




COLLEGE OF FINE ARTS  
THE UNIVERSITY OF TEXAS AT AUSTIN

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**To:** COFA Chairs and Directors

**From:** Douglas Dempster 

**Subject:** COFA Faculty Merit Review Policy

**Date:** May 1, 2011

### **College of Fine Arts Policy and Guidelines for Annual Faculty Merit Reviews** (The policy was considered and discussed by the Dean, Chairs and Directors of COFA between January 25 and March 23, 2011 and was adopted as college policy on May 1, 2011.)

Every faculty member in the College of Fine Arts will be evaluated each year. This merit review process will be evaluative as well as advisory in nature as a way of providing faculty with feedback on improving performance. Annual evaluations and merit-based salary adjustments should recognize and reward accomplishments of the past year, but should also take the long view of faculty merit in order to avoid incremental salary compression, gender bias, and other non-merit-based influences on compensation.

These evaluations will consider a) **teaching effectiveness**, curricular scope of teaching, teaching and curricular innovation, and curriculum leadership, etc.—including independent study and graduate advising; b) **professional practice and research excellence** with attention primarily to work that is being published, exhibited, performed, and receiving critical notice in distinguished publications or venues; and c) **service to the department or school, college and university**, as well as national service or service to professional organizations relevant to a faculty member's research and teaching.

*Assignment of Faculty Duties:* Every faculty member will receive, in writing, an "assignment of duties" from his or her chair or director that expresses the expected balance of responsibilities in teaching, research/professional activities, and service. These documents can be as elaborate or specific as seems appropriate, but should give each faculty member a clear understanding of the teaching, research and service expectations of their position and should also give the chair or director guidance in weighting EC evaluations for purposes of merit salary distribution. (A sample template for the "assignment of duties" is attached.) A balance of greater effort in one area (e.g. teaching) should align with greater expectations, responsibilities and productivity in that area (e.g. a heavier than average teaching load).

1. The assignment of duties should be in writing for each faculty member.
2. They should be reviewed and reaffirmed for each faculty member at least once every three years.

3. Chairs and directors should consult with division or area heads in developing these assignments of duties and may choose to delegate this responsibility to division or area heads, subject to review and approval by the chair or director
4. These assignments of duties will be subject to review and approval by the dean.

*EC Evaluations:* Each year, faculty members will submit annual activity reports summarizing the full extent of their professional activity using the format established by the university. Each year, the EC in each department and school will grade, rank, or evaluate the performance and productivity of each tenure-track faculty member and returning lecturer, senior lecturer or distinguished senior lecturer with regard to teaching, professional practice/research and service. This may be accomplished by a committee of the whole EC or by a duly designated sub-committee. These grades, rankings or evaluations, along with the assignment of a faculty member's duties and expectations, will guide the chair or director in making merit salary recommendations to the dean.

*Policy Transparency:* The chair or director shall inform each faculty member in writing of the results of the EC review and will advise on what improvement is recommended, if any. Each department or school will adopt and publish a document or documents (including this one) that explains the "Annual Faculty Merit Review Process." This document should explain the department or school's procedures, its criteria for evaluation, and details about the grading or evaluation measures.