

Date: March 20, 2017

To: Chairs

From: Harriet R. Fayne  
Interim Provost and Senior Vice President for Academic Affairs

Re: Annual Evaluation of Faculty

This memorandum serves as a reminder that annual evaluations of faculty should be completed prior to the end of the academic year. Tenure, promotion, and CCE decisions are made on the basis of a candidate's teaching, scholarship (for those with tenure-track appointments), and service. It is critical that annual evaluations reflect and document performance in all three areas. Explicit feedback helps to demystify the tenure/promotion/CCE process and opens up opportunities for candid conversations.

In the spirit of continuous improvement, Davina Porock, former Associate Provost for Academic Personnel, in consultation with chairs, developed a new annual evaluation form that we will be using this year. If you compare the current iteration to earlier forms, you will note a shift from a "listing" to an emphasis on self-assessment, triangulated with measurable outcomes and the chair's evaluation. I am optimistic that we are moving in the right direction.

Expectations for annual evaluations are delineated in the PSC CUNY Agreement.

Article 18.3(a) provides:

Members of the teaching faculty: At least once each year, each employee other than tenured full professors shall have an evaluation conference with the department chairperson or a member of the departmental P&B committee to be assigned by the chairperson. Tenured full professors may be evaluated. At the conference, the employee's total academic performance and professional progress for that year and cumulatively to date shall be reviewed. Following this conference, the chairperson or the assigned member of the P&B shall prepare a record of the discussion in memorandum form for inclusion in the employee's personal file. Within ten (10) working days after the conference, a copy of the memorandum shall be given to the employee. If the overall evaluation is unsatisfactory, the memorandum shall so state. The employee in such case shall have the right to endorse on the memorandum a request to appear before the department P&B.

Please also note that Article 18.3(d) of the PSC/CUNY Agreement provides:

In the event that a date for yearly evaluation is not scheduled by March 1 the employee shall, within ten (10) working days thereafter, file a request for an observation and/or conference with the chairperson or supervisor. A copy of the request shall be sent to the appropriate dean and the Office of the President. Failure of the employee to file the request shall bar the employee from subsequent complaint regarding such non-compliance with the above-stated scheduling requirement. Upon receipt of the request, the dean or President shall cause appropriate remedial action to be taken to insure compliance with this provision.

On behalf of our colleagues and students, thank you in advance for your active engagement in this key aspect of Lehman's assessment system.

Cc: Deans