

## NTT Annual Performance Review: Overview for Chairs\*

(\*Graciously put together by Dr. Jen Rehg)

For ALL instructors hired **BEFORE** July 1, 2020 (regardless of duration of employment or promotion status):

**FALL:** Conduct some form of content evaluation teaching assessment.

- May be conducted by someone in department other than chair (e.g., undergraduate program director, curriculum coordinator, faculty with content expertise, etc.)
- Conduct one content evaluation of a single course in fall semester.
- Preferably use the Content Evaluation Form.
- Content evaluation results are shared with instructor and discussed at a meeting.
- Consider the role of the instructor in the curriculum/course design and development (e.g., instructors teaching courses prepared by others or standardized across department should be evaluated based on their contributions.)

**SPRING - DUE APRIL 1:** Conduct annual performance review: Use Annual Performance Review form.

- Review period is calendar year.
- Conducted by department chair.
- Focuses on overall performance of instructor.
- Should include syllabi and course materials for courses, the content evaluation teaching assessment for one course, and SETs.
- At time of review meeting, identify mutually agreed upon 5th unit workload assignment.

For ALL instructors hired **AFTER** July 1, 2020:

**FIRST SEMESTER of employment:** Conduct mid-semester SET for all instructor's courses.

**FALL:** Conduct content evaluation teaching assessment using the Content Evaluation Form.

- May be conducted by someone in department other than department chair when appropriate (e.g., undergraduate program director, curriculum coordinator, faculty with content expertise, etc.)
- Conduct one content evaluation of a single course in fall semester.
- Content Evaluation Form required.
- Content evaluation results are shared with instructor and discussed at a meeting.
- Consider the role of the instructor in the curriculum/course design and development (e.g., instructors teaching courses prepared by others or standardized across department should be evaluated based on their contributions.)

Pedagogical Observation provided through Center for Faculty Development and Innovation. While Department is NOT responsible for scheduling, Chair should remind probationary Instructors. Link to schedule observation here: <https://www.siu.edu/provost/information-for-faculty/ntt-promotion-review-forms.shtml>

**SPRING – DUE APRIL 1:** Conduct annual performance review: Use Annual Performance Review form.

- Review period is calendar year.
- Conducted by department chair.
- Focuses on overall performance of instructor.
- Should include syllabi and course materials for courses, the content evaluation teaching assessment for one course, pedagogical observation, SETs, and progress made on SMART goals.
- At time of review meeting:
  - work with instructor to review and plan future SMART Goals using form.
  - Identify mutually agreed upon 5th unit workload assignment.
- Indicate decision regarding retention on Annual Performance