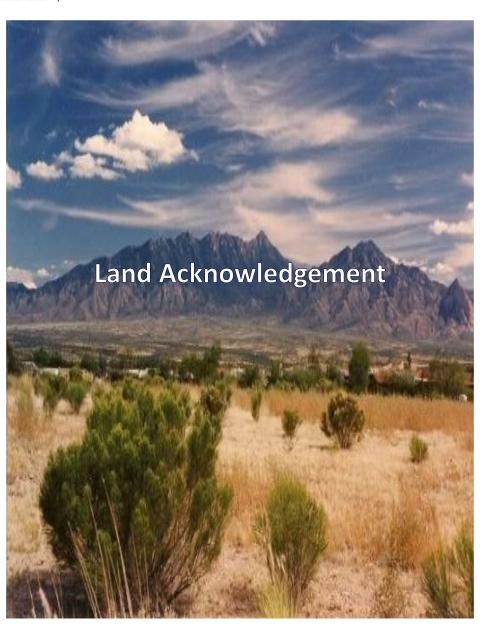
# **2022 Annual Review**

#### Office of the Provost

Thursday, November 17th, 2022

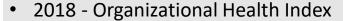




We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally-recognized tribes, with Tucson being home to the O'odham and the Yaqui.

Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

# Shared Governance Background



- 2019 Our Best Work Environment Praxis Workshops
- 2020 Two Taskforces provide recommendations
- 2021 (Feb) Proposed changes shared with Faculty Senate
- 2021 (Apr) Proposed changes with feedback presented to Faculty Senate
- 2021 (Fall) Public feedback and revisions
- 2021 (Dec) Revisions presented to Faculty Senate
- 2022 (Spring) Public Feedback
- 2022 (Jun) Policy changes approved



# Key

- Fewer required meetings
  - Required for the following:
    - Faculty at an assistant rank.
       Annual meetings are encouraged for those at the associate rank.
    - If a rating in any category is "needs improvement" or "unsatisfactory."
    - As requested by the faculty member.
- The peer review narrative is shared with the faculty member.



# Key Changes (Continued)

Ratings changes

Peer Review Committee Ratings			
Meets or exceeds expectations	Does not meet expectations		

The Department/Unit Head/Director Ratings				
Unsatisfactory	Needs Improvement	Meets/ Exceeds Expectations	Truly Exceptional	



# Recommendations Moving Forward

- Update unit-level by-laws to be in accordance with current UHAP 3.2 and UHAP 4.2
  - Elected peer committee with regular changes to committee composition
- Criteria considerations
  - Inclusive view of scholarship
  - PTIE
  - Societal Impact
  - Community Engaged Scholarship
  - Pandemic Considerations
  - Holistic Evaluation of Teaching
    - Student Course Surveys
    - Peer reviews not required, but useful at key points
    - Review of course materials
    - Innovation
    - Mentor Matrix



#### **Best Practices**

- Workload distribution should be considered in review and comments included on annual review
- Make sure to use appropriate pronouns
- Recognition for leadership on service activities
- Be aware of unconscious bias. See here for recommendations about how to minimize or eliminate bias in language:
  - How to Avoid Racial Bias in Reference Letters | The Muse
  - Avoiding Bias in Recommendation Letters | Center for Research and Fellowships | Georgetown University
  - Avoiding Bias in Letters of Recommendation | UCSF Medical Education
  - Avoid Implicit Gender Bias in Recommendation Letters | Columbia University | Earth Institute
  - Anti-Racism Action Guide: Reducing Bias in Recommendation Letters, Candidate Evaluations and Assessments of Academic Products | Emory University School of Medicine
  - Gender Bias Calculator: Letters of Recommendation | Lehigh University ADVANCE

# Making the most of 1-1 meetings: Retention & Advancement

- Mentoring opportunity
- Strategic planning opportunity
- Focus on advancing career- next milestones
- Specific feedback to move towards promotion
- Aligning resources and support

## Recommendations for Annual Meetings

- 1. Start with positive feedback and strengths. Make sure this is a two-way conversation. Ask faculty to highlight 1-2 of their accomplishments during the past year.
- 2. Ask questions for an honest conversation about how teaching, research, service, or other activity are going. Provide suggestions on professional resources, mentors, and development opportunities to facilitate achieving goals
- 3. Take an **expansive view of what counts**. Consider preparatory work that will lead to future activity, acknowledge quick changes to address pandemic topics (COVID-19 or racism), recognize additional service activities related to workgroups for topics of COVID-19 or racism pandemics.
- 4. Make and refine goals for the coming year and discuss long-term plans over a 3-year period for each section of their workload. Timeline of goals that were not completed and recommendations to address goals that were not met
- 5. Discuss how short-term goals will lead to long-term outcomes.
- 6. Discuss workload distribution for next year.

## Addressing Concerns

- Crucial Conversation Training can help prepare prior to meetings
- Address issues in a timely manner do not need to wait until annual review
- See UHAP 3.2 and 4.2 for details and structure of documents for FDP or PIP
  - Process can include peers
- Faculty Development Plan
  - Work with Associate Dean in your college
- Performance Improvement Plan
  - Include central Faculty Affairs and HR for reviews of document
  - · Concrete milestones with dates



- Streamlined to focus only on the portions that are used for UAProfiles.
  - Automated
    - Titles, phone, address, email
    - Courses
    - Scholarly contributions –
       NEED TO CHECK
  - Manual entry
    - Degrees
    - Awards & Honors
    - Interests
    - Undergraduate research opportunities

# UAVitae Streamline

# UAVitae Updates for Annual Review

- University-wide forms with the updated ratings are now provided for both peer review committees and Department Heads/Directors.
  - Old unit level forms have been sunsetted.

#### Upload updated CV

- Do NOT need to complete all activity sections. (unless required by your college for accreditation purposes).
- It is recommended to use the CV template required for promotion and tenure.

#### Retiring old activity input sections

Old:

#### **Shown Sections**

- 1. Workload Distribution
- 2. Teaching: Credit Bearing Courses
- 3. Teaching: Guest Lectures and Invited Teaching
- 4. Teaching: GradPath Advising Activities
- 5. Teaching: Student Mentoring, Advising and Activities
- 6. Teaching: Development of Instructional Resources
- 7. Research: Scholarly Contributions and Creative Productions
- 8. Research: Grants and Contracts
- 9. Research: Development of Research Support Resources
- 10. Service: Institutional Committees
- 11. Service: Other Institutional Service (Intramural)
- 12. Service: Professional Service and Outreach (Extramural)
- 13. Honors, Awards and Fellowships
- 14. Consulting
- 15. Inventions, Technology Transfer and Commercialization
- 16. Professional Development
- 17. Volunteerism
- 18. Additional Input

#### New:

#### **Shown Sections**

- 1. Workload Distribution
- 2. Teaching: Credit Bearing Courses
- 3. Teaching: GradPath Advising Activities
- 4. Research: Scholarly Contributions and Creative Productions
- 5. Research: Grants and Contracts
- 6. Honors, Awards and Fellowships
- 7. CV Upload



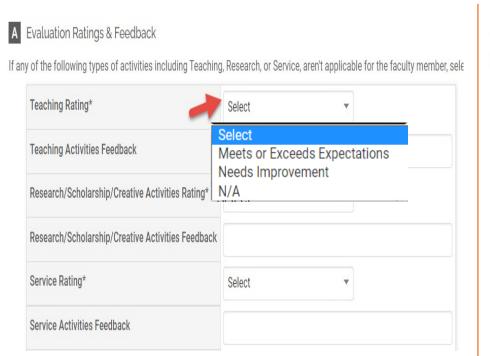
Activities previously entered in the old sections, can be added to the faculty's professional CV.

Keeping: activity sections used for UA Profiles, or updated from other systems of record.

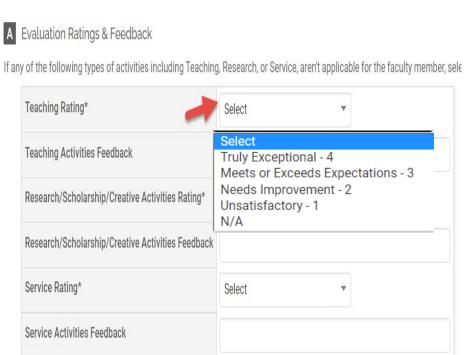


#### New evaluation ratings and forms

#### Peer Review Committee use:



#### Heads, Directors use (final review):



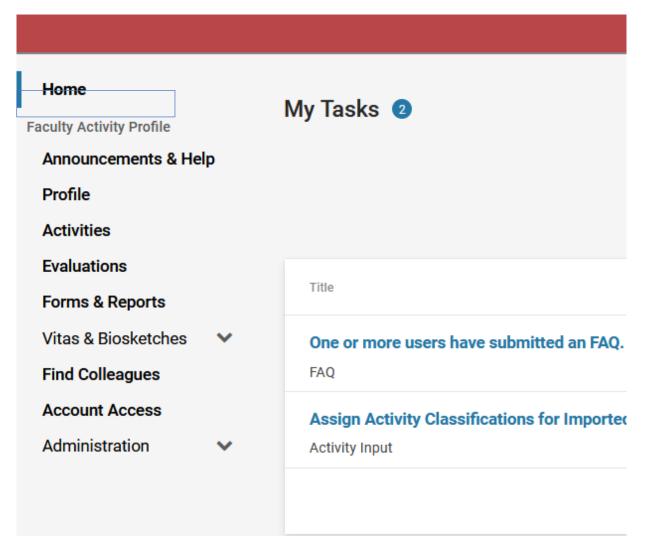
New ratings are built into the Evaluation forms.

These forms are available to reviewers when they click the "Evaluate" button.



#### New portal and module names

# **×** A Faculty Portfolio



The name *UA Vitae*, will be retired.

New portal name: Faculty Portfolio

New activity reporting module name: Faculty Activity Profile

Renaming will take place after this year's annual review cycle.



# The Faculty **Affairs Team**



Kim Rogan

Dr. Andrea Romero



Dr. Adrián Arroyo Pérez

Robbie MacPherson



Dr. Judy Marquez Kiyama

