

MEMORANDUM

DATE: December 15, 2011

TO: CALS Faculty

SUBJECT: Annual Performance Reports and Evaluations for CY 2011

IMPORTANT: Deadline for Annual Performance Reports is January 20, 2012.

All faculty are required to prepare an Annual Performance Report covering the period January 1 to December 31, 2011. These reports provide background material for personnel evaluations and a database of research, teaching, and extension outcomes for administrative use throughout the year. They are also the basis of the post-tenure review process. [Per UHAP 3.10 Annual Performance Review: Each annual performance review shall include the past three to five calendar years of individual faculty member's performance, with substantial emphasis on the most recent year for evaluation of teaching. The review time period (3 or 5) shall be determined by the unit.]

All units are now using the Annual Performance Report On-Line (APROL) for the Annual Performance Reports (APRs). The APRs (and accompanying forms) are located at the following URL: <http://cals-cf.calsnet.arizona.edu/aprol/index.cfm>. All faculty should be entered into the system. You will need to create, copy from the previous year, and/or review the information in the following forms: APR for CY 2011; Item A (Position Description); and Items B and C (Major Commitments and Plans for the current and previous year). Teaching evaluation information (TCEs) can be individually entered into APROL or submitted separately. (Check your department policy.) Please address technical questions concerning APROL to Robert Armstrong (armstrng@ag.arizona.edu) or Kelly Arizmendi (mblock@ag.arizona.edu). The deadline for the completion of the report is January 20. Each annual performance review shall include the past three to five calendar years of the individual faculty member's performance with substantial emphasis on the most recent year for evaluation of teaching.

All CALS units MUST use the official CALS Appointed Personnel Evaluation Form for 2009-11 (available online at <http://cals.arizona.edu/dean/evaluationforms/index.html>) for the evaluation of tenure and continuing track faculty and for other appointed personnel as appropriate.

Administrative units will then develop peer reviews using the reports as background information. If your department has divisions, we ask that division chairs also perform evaluations. There is now a place on the evaluation form for this. **Administrators must**

comment on any evaluations at extremes (1 or 5), or any ratings that are different from the Peer Committee's or Division Chair's ratings. Administrative heads will meet with individual faculty members by May 1 to discuss the evaluations. The deadline for the completion of post-tenure reviews in the departments is June 1. Although peer review methods may vary according to the guidelines approved in each unit, the APR will be the basis for the evaluation. Your unit head will let you know whether or not a hard copy is required; an electronic copy is no longer needed by me. If you have questions concerning this process, please check with your unit head.

A handwritten signature in blue ink, appearing to read 'Shane C. Burgess', with a long horizontal flourish extending to the right.

Shane C. Burgess
Dean, College of Agriculture and Life Sciences

xc: CALS Executive Council