

ANSC Performance Review Procedures and Documentation

1. The annual performance review will be based on the faculty's appointment defined in their letter of hire and the workload expectations as outlined in the ANSC workload policy. This will be a comprehensive/overall assessment of faculty's performance in the current reporting period. The annual performance review is not meant for merit purposes. Merit review will be performed by the ANSC PTR and merit committee.
2. All faculty (tenure and non-tenure track) are expected to document their performance through the academic year and submit as part of their annual report, which will be due to the department head by the third Friday in May. Faculty with joint appointments will be evaluated on workload expectations relevant to their duties to the ANSC department defined in their letter of hire.
3. The table below will be used to document faculty performance for the academic year.

	Unsatisfactory	Needs Improvement	Satisfactory
Overall Assessment			

4. The department head shall review the faculty productivity based on the faculty's annual report and transmit the performance review via email by July 15th. The department head shall provide formative feedback in the performance review commenting upon their performance in each area of assigned duties (research, teaching, extension, service) and indicate whether the faculty member's performance is satisfactory, needs improvement or was unsatisfactory. The department head shall also provide a written summary to the faculty member that states the faculty member's anticipated workload for the next academic year. Last, the department head shall provide written justification in the event that a faculty's performance is evaluated as needs improvement based on the workload expectations for that year.
5. If a faculty's overall performance needs improvement, the department head shall meet with the faculty member no later than the first week of classes to develop a formative plan to address areas of concern based on the performance review that is mutually agreed upon, that outlines a path to success for each category that is deemed as needs improvement. The faculty member will have until the next reporting period to carry out the formative plan and meet workload expectations based on their appointment.
6. In the case that the faculty's overall performance is found to be unsatisfactory, the department head will notify the faculty member of the outcome of the performance review within two weeks of completion of the review and request a meeting among the faculty member, department head or equivalent official, and appropriate representative of the UConn-AAUP, if requested, to develop a plan to achieve a satisfactory Performance Review.
7. If desired, faculty can meet with the department head each year to discuss their performance based on their annual report in conjunction with their workload expectations as outlined in the ANSC workload expectation document. If any changes to workload are anticipated in the next

academic year, the department head should document the faculty member's modified workload in discussion with the faculty member.