

Annual Appraisal Workshop

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What is the UD ADVANCE Institute?

- Founded by an NSF ADVANCE Institutional Transformation award (2014-2022).
- Currently funded by the provost's office.
- Research-based initiatives surrounding faculty development, diversity, and positive departmental climates.
- Programs and initiatives are for all faculty.
- Research findings are disseminated internally and in national outlets in order to effect change at UD and elsewhere.

Annual Appraisals

All faculty members are evaluated annually by their chairs to:



Assess performance based on workload



Award merit pay



Plan workload for next academic year



See [CBA Article 12.6](#) and [FHB 4.3.5](#)

Annual Appraisals: Also provide an opportunity for...



Annual Appraisals

You are evaluated by standards set by your department:

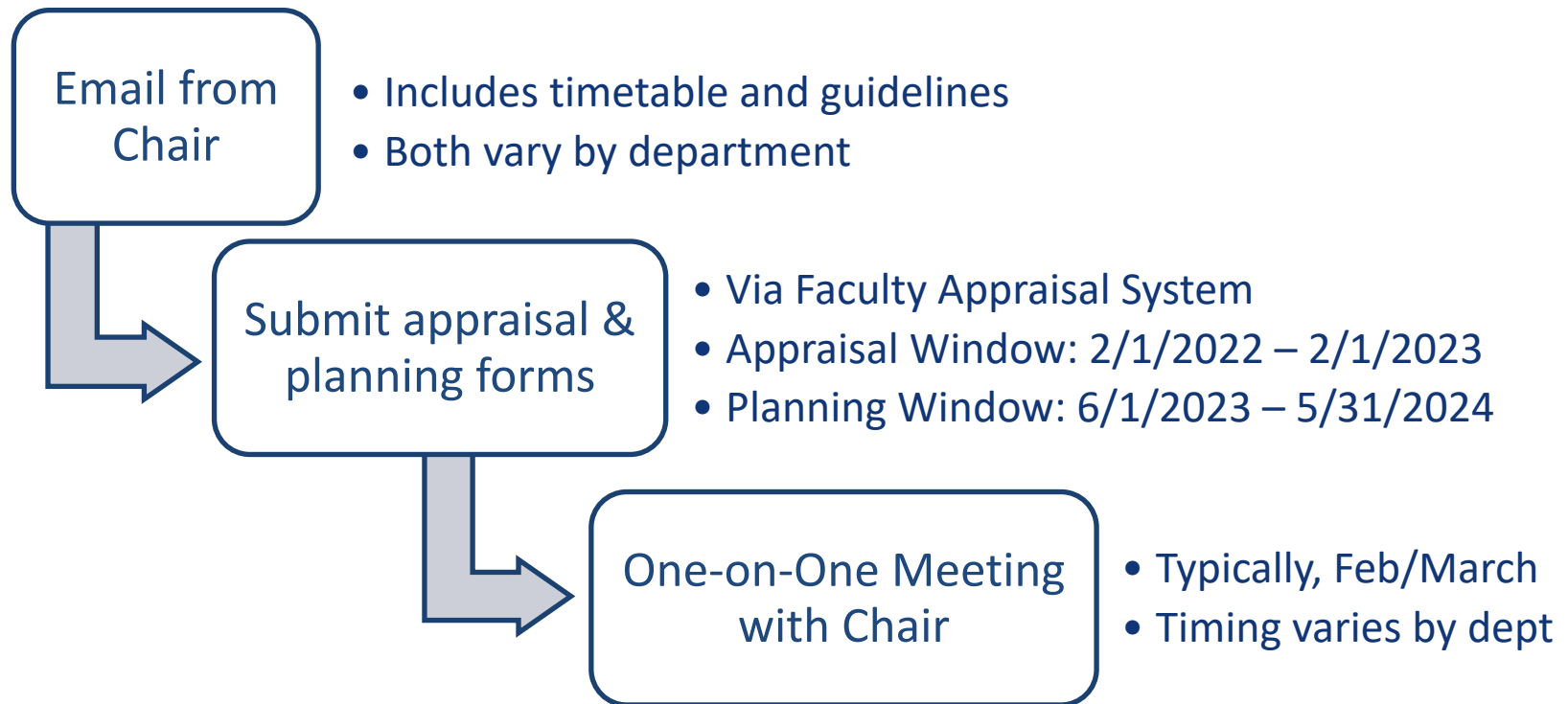
Merit Metric Document

Workload Policy

P&T Policy

All are available on the [Provost's website](#).

Annual Appraisals: Timing and Process



Annual Appraisals: Preparing Your Forms

Use your departmental documents

- Merit Policy
- Workload Policy
- P&T Policy

How are P&T policies relevant to annual appraisals?

- Appraisal forms are a good way of keeping track of P&T relevant activities.
- Appraisals provide an opportunity to learn departmental norms about what is important for promotion and how you should spend your time.

Annual Appraisals: Preparing Your Forms

- A. Familiarize yourself with departmental norms (activities to include; format)
 - Meet with your mentor
 - Ask a colleague for a sample from a previous year
- B. Think broadly
 - This is an opportunity for the chair to learn about your work & its impact.
 - See Handout titled *'Appraisal Forms. Sample Activities'* for examples of the types of activities that you might list.
- C. Describe your work
 - Don't just list activities
 - Concisely provide enough detail to help the chair to understand your time commitments and the impact of your work.

Meeting with the Chair

The meeting with the chair is a mutually beneficial opportunity:

- The chair can learn about your work and its impact
- You can learn about the culture of the department and the university.

Prepare for the meeting

- Create a list of Qs abt departmental norms or your progress towards promotion.
- Consider whether to negotiate for resources or a workload adjustment.
- Meet with a mentor for feedback on your form, to ask questions about what counts as a reasonable request for resources, or to seek strategies for negotiation.

Thank You!

Contact Us:

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Visit our website:

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