

## **Annual Evaluation Procedures and Calendar**

### **Department of Tourism, Hospitality and Event Management**

1. The approved APR for the evaluation year will be made available by **September 15**.
2. By **February 1** of each year, the chair will assign faculty to separate THEM Annual Performance Report (APR) Review Committees (i.e., Lecturer Rank Review Committee, Teaching Review Committee, Research Review Committee, and Service Review Committee).
3. By **February 20** of each year, the department will provide each faculty member with an individualized APR, which includes information from the THEM Teaching Report that is based on the teaching activities from the current academic year. The individualized APR will also include all grant related data such as expenditures, IDC, salary savings, etc.
4. Each faculty member completes an Annual Performance Report for the reporting year. The reporting year is from 3/16 to 3/15.

Faculty must adhere to the notes and instructions in the APR when reporting activities.

- a. Faculty must include the first page of every publication reported in each of these sections with their APR:  
*Teaching:* 2.C. and 2.E.  
*Research:* 5a.A. and 5a.C.  
*Service:* 6.B. and 6.D.
5. By **March 20** of each year, each faculty member will submit their APR as an Excel File to the Office Manager.
    - a. Faculty may submit any other relevant materials to support their teaching report by March 15. These materials can include class notes, syllabi, a teaching portfolio, results of peer evaluations of teaching, and any other materials relevant to the faculty member's instructional assignment (see article 18.5 of UF MOA). These documents will be used by the department chair when completing his/her Annual Performance Evaluation.
  6. The Office Manager will convert the submitted APR to a PDF document and create files for review by each review committee. All APR reports will be posted on a faculty accessible server file. The department chair will review each report prior to submission to the review committees and prior to being posted to the faculty server folder.

7. Each review committee will receive the APRs for their respective areas by **April 1**.
8. Each review committee member will review each individual APR and document any errors, missing information or documentation, omissions, and miscalculations.
9. The committee will meet by **April 15** to discuss each file individually related to these criteria. The committee chair will submit a committee summary report for each faculty member indicating any potential errors, missing information, omissions, and miscalculations found in the APR request. This report will be collated in table format and must be submitted to the department chair by **May 1**.
10. The department chair will discuss the summary report provided by the committees with each faculty member and will create an Annual Performance Report-Evaluation (APR-E) for each faculty member. The credits awarded by the chair in the APR-E will be the official credits used to complete the Annual Performance Evaluation and for use in the THEM Merit Pay Plan.
11. The department chair will use the APR-E and any other relevant materials that were submitted by the faculty member to complete his/her Annual Performance Evaluation for each faculty member. The chair will provide each faculty member with their written Annual Performance Evaluation by **July 1**. Faculty will be offered the opportunity to meet individually with the chair to discuss their evaluation before the evaluation is finalized and placed in the faculty member's evaluation file.

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*Amendments made to document to reflect the new Department name. February 2, 2021*