

## **SBA POLICY FOR FACULTY FEEDBACK**

- I. **Standard-setting.** The Full Professors in each department, in consultation with tenured Associate Professors and their Department Chair, shall develop and propose the department's expectations for teaching, research, and service ("Department Standards"). The Department Chairs, in consultation with the Dean, the Vice Dean for Faculty, and the other Department Chairs, shall be responsible for ensuring that each Department's Standards meet the general SBA standards of excellence and are calibrated across departments. In this capacity, the Department Chairs shall serve in a purely consultative role, providing feedback on the general Department Standards of departments other than his/her own. Once approved, each Department Chair shall be responsible for communicating and discussing Department Standards with his or her department faculty. This may be done in departmental faculty meetings, during the annual feedback process, and/or in individual meetings with faculty.
  
- II. **Role of the Department Chair.** The Department Chair shall be responsible for participating in standard-setting, consulting with the Dean, Vice-Dean of Faculty, and other Department Chairs, and communicating Department Standards to his or her department faculty. He or she shall bear primary responsibility for the department's Performance Feedback Process, Annual Review, and communication thereof to his or her department faculty.
  
- III. **Fall Feedback Sessions.** During the fall of each year, each Department Chair shall convene the appropriate faculty outlined below to discuss, review, and offer specific, constructive feedback for each regular, educator, and research faculty member within the department. The Vice Dean for Faculty may attend the feedback sessions to learn more about colleague expectations, and how the Dean's Office might provide help to those who need assistance.
  - a. **Procedure for Assistant Professors.** For untenured faculty, the Department Chair shall convene the tenured faculty within his or her department. The Chair may select faculty from other areas with expertise to assist with the feedback process. The purpose of this process is to guide and give specific feedback to the untenured faculty member, as well as introduce his or her research to others in the department in a way that foments mentorship. All feedback shall be summarized in written form, reviewed by the

department's Associate and Full Professors before being transmitted to the Assistant Professor and the Vice Dean for Faculty.

- b. **Procedure for Associate Professors.** For Associate Professors with tenure, the Department Chair shall convene the Full Professors in the department. For smaller departments, the Department Chair may supplement the group with other discipline-knowledgeable faculty from other departments. The purpose of this meeting shall be to give constructive feedback to the Associate Professor with a view toward advancing his or her academic career and/or assisting him or her in engaging more fully in university and School activities. All feedback shall be summarized in written form, reviewed by the Full Professors, and given to the Associate Professor as well as the Vice Dean for Faculty.
- c. **Procedure for Full Professors.** For Full Professors, the Department Chair shall convene the other Full Professors in the department. For smaller departments, the Department Chair may supplement the group with Full Professors from other departments who have related areas of expertise. The purpose of this meeting shall be to discuss the Full Professor's annual contributions in the areas of research, teaching, and service, and his or her future potential for contributions in each area. Upon request by the Professor, all feedback shall be summarized in written form, reviewed by the Full Professors who participated in the process, and given to the Professor.
- d. **Procedure for non-tenure track Research and Educator faculty.** For faculty who hold term appointments as Research and/or Educator (Clinical) Faculty, the Department Chair shall convene the regular faculty of the department. The purpose of this meeting shall be to give constructive feedback to the department's Research and/or Educator faculty in terms of their current and potential contributions to the department. As required in the Faculty Manual, faculty who hold Research or Educator positions must be voted on for renewal by all members of the department's regular faculty ("Special Reviews"). All annual feedback shall be summarized in written form, reviewed by the regular faculty, and given to the Research and/or Educator faculty member as well as the Vice Dean for Faculty.