

<b>Title</b>	<b>Faculty Annual Performance Evaluation</b>
Policy Number	UAD0023
PolicyType	University
Category	Administrative
Subcategory1	
Subcategory2	
Subcategory3	
Approval Date	4/13/2020
Contact	<b>Contact Person:</b> Susanna Chubinskaya, Vice Provost, Faculty Affairs
Applies To	<b>Applies To:</b> All Rush University Faculty
Purpose	<b>Purpose:</b> The annual performance evaluation is intended to offer a consistent approach to providing feedback to faculty about their performance and progress toward promotion and tenure, and assessment of faculty overall performance and professional development.
Executive Summary	<b>Executive Summary:</b> The Faculty Annual Performance Review is a combination of faculty curriculum vitae update, reflection on faculty academic accomplishments, and progress towards professional and leadership development goals. Completed between the end of one and the onset of the next academic year, it provides documentation of faculty accomplishments and sets expectations for the coming year. It serves as a focus for, and documentation of, substantive conversations that occur between the faculty and their supervisor on format summative evaluation and professional support for faculty development. It includes self-reflection on past academic year and planning for the next academic year. -
Definitions	<b>Definitions:</b> For the purposes of this policy, Faculty is defined as individuals with active (Instructors, Assistant Professors., Associate pro Full professors) and/or adjunct faculty appointments.
Equipment Information	<b>Information:</b> Questions regarding Performance Management should be directed to <a href="mailto:Faculty_Affairs@rush.edu">Faculty_Affairs@rush.edu</a> . The Faculty Annual Evaluation Tutorial is located on the faculty affairs website at: <a href="https://www.rushu.rush.edu/about/faculty-;">https://www.rushu.rush.edu/about/faculty-;</a>
Policy	<b>Policy Statement:</b> Annual Performance Evaluations are an integral part of Rush University's ongoing efforts to encourage faculty to higher level academic achievement and service. Rush University reviews faculty performance on an annual basis. The annual review process is by University designation, not by hire date. Rush University leaders, Deans, and Department Chairs are required to educate, monitor, and enforce the Faculty Annual Performance policy. Effective enforcement, education, and detection by University and College leaders of compliance with the Faculty Annual Performance policy are a mandatory component of the leadership job function. Deans and Department Chairs (or their designees) are expected to maintain good communication with all faculty, recognize performance when indicated, and providing feedback on goal attainment or need for improvement. Rush University encourages periodic, meaningful performance discussions in addition to the annual performance review.
Outcome	

Guidelines

**Guidelines:**

**1.01 FACULTY ANNUAL PERFORMANCE EVALUATIONS**

Rush University reviews faculty performance on an annual basis.

During the annual review process, faculty are required to update their curriculum vitae in the Faculty Management System self-evaluation based on the goals established in the previous year. Faculty direct supervisors will prepare a performance evaluation for each faculty in their department, and meet with them to review performance and evaluate progress towards set goals and advancement; ensure compliance with Rush University’s mandatory training requirements; and establish future goals including professional and leadership development.

**Note:** There are three ways to access the faculty management system to update CVs and to complete annual performance

1. Access green desktop icon named "Rush University Faculty Management System";
2. Access [RUFaculty.rush.edu](https://www.rushu.rush.edu/about/faculty-affairs); or
3. Access the email link that each faculty will receive once the process opens.

Instructions on how to complete annual performance evaluations can be located and are available on the faculty affairs website at <https://www.rushu.rush.edu/about/faculty-affairs>.

a) Annual review for new Faculty hires. Faculty who are hired less than three (3) months prior to the first date of the annual review are not required to participate in that particular annual review but are required to maintain an updated curriculum vitae in the Faculty Management System. These faculty will be included in the following academic year’s annual review. However, they must set their goals for the next academic year.

b) Annual review of Adjunct Faculty. Faculty with the rank of "Adjunct", primarily involved in the education of Rush University are expected to maintain an updated curriculum vitae in the Faculty Management System. The review process and review criteria shall be established by each college and may focus only on their educational role. Self-evaluations (if applicable) and a performance assessment may be either entered in to the Faculty Management System or attached as supporting documentation.

c) Timeliness of reviews. Reviews are due on the date specified by leadership of Rush University. In general, annual performance evaluations take place from the beginning of June until the end of August-beginning of September.

d) Leave of Absence. Deans or Department Chairs with a faculty member who is on a Leave of Absence (LOA) when evaluated will have sixty (60) days from the date of return to submit an evaluation for that faculty.

e) Evaluation documents. Performance evaluations are available in the Faculty Management System and must be completed electronically. Tutorial for Faculty Annual Performance review is available on the Faculty Affairs website at <https://www.rushu.rush.edu/about/faculty-affairs>. Any questions regarding the performance review process should be directed to the Faculty Affairs mailbox at [faculty\\_affairs@rush.edu](mailto:faculty_affairs@rush.edu).

f) Compliance issues. Rush University leaders, Deans and Department Chairs are required to educate, monitor and enforce this policy. Faculty are responsible upon joining the Rush Faculty and throughout their faculty appointment at Rush University to maintain a current version of their curriculum vitae in the Faculty Management System and complete their annual mandatory training(s) (if applicable). Evaluations not only assess performance but may also include a faculty’s compliance to policies covering quality, safety, conflict of interest, conflict of commitment, and completion of annual position specific mandatory trainings.

Responsibility and Procedure

Regulatory Elements

Related Policies

**Related Policy:**

**HR-C 01.00 - Employee Performance Management policy**

Reference	<p><b>For use in the F&amp;P and Faculty Handbook</b></p> <p><b>Policy Number: UAD0023</b></p> <p><b>Policy Category: University Administrative</b></p> <p><b>Suggested Title: Faculty Annual Performance</b></p> <p><b>Date approved by University Council: 4/1/2020</b></p> <p><b>Date of initial adoption: 4/1/2020</b></p> <p><b>Effective date: 4/1/2020</b></p> <p><b>Date of Revision: 4/1/2022</b></p> <p>Comments:</p>
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