

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: Annual Faculty Self-Evaluation

ORIGINAL DATE: January 2019

LAST REVIEWED/REVISED: January 2019

POLICY: All full-time and regular part-time faculty are required to complete an annual self-evaluation. Each Department Chair reviews the self-evaluation completed by each faculty member in his/her department to determine the extent to which the faculty member's performance meets the criteria specified for his/her track (tenure or nontenure) and rank (instructor, assistant professor, associate professor or professor).

Evaluation criteria focus on teaching, scholarship and service. There is multidimensional assessment of teaching which includes a review of course materials, peer review of teaching effectiveness and student satisfaction with teaching. Scholarly expectations include publications, presentations and funding to support research/scholarship. Service expectations include service to the School of Nursing, University and profession.

See Policy 361 Appointment, Reappointment, and Placement Outside of the Tenure Stream and Policy 362 Promotion and Conferral of Tenure for information on faculty evaluations related to reappointment and promotion.

PROCEDURE:

1. The School of Nursing of Nursing *Guidelines for Faculty Appointment and Promotion* summarize faculty performance expectations by track and rank and are available to faculty on the School of Nursing Public Server.
2. Faculty are notified of the date that the annual merit evaluation is due.
3. Faculty complete their self-evaluation in self-merit section of Project Concert. The attached table describes the faculty information to be entered into each tab in Project Concert.
4. Each Department Chair reviews the merit information entered for all faculty in his/her department and meets with the Dean to discuss his her evaluation of faculty members' performance relative to expectations.

Approved by Dean's Council: 01/19