



COLLEGE OF NATURAL SCIENCE

Annual Performance Review for Fixed Term Faculty and Academic Staff

I. Overview

- A. All College of Natural Science (CNS) fixed term faculty and academic staff shall have their performance evaluated on an annual basis, or within three months after the end of their appointment period.
- B. The evaluation of fixed term faculty and academic staff shall be based on the duties and responsibilities specified in the position description. Weight should be given to all duties consistent with the percent time listed for assigned duties in the “Fixed Term Faculty/Academic Staff Appointment/Reappointment Memorandum”.
- C. The standards and criteria for the assessment of performance within each CNS unit shall be developed by the unit according to unit policy or bylaws in accordance with College and University policy and bylaws, and where applicable, the collective bargaining agreement for the Union of Non-tenure Track Faculty.
- D. For fixed term faculty and academic staff who are appointed in multiple units, the CNS unit will serve as the lead for performance evaluations where it is the lead unit for the appointment. This will include coordinating with the other unit(s) on performance planning, reporting, and evaluation to make things as seamless as possible for the faculty/staff member.

II. Annual Performance Evaluation Process

- A. The annual evaluation period shall be January 1 to December 31.
- B. Each fixed term faculty/academic staff member must submit a written summary of activities as specified by the CNS unit. The written summary of activities and supporting documentation provide evidence to be used by the peer review committee (if applicable) and unit administrator in evaluating performance.
- C. The unit administrator (e.g. department chair, school director, dean) shall review the performance of each fixed term faculty/academic staff member and shall prepare a written evaluation using the “CNS Fixed Term Faculty and Academic Staff Annual Performance Evaluation” form.
- D. The unit peer review committee may provide input to the unit administrator, but the administrator is responsible for evaluating the performance of each fixed term

Annual Performance Review for Fixed Term Faculty and Academic Staff

Revised: March 2, 2011

faculty and academic staff member consistent with the expectations for the position and policies of the unit.

- E. The unit administrator will assess each significant area of the individual's responsibility, and also provide an overall evaluation shall.
 - F. The unit administrator, or designee, shall offer to discuss the evaluation with the fixed term faculty/academic staff member. The unit administrator shall provide a draft written evaluation prior to meeting with each individual to discuss the evaluation.
 - G. The unit administrator shall provide the written final evaluation within three months of the discussion of the evaluation with the fixed term faculty/academic staff member.
 - H. The fixed term faculty or academic staff member may attach a written statement to the evaluation if desired.
 - I. The fixed term faculty/academic staff member shall have the right to meet in person with the unit administrator or designee after the final written evaluation is received.
 - J. The unit administrator shall certify, through the Dean of the College of Natural Science, to the Office of the Provost that the evaluation has been completed.
- III. Evaluation Criteria — the following categories will be included in any evaluation to the extent applicable:
- A. Teaching (undergraduate, graduate, non-credit)
 - B. Research, creative activities and other scholarly effort
 - C. Advising, counseling, and other student services
 - D. Outreach
 - E. Curriculum development
 - F. Service (unit, college, university, professional)
 - G. Administration (i.e. duties related to a formal administrative assignment)
 - H. Overall Evaluation, which considers performance in all of the required performance areas relative to their percent time and importance.

NOTE: The evaluation should be based only on assigned duties, not those activities that the faculty or staff member chooses to do on a voluntary basis.

**Fixed Term Faculty and Academic Staff Annual
Performance Evaluation Form¹
College of Natural Science, Michigan State University**

Department/Unit _____ **Review Year** _____

Name _____ **Position** _____

Performance Area	Percent Time	Performance Commentary	Rating²
Teaching			
Research			
Advising			
Outreach			
Curriculum Development			
Service			
Administration			
Overall Evaluation	100%		

Unit Administrator Signature _____ **Date** _____

Faculty/Academic Staff Signature _____ **Date** _____

¹ Attach additional documentation as appropriate.

² Rating categories: Below Expectations (“B”, *unacceptable or unreliable performance*), Needs Improvement (“N”, *some shortcomings in performance*), Good (“G”, *acceptable performance in all areas*), Excellent (“E”, *outstanding overall performance*), and Outstanding (“O”, *exceptionally high performance*).

CNS Outside Work for Pay Disclosure Form*

All faculty members (tenure system and fixed term) at the rank of instructor through professor who hold appointments of at least 50% time are required to obtain approval of all outside work for pay with the following exceptions (these activities are not regulated by the outside work for pay policy):

- presentations at professional meetings and other similar gatherings
- peer review of articles and grant proposals
- leadership positions in professional societies
- preparation of scholarly publications
- editorial services for educational or professional organizations
- service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- Musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.

Pay includes:

Anything of value received in consideration for work (except reimbursement of expenses, indemnification, or insurance coverage for claims arising out of or occurring in connection with the work). Examples of pay include, but are not limited to, any salary, fee, honorarium, stock, stock option, monetary gift or contribution beyond actual expense, or the promise of any of these in the future. Work for any business or other for-profit enterprise owned or operated by a faculty member or by his/her relative(s), shall be considered "pay" (whether or not the faculty member receives anything of value in consideration for the work)

I do not anticipate having any outside work for pay from July 1- June 30, 20_____, but will request and obtain written approval from my unit administrator and dean or director before engaging in outside work for pay during this period.

I anticipate receiving pay for outside work and have attached the [MSU Outside Work for Pay/Overload Pay](#) form.

Signature/Date

Name

* Based on the [MSU Policy on Outside Work for Pay](#).

** N.B. MSU policy also requires disclosure of outside work for pay during the summer.