

Dear Faculty:

The annual evaluation of faculty provides the basis for salary merit determinations and an opportunity for constructive feedback in all areas of faculty performance.

Please note that the Provost's Office now requires that the online version of the Faculty Appraisals and Planning Form be used. Workload plans for the coming year must also be completed for all areas of faculty work. It is important that planned activities for the coming year are also documented so that the following year's evaluation is aligned with this year's workload plans.

The appraisal period starts at the end of the last appraisal period through the end of Winter Session 2016. By March 31, 2016, the completed Faculty Appraisal and Planning Forms must be submitted to the college dean. By April 8, 2016, deans must confirm to the Office of the Provost the completion of faculty evaluation and workload planning in their units; deans must identify units that have not completed the process and provide an explanation for non-compliance.

Please contact me if you have any questions.

Best,  
Matt

Matthew J. Kinservik  
Vice Provost for Faculty Affairs  
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