

MHBS POLICY FOR FACULTY FEEDBACK

Update 6/20/2018)

- I. **Standard-setting.** The Full Professors in each department, in consultation with tenured Associate Professors and their Department Chair, shall develop and 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 MSB 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 foment 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.** Each fall, the Department Chair shall communicate with each Associate Professor to ask them if they wish to receive fall feedback. Such feedback is particularly important for those Associate Professors who hope to seek promotion to Professor within future years. For those Associates who do want such feedback, the Department Chair shall convene

the Full Professors in the department. In the case of smaller departments, the Department Chair may supplement the group with other discipline-knowledgeable faculty from other departments. The purpose of such meetings 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. There is no need to specify the review process for non-tenure track faculty (Research or Clinical Assistant/Associate/ Professors of Practice) because the process for Special Reviews is delineated in the Faculty Manual.