Annual Appraisal Workshop

Robin Andreasen
Professor, Linguistics and Cognitive Science, Co-Director UD ADVANCE Institute

Heather Doty
Associate Professor, Mechanical Engineering, Co-Director UD ADVANCE Institute

Shawna Vican
Assistant Professor, Sociology and Criminal Justice, Research Director UD ADVANCE Institute

January 24, 2023
What is the UD ADVANCE Institute?

- 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...

- Mentoring & Learning Norms
- Professional Planning
- Resource & Workload Negotiation
- Tactful Self-Promotion
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

Email from Chair
- Includes timetable and guidelines
- Both vary by department

Submit appraisal & planning forms
- Via Faculty Appraisal System
- Appraisal Window: 2/1/2022 – 2/1/2023
- Planning Window: 6/1/2023 – 5/31/2024

One-on-One Meeting with Chair
- Typically, Feb/March
- Timing varies by dept
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.
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:
ud-advance@udel.edu

Visit our website:
sites.udel.edu/advance

Join our mailing list: