Word format. In using the form:

1. provide the normal background information about the faculty member,
2. select the review category that corresponds to one of the four identified categories,
3. delete the irrelevant progress review points for the unused categories,
4. use the bullet points in the box for the selected review category to guide your narrative,
5. ensure that you and the faculty member both sign, and
6. distribute copies of the form as noted on the bottom of the form.

Other pointers for this abbreviated mid-calendar-year review:

1. Instead of having the faculty member complete a full annual activity report, obtain an updated CV from them with their highlights indicating any difference from the 2018 CV.
2. You may wish to have the faculty member use a Word document to list their goals and assignments from the 2017-18 APPR and provide their evaluation of those.
3. There is no requirement that a full annual activity report or an updated CV be sent forward with the progress review form as it is distributed.
4. As always, if the faculty member wishes to submit an optional response, make sure that is attached to the progress review form.

The Faculty Affairs Work Group (FAWG) representative for your college is an up-to-date source of information on this matter and can answer your questions. As always, reach out to this office (Cindy Russell) at any time.

FAWG representatives by college:

- Dentistry: Stan Covington
- Graduate Health Sciences: Don Thomason
- Health Professions: Hassan Aziz
- Medicine: Polly Hofmann
- Nursing: Sherry Webb
- Pharmacy: Brad Boucher

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