

FACULTY EVALUATION PROCESSES – 2020/21

INTRODUCTION

All faculty members are required to participate in an annual performance reporting and review process. The reporting process is initiated by the Vice President for Academic Affairs Office, but the reports are submitted to the Division Dean who initiates the performance evaluations, with feedback from the Center Director (as appropriate). In addition to providing feedback on performance, these reviews are used in the merit increase review process.

STRUCTURE

All faculty members are asked to submit an annual activity report each January. This report forms the basis of the performance review that takes place in the spring. Every three years of an appointment or a promotion, faculty members participate in a more extensive Three-Year Review that assesses progress and achievements over a longer horizon.

Annual Review

The annual review considers the faculty member's performance in the areas of research, teaching, service and innovation over that year. There are also discussions on plans, goals and possible challenges for the next year.

Three-Year Review

The three-year review is similar in spirit to the annual review. However, there is a more in-depth evaluation of the faculty member's cumulative achievements in research, teaching and service. In the three-year review faculty members must also provide a research plan that outlines their research projects for the next three years.

The three-year review provides key assessment to junior faculty (Assistant and Associate Professors) with regards to their progress towards promotion. The outcome of this review may also be used to inform decisions on resource allocation.

Faculty members who are undergoing consideration for promotion during the year indicated for the 3-year review do not need to complete a 3-year review, and will be asked to instead submit an annual review.

Three-Year Review Cycle:

Start date as Faculty at KAUST or Date of Most recent promotion	Academic Year Clock starts	First Three-Year Review	Second Three-Year Review
Jan – Dec 2016	2016-17	2019	2022
Jan – Dec 2017	2017-18	2020	2023
Jan – Dec 2018	2018-19	2021	2024
Jan – Dec 2019	2019-20	2022	2025
Jan – Dec 2020	2020-21	2023	2026

TIMELINES 2020 - 2021

	Process Steps	Tentative Deadlines
1	Faculty Annual Activity Reports are requested by the Office of VP Academic Affairs	1 st January
2	Faculty members submit completed reports to Dean	31 st January
3	Center Directors Reports on center-affiliated faculty	15 th February
4	Dean Reviews to be completed	15 th April
5	President's Assessment of faculty undergoing three-year review to be completed.	15 th May
6	Merit raises communicated to HR	30 th June

ANNUAL REVIEW PROCESS

1. INFORMATION REQUIRED

All faculty members will be asked to submit the following files:

1. Annual Activity Report for the period: 1st January 2020 – 31st December 2020
2. Up-to-date CV, including a full publication list
3. A brief summary of activities in annual report that relate to Research Center affiliation (if applicable) if the activities are not obvious from the Activity Report.

2. SUBMISSION OF MATERIAL

Faculty members are expected to submit all material by 31st January 2021.

Faculty will be given access to an online system to securely complete the form and upload their documents.

3. FEEDBACK FROM CENTER DIRECTORS

The Center Director shall send written feedback to the Dean on the faculty member's contribution to the center's goals and achievements. The Dean of the Division is responsible for collecting the Center Director feedback.

4. DEAN ANNUAL REVIEW

The Dean reviews the material submitted by the faculty member and prepares an evaluation, commenting on the dimensions of research, teaching and service. The Center Director feedback will be included in its entirety in the review file. The Dean will provide the appropriate feedback to the faculty member.

5. REVIEW MEETING

The Dean will meet with all Assistant and Associate Professors to discuss their review. Meetings with Professors are optional, but may be scheduled either at the request of the Dean or the faculty member.

6. MERIT RAISES COMMUNICATED TO HUMAN RESOURCES

The Dean will propose and the Vice President for Academic Affairs will endorse raise recommendations for the faculty members within the division. Final approval of the raise recommendations will be made by the President.

THREE-YEAR REVIEW PROCESS

1. INFORMATION REQUIRED

Faculty undergoing a three-year review will be asked to submit the following material:

1. Annual activity report for the period January 1, 2020 – 31st December 2020. Their last TWO annual activity reports 2018 and 2019 are already in the system and will be used by the Dean to complete their three-year review dossier.
2. Three-page Research Statement*
3. Three-page Research Plan**

*The Research Statement should provide a description of the research activities, structure, focus and strategy that led to the results over the review period.

**The Research Plan should describe the goals, strategy, focus and projects for the next review period, along with details of the resources required to accomplish these goals.

2. SUBMISSION OF MATERIALS

Faculty members are expected to submit all material by 31st January 2021.

Faculty will be given access to an online system to securely upload their documents.

3. FEEDBACK FROM CENTER DIRECTORS

The Center Director should send written feedback to the dean on the faculty member's contribution to the center goals and achievements over the three-year period. The Dean is responsible for collecting the Center Director feedback.

4. DEAN'S WRITTEN EVALUATION

The Dean reviews the material submitted by the faculty member and prepares an evaluation, commenting on the following dimensions:

- a. Caliber of current research, including strategy, progress and output
- b. Center Director report, if applicable
- c. Proposed research plans
- d. Teaching effectiveness
- e. Overall progress towards promotion for Assistant and Associate Professors

5. REVIEW MEETING

The Dean will send the draft evaluation to the faculty member and then arrange a review meeting, which is required for all faculty as part of their three-year review.

6. COMMENTS AND SIGNATURE FROM FACULTY MEMBER

Once the dean has finalized and signed the faculty member's evaluation form, the faculty member is able to record their own comments on their performance. The faculty member will also sign the form.

7. PRESIDENT'S ASSESSMENT

The completed performance evaluation form, along with the Activity Reports and Center Director feedback, is sent to the President. The President reviews all material and provides feedback, through the Dean, either confirming the Dean's assessment or indicating areas for additional consideration. The President may delegate this review to the Vice President for Academic Affairs.