

Faculty Annual Review Template

Name of faculty member _____

Date of meeting _____

Period covered by this review _____

The annual review process is designed to be an evaluative process, but may also be formative, developmental and a basis for making salary decisions. The procedures governing the annual review should be consistent with departmental, [Collegiate](#) and the UI Policy on Review of Tenured Faculty ([UI Operations Manual, III.10.7.b](#)).

Professional Ethics and Responsibilities -

Our [core values](#) reflect those of The University of Iowa: Excellence, Learning, Community, Diversity, Integrity, Respect, and Responsibility. As a member of the faculty at an institution that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting our core values and conditions of free inquiry and furthering public understanding of academic freedom. As such, it is necessary that faculty maintain their responsibilities to students, to scholarship, to colleagues, to the University and to the larger community which the University serves as stated in the UI policy on [Professional Ethics and Academic Responsibility](#) (UI Operations Manual – III Human Resources, Chapter 15).

With respect to professional ethics and responsibilities and our core values, this faculty member is:

- a. Meeting or exceeding expectations _____,
- b. Meeting expectations, with reservation _____, or
- c. Not meeting expectations _____.

(Please comment, especially if answer is b. or c.)

Teaching

Faculty members are expected to demonstrate a consistent record of high-quality teaching at all appropriate instructional levels. Faculty are also expected to be available to mentor and monitor students' progress toward graduation, advise on courses that satisfy major requirements, offer career counseling as appropriate, and provide information on enrichment activities in the major. Based on your current effort allocation portfolio, you were expected you to teach two 3-credit courses (or the equivalent).

With respect to teaching design, delivery, communication, interaction and assessment, this faculty member is:

- a. Meeting or exceeding expectations _____,
- b. Meeting expectations, with reservation _____, or
- c. Not meeting expectations _____.

(Please comment, especially if answer is b. or c.)

Scholarship/Research (for tenure-track faculty) / Professional Productivity (for clinical faculty)

Tenure-track faculty members are expected to maintain a vigorous scholarly program that includes grant writing, publications, and professional development, and the collegiate norm for funding offset is 50% of base salary. All clinical faculty are expected to demonstrate professional productivity (professional service, public health practice, and/or written scholarship) and may also be expected to fund a certain percentage of their salary through grants, contracts, and/or clinical service, according to the needs of the department and the terms of the appointment.

Based on your track and effort portfolio, you were expected to offset 50% of your base salary through extramurally funded research. *If minimum offset funding is not met, the faculty member may be considered “not meeting expectations” for that year. Specific plans to address such deficiencies should be documented, especially if the deficiency is large and/or for multiple years.*

The percent salary offset from external grants, contracts and/or clinical service (if applicable) for:

- a. The last complete fiscal year was _____.
- b. The current fiscal year is (year to date) _____.
- c. The upcoming fiscal year is projected to be _____.

With respect to scholarship/research or professional productivity, this faculty member is:

- a. Meeting or exceeding expectations _____,
- b. Meeting expectations, with reservation _____, or
- c. Not meeting expectations _____.

(Please comment, especially if answer is b. or c.)

Service

As a part of responsible citizenship, faculty members are expected to have a record of significant and effective service to the department, college, university, and the profession by serving on local, state, national, or international committees.

With respect to service, this faculty member is:

- a. Meeting or exceeding expectations _____,
- b. Meeting expectations, with reservation _____, or
- c. Not meeting expectations _____.

(Please comment, especially if answer is b. or c.)

Effort Allocation and Teaching Load-

1. During the current fiscal year, the effort allocation is:

Teaching	Research/ Scholarship/Professional Productivity	Service	Medical Clinic Service	Administrative Service*	Total
%	%	%	%	%	100%

**DEO's, Associate Deans, etc.*

2. For the next fiscal year, the effort allocation is anticipated to be:

Teaching	Research/ Scholarship/Professional Productivity	Service	Medical Clinic Service	Administrative Service*	Total
%	%	%	%	%	100%

**DEO's, Associate Deans, etc.*

4. For the current fiscal year, the teaching assignments are:

Course	Semester	Semester Credit Hours	Percent responsible

4. For the next fiscal year, the tentative teaching assignments are likely to be*:

Course	Semester	Semester Credit Hours	Percent responsible

**If specific courses are not known, you may indicated "TBA" as the course title.*

5. Are you likely to recommend offload compensation for this faculty member for either this or next fiscal year? If so, please explain and justify.

