**2020 Faculty Annual Review Process**

As we approach the end of the fall semester, it is time to begin preparing for 2020 faculty annual evaluations. This document provides an overview of faculty annual evaluation procedures. All fulltime faculty are required to submit annual evaluation materials. In addition, any adjunct faculty, Administrative/Professional faculty or doctoral student that served as the instructor of record in any course section offered during 2020 should also submit annual review materials.

In preparation annual review materials, each faculty member should submit the following:

* 2020 Annual Faculty Evaluation Template (TT/T, NTT or Adjunct)
* PCOB 2020 Activity Faculty Activity Report (based on Elements data from the UDC)
* A Curriculum Vitae updated to December 31, 2020
* Faculty Research Submission Activity Report (required for Assistant Professors/Tenure track and optional for other Research Faculty)

**Faculty Annual Evaluation Template**

This year we have created three annual evaluation templates. The Tenured/Tenure Track template is for use by tenured, tenure track and collegiate faculty. It addresses research, teaching and service and must be completed by all faculty in these categories. The Non-Tenure Track template is for use by full time faculty who do not have research activities to report. It addresses teaching and service. It will be the preferred template for professors of practice and instructors. A third template is to be used by adjunct faculty and doctoral students (who do not have research activity to report). This template addresses teaching. Any person who was an instructor of record for any course during calendar year 2020 (Winter 2019-Fall 2020) must complete one of these three templates.

A primary purpose of the Annual Faculty Evaluation Template document is to provide key information for the review process—faculty comments and department head comments as well as department head ratings, determination of AACSB category and participating/supporting status as well as setting expectations for faculty member’s AY22 teaching load.

New for this year, there will be a text box giving each faculty member the optional opportunity to highlight high impact or otherwise noteworthy activities related to any of the college’s pillars (“Analytics”, “Entrepreneurship”, “Security, Privacy and Trust”, or “Improving the Human Condition”).

Teaching Data Table is Automated and Special Instructions for 2020 SPOT Data

In addition, we are automating the process of reporting teaching information. As noted below, we have migrated the Annual Faculty Activity Report from Elements to the University Data Commons. This gives us the capacity to integrated new data into our reports from other university databases. The Annual Faculty Activity Report now automatically creates the teaching information table faculty were previously required to create manually. Faculty are encouraged to copy the populated table from the Faculty Annual Activity Report and embed it in the designated location in the Faculty Annual Review Template.

*While the courses a faculty member has taught, student enrollments, average grade awarded and SPOT response rates required to be reported, for 2020, the university has determined that SPOT evaluation data will only be included in administrative decisions about faculty (e.g., annual review, promotion and tenure, other reviews) if the faculty members chooses to include these data. If a faculty member does not wish to include SPOT data for courses taught during the spring, summer or fall of 2020, they should delete that data from the appropriate columns of the teaching table before submitting their materials.*

**Faculty Annual Activity (Elements) Report**

Elements is the college’s electronic record of faculty activity. Faculty should enter all relevant activity related to the faculty member’s research, instructional development, and service activities during the previous year. Faculty should update Elements for calendar year 2020 prior to submitting their annual review to the department. While faculty members can receive assistance to enter information into the Element software correctly, each faculty member is responsible for the accuracy and completeness of the information about them stored in Elements.

2020 annual reviews are based on research activity for the previous five calendar years (i.e., 2016, 2017, 2018, 2019, 2020). This is also the relevant reporting period for scholarly contributions (publications) and for all activities that determine AACSB status (for more information on determining AACSB status see Policy 415). The Faculty Activity Report automatically pulls scholarly contribution data from Elements and creates a list of activities and a Table documenting AACSB status activity for the previous five years. For other categories of information, the Faculty Annual Activity Report lists all activities reported for the 2020 calendar year.

A faculty member’s AACSB status (SA, PA, SP, IP or “other) can be determined from data stored in Elements if those activities have the appropriate AACSB Table labels. Policy 415 indicates which activities are appropriate to each table. See Ellen Krupar if you need help including labels on individual activities in Elements. For faculty whose activity is not recorded in Elements, a manual review of eligible activities must be completed supporting the determination of AACSB status.

Adjunct faculty and doctoral students who were instructors of record during 2020 typically do not record their activity in Elements. For these individuals the faculty member (or department head) should develop the AACSB table manually, based on information reported in the individual’s CV. This table is included in the Adjunct Faculty Annual Review Template. See Policy 415 for a list of faculty activities associated with each Table and the college rules for using faculty activity data and highest academic degree to determine AACSB status. However, even though these faculty do not report activities in Elements, the Faculty Annual Activity Report (because it pulls from the University Data Commons) will construct a teaching report for these faculty.

Faculty can request a draft 2020 Faculty Activity Report prior to submitting their annual review materials. This is useful to verify that all information is captured in Elements and is being and reported correctly. Ellen Krupar (Kellen@vt.edu) is available to assist faculty in accurately recording their activity data in Elements.

Note that this year the activity report incorporates Elements with other data from the University Data Commons (UDC). As a result, faculty will use the following URL to generate draft or final Faculty Activity Reports: [Faculty Activity | University DataCommons | Virginia Tech | (vt.edu)](https://udc.vt.edu/facultyactivity/activity/individual).

* Select a College: **Pamplin College of Business**
* Select a Report: **Annual Faculty Evaluation**
* For Faculty: **Enter your name**
* Select Start Date: **January 1, 2020**
* Select End Data: **December 31, 2020**
* Select Download Report

**Updated Curriculum Vitae (CV)**

Please update and submit a curriculum vitae updated through December 31, 2020.

**Faculty Research Submission Activity Report**

Pamplin requires all non-tenured, tenure track faculty complete a faculty research submission activity report recapping their research submission activity for 2020. Please submit this report with the other annual review materials on the due date established by the Department Head.

The Faculty Research Submission Activity report provides an overview of a faculty member’s research pipeline activity. It is superior to simple reporting of end of the year research pipelines in that it offers a more comprehensive overview of the pace of research activities, insight into a faculty member’s pipeline, and choices made in conducting research, including journal choice and review outcomes that can form the foundation of more in-depth developmental conversations.

While required of untenured, tenure-track faculty, any faculty member who conducts research and would like to receive additional developmental feedback may submit this report. Associate Professors seeking promotion to full and Collegiate Professors or Professors of Practice who wish to enhance their research skills are encouraged, but not required to complete and submit this form.

Completing this report supports the Pamplin College’s efforts to enhance the research productivity of all faculty, not by working harder, but by finding ways that we can help faculty individually and collectively identify ways to get greater research results from each hour they spend conducting research.

Attachments:

* Key Dates Faculty Eval 2020 Final
* Faculty Evaluation Template\_TT 2020 Final
* Faculty Evaluation Template\_Non-TT 2020 Final
* Faculty Evaluation Template\_ADJ 2020 Final
* Faculty Research Submission Activity Report