

COLLEGE OF ARTS & SCIENCES

FACULTY ANNUAL EVALUATION GUIDE

The following resources are intended to help guide departments through the annual evaluation process. All full-time faculty complete the evaluation, submitted as an E-Portfolio in Blackboard.

Guidelines & Instructional Materials

[Annual Evaluation Schedule](#) (PDF) – Deadlines for all stages of the review process. This year, submissions are due **March 18, 2024**, and the portfolio covers **calendar year 2023**.

[Faculty E-Portfolio Guide](#) (PDF) – Step-by-step instructions for faculty to prepare and submit their annual report in Blackboard.

[E-Portfolio Tutorial](#) (Video) – 45-minute walk-through presented by the Office of the Provost.

[Reviewer Guide](#) (PDF) – Step-by-step instructions for Chairs and the Dean to access and review portfolios in Blackboard, including submission of the evaluation documents.

Reminders & Recommendations

- Continuation and the Annual Evaluation are separate processes with different components and deadlines. Annual Reports are reviewed by the Chair and Dean only, while Continuation involves additional stages of review. For faculty on a continuation track, that portfolio is due in January. Annual Reports (for all full-time faculty) are due in March.
- Allow plenty of time to prepare the portfolio, as the submission deadline and subsequent review schedule are strictly followed.
- Follow the structure outlined on page two (E-Portfolio Submission Process for Faculty). Do not omit any required sections or combine elements that should remain separate.
- It is recommended that faculty align their Narrative with their department's scoring tables (i.e. list activities in the order they appear on the document the chair uses to assign points). This helps ensure all activities receive credit and are located in the correct category.
- Documentation is required as evidence for most activities. It is recommended to make a PDF or upload to artifacts the scanned/digital documents for items described in the Faculty Narrative, e.g., scholarly activity, awards received, conference participation, and committee appointments. It is helpful to arrange the artifacts in each appendix in the order they are described in the Narrative.
- The Faculty Narrative (summarizing each evaluation area) should be submitted as one PDF. Each appendix should also be its own PDF, combining all artifacts relevant to that area.

E-Portfolio Submission Process for Faculty

Step I: Prepare Six PDFs

1. *Faculty Information* – Fill out the [Cover Page](#) and save.
2. *Faculty Narrative* – A report of activities in each evaluation area: teaching, scholarly/creative (if applicable), professional development, and service. Some departments prefer prose while others prefer bullet points; consultation with the chair is recommended.
3. *Teaching Appendix* – Artifacts for items described in the Narrative.
4. *Scholarly/Creative Appendix* (if applicable) – Artifacts for items described in the Narrative.
5. *Professional Growth Appendix* – Artifacts for items described in the Narrative.
6. *Service Appendix* – Artifacts for items described in the Narrative.

Step II: Create E-Portfolio in Blackboard

1. Click [Tools](#), then [Portfolios](#), then [Create Portfolio](#) (do not select an existing template).
2. [Title](#) the portfolio *[Your Name] 2022 Annual Report* and click [Submit](#).
3. [Rename](#) *Page 1* as *Faculty Information* and upload the corresponding PDF created in Step 1 (Cover Page) by clicking [Add Artifact](#), then [Add Personal Artifact](#), select your file, and [Save](#).
4. Click [+](#) to create additional pages for the other five PDFs described in Step I. When finished, click [Done Editing](#).

Step III: Submit E-Portfolio in Blackboard

1. Click [More](#) under your portfolio, then [Share](#), then [Share a Snapshot](#), then [External Users](#). Enter your email address (do not modify anything else) and click [Submit](#).
2. Back on the main page of Blackboard, click [Courses](#) and look for *tmp.[Department Acronym].202220* (e.g. *tmp.CHEM.202220* for Chemistry). The course will be titled *Tenure and Promotion Provost Office* (this is used year-round, so ignore the description).
3. Click [E-Portfolio Submissions](#). The [Annual Evaluation Portfolio](#) assignment is in this folder.
4. Click [Select Portfolio](#) and then attach *[Your Name] 2022 Annual Report*. In the Comments section, **paste the Snapshot link that was sent to your email**. Click [Submit](#).

Review Process for Chairs

Step I: Review the E-Portfolios

1. In Blackboard: click [Courses](#) and look for *tmp.[Department Acronym].202220* (e.g. *tmp.CHEM.202220* for Chemistry). The course will be titled *Tenure and Promotion Provost Office* (this is used year-round, so ignore the description).
2. Click [Grade Center](#) under Course Management and look for the assignment [Annual Evaluation E-Portfolio Submission](#). All portfolios for the department will be located here.

Step II: Complete the Annual Evaluation Documents

1. Draft the packet, which includes the summary page, scoring for each evaluation area, chair's narrative (using the form provided or attached as a memo), and proposed activities form.
2. Meet with faculty to discuss, finalize, and sign the Annual Evaluation documents.

Step III: Submit the Annual Evaluation Documents

1. Return to [Courses](#) in Blackboard and navigate to *tmp.[Department Acronym].202220*.
2. Click [Annual Evaluation Recommendation Documents](#) and upload the finalized packet in each faculty member's folder.