

AUBURN UNIVERSITY

HARRISON SCHOOL OF PHARMACY

FACULTY EVALUATION CRITERIA DESCRIPTORS

Issued January, 2015

The purpose of these guidelines is to encourage inter-departmental continuity in how merit increases are determined for faculty and administrators within the School of Pharmacy. Benchmark expectations of faculty for each academic area are defined under category “Exemplary”. Performance appraisal for the purposes of developing merit-based salary adjustments is completed annually by administrators with direct supervisory responsibilities. Recommendations for increases are forwarded to the Dean for discussion and approval. The basis for determining merit category recommendations is faculty performance documented through the management by objectives (MBO) program. Components of the MBO program that are evaluated in establishing a merit category recommendation include: achievements toward mutually established five-year goals and yearly objectives and performance with other work assignments (teaching/research-scholarship/outreach/citizenship). In addition, consistent annual activity reports and other artifacts supporting performance submitted by faculty may be used as evidence for merit increase decisions (i.e., teaching and/or outreach portfolios).

Assessment of the faculty member’s progress will be compared to accomplishment of the individual’s stated goals from the previous year. Scholarship of teaching performance will be evaluated using summative (i.e., student evaluation, peer evaluations) as well as formative (i.e., teaching portfolio) measures. In all academic areas, distinctions will be made between mere maintenance and membership versus active involvement, discovery, and innovation (i.e., completion of teaching assignment vs innovations in the classroom and committee membership vs active involvement). Patient care and contributions to the practice environment will be assessed as a component of outreach.

The following category definitions will be used to determine meritorious salary adjustments:

Exemplary

This category describes the faculty member whose accomplishment of objectives is clearly exceptional in academic areas plus good citizenship. The faculty member’s objectives are consistent with five-year goals and supportive of the departmental work plan which was developed in support of the School’s strategic plan. Established objectives have been successfully completed and if they are not, progress was clearly hampered by circumstances beyond the control of the faculty member. In addition, performance in other work assignments (teaching/outreach/research-scholarship/citizenship) is clearly exceptional.

Scholarship of teaching reflects innovation with continuous effort to improve, reassess, and revise teaching methodologies and learning strategies as well as the methods of student evaluation.

Outreach accomplishments include the faculty member’s involvement in professional and/or discipline related services in the community, state, nationally, or internationally. These *include* service in professional organizations, academic or professional student organizations and patient care activities on behalf of the School and University as part of his/her SOP responsibilities. Contributions to affiliated pharmacy departments and patient care responsibilities, such as drug therapy interventions and innovations implemented to enhance the provision and quality of care, should be documented.

Established objectives for scholarship in creative works projected for the evaluation period have been successfully achieved with supporting evidence (i.e., publication in peer reviewed journals, presentations to recognized professional organizations, funding requests to extramural agencies). Creative works include results from scholarship in teaching, outreach, and research. To be considered exceptional they must be original works and contribute significantly to the body of knowledge for the faculty member’s

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discipline. Extramural funding may or may not be considered as an indicator of the work's value to society.

Citizenship means to identify with the School of Pharmacy and Auburn University community. Teamwork and collaborative learning are used to enhance teaching and learning. Faculty serve as model citizens for both peers and students. They encourage collegiality by mentoring junior faculty to become teacher-scholars. Institutional contributions include work that facilitates and promotes the growth, development, and mission of the University and School of Pharmacy. This area includes participation on School of Pharmacy and University committees, representation of the institution for its advancement, mentoring student organizations, and participation in campus and school governance.

This category is reserved for individuals who have achieved established objectives and other work assignments in a manner considered significantly better than average. Citizenship is considered.

Exceeds Expectations

This faculty member performs above expectations in all areas and demonstrates consistently proficient and solid performance in goal achievement in all areas at a meritorious level beyond what is expected of a faculty member. Citizenship is considered.

Meets Expectations

This category represents faculty member's performance that meets expectations in all areas. This faculty member is competent in fulfilling faculty responsibilities, but is not performing at a meritorious level. Citizenship is considered.

Marginal

This category is reserved for individuals whose performance or behavior needs improvement and/or inconsistently demonstrates satisfactory achievement. This faculty member may fail to meet one or more key job expectations in significant areas. Performance may be acceptable in some respects, but falls below what is expected overall. Citizenship is considered.

Unacceptable

This category is reserved for individuals whom demonstrate unacceptable performance. This faculty member's performance levels are clearly recognized as not meeting the expectations defined. Citizenship is considered.