Policy Title: Faculty Annual Reviews and Peer Review Committee Policy
Policy ID: TBD
Status: FINAL
Original Policy Date: October 1, 2024
Last Revised: N/A
Oversight Executive: Associate Dean for Academic and Faculty Affairs
Publicize Policy: Yes

Applies to: All faculty at professor ranks in the School of Data Science. This includes tenured, tenure-track, and non-tenure-track faculty, including those who have joint appointments, as well as part-time faculty in a professor rank (i.e., part-time assistant professor of practice).

Reason for Policy: Faculty annual reviews are required for all University of Virginia faculty on an annual basis. In the absence of an annual performance evaluation, faculty are not eligible for merit-based salary increases. Annual reviews are an important part of the faculty lifecycle. They are intended to inform faculty of their progress toward mid-cycle reviews, promotion, tenure, contract renewals, and reappointments.

Faculty Annual Reviews: The faculty annual review assesses scholarly accomplishments in instruction, research, and service (to the school, university, and external communities) in the previous *calendar* year. The associate dean for academic and faculty affairs, along with the dean, oversees and participates in the annual review process. At the end of the calendar year, faculty must complete and submit the Faculty Annual Review (FAR) form via the online portal. The FAR is designed to document and categorize professional activities systematically. Faculty must also submit an updated CV and course evaluations for all courses taught outside of SDS (or courses with mnemonics other than DS) during the review period. deadline for FAR submission is January 31st. Extensions may be requested, and they must be approved in writing by the associate dean for academic and faculty affairs. Faculty with joint appointments must submit their documents to both departments (see detailed instructions below).

Annual Review Reporting Period: January 1 through December 31 of the previous year.

Peer Assessment: Peer assessment is a critical part of the performance evaluation process. The Peer Review Committee (PRC) for the School of Data Science (SDS) reviews, discusses, and scores each faculty member's yearly accomplishments based on their FAR and supplemental materials. The PRC rubric for scoring is described later in this policy. PRC assessments are intended to provide feedback on, and bolster, faculty's professional development, as well as promote high-impact scholarly activities both within and external to SDS and UVA. The PRC forwards all faculty assessments to both the associate dean of academic and faculty affairs and the dean, who then meet with faculty to discuss these assessments and their overall productivity and accomplishments from the past year. Key points from the assessment and the meeting with deans are then provided to the faculty in a written letter from the deans, which goes in the faculty's school file.

Timeline and Process for Faculty Annual Review: In September of each year, faculty receive an email from the SDS Office of Faculty Affairs detailing the upcoming process and timeline. The Office of Faculty Affairs will also provide a guidance document with step-by-step instructions for completing the FAR. The reporting portal is open for entry on or about November 1st, but faculty should be aware that some course information and grant information will be auto populated on or about January 1st.

Reporting Requirements by Faculty Appointment Type

Full-time SDS Faculty and Part-Time SDS Faculty are expected to:
1. Complete the SDS Faculty Annual Online Report using the published timeline and instructions embedded within the online tool.
2. Enter data for the full year with any necessary clarifications, **even if the faculty appointment began during the reporting year**, (i.e., new hire, new position). This provides continuity and an overview of faculty accomplishments prior to arrival.

*Jointly appointed SDS Faculty with **SDS as their Home** Department are expected to:*
1. Complete the SDS Faculty Annual Online Report using the timeline below and the instructions embedded within the online tool.
2. Send a full copy of the SDS submission to the joint department, following any additional requirements noted by the joint department.
3. Enter data for the full year with any necessary clarifications, **even if the faculty appointment began during the reporting year**, (i.e., new hire, new position). This provides continuity and an overview of faculty accomplishments prior to arrival.

*Jointly appointed SDS Faculty with **Home Departments OUTSIDE of SDS** are expected to:*
1. Follow their home department's instructions to complete the annual review. Faculty are directed to send a full copy of their submission (including CV and all non-SDS teaching evaluations) to the SDS Manager of Faculty Affairs by January 31, or by their department's deadline.
   OR
1. Complete the SDS Faculty Annual Online Report using the timeline above and the instructions embedded within the online tool.
2. Enter data for the full year with any necessary clarifications, **even if the faculty appointment began during the reporting year**, (i.e., new hire, new position). This provides continuity and an overview of faculty accomplishments prior to arrival.
3. Note: There is not currently a solution in place for sharing reports easily across schools; joint faculty are encouraged to use whichever method is most efficient.

FAR Timeline

Milestone	Timeframe
Announce the annual process to faculty via email	September
Finalize edits to the portal (FAR reporting tool)	September
Launch the portal (FAR reporting tool)	November 1
Faculty Annual Review (FAR) submission deadline	January 31
Peer Review Committee (PRC) FAR Review Period	February
PRC Deliberation Meetings	March
Dean and AD Feedback Meetings with Faculty	April 1 through May 31
Written feedback delivery	As meetings are completed

Peer Review Committee Review

Membership

The Peer Review Committee (PRC) consists of the four house leads (Emmet House and Ivy House) and the associate dean for academic and faculty affairs (or their designee). House leads are the primary reviewers for faculty in their respective houses, but the PRC discusses all faculty to ensure consistency across houses.

Process and Documentation

The Office of Faculty Affairs will provide a shareable electronic folder from which the PRC members can work. Each faculty member will have a subfolder that includes their FAR (which includes their CV), course SDS evaluations, course evaluations for external courses (provided by faculty members), a copy of the final feedback report from the previous year (if applicable), and any supplemental materials provided by the faculty member.

PRC members review all faculty materials and provide preliminary scores for scholarship, instruction, service, and overall (Figure 1).

Evaluative Area	Description (non-exhaustive)
Scholarship	Evidence of contributions to the discipline as reflected in research, grants, scholarly publications, invited talks, awards, etc.
Instruction	Evidence of excellence in teaching as reflected in course evaluations, student feedback, leadership in instructional activities, etc.
Service	Evidence of meaningful service to the school, UVA and the professional community at large.

Figure 1. Descriptions of FAR Evaluative Areas

Scoring for each of the 4 categories uses a 5-point Likert scale (Figure 2).

Productivity	Description
1	Outstanding Production
2	Above Expectations
3	As Expected
4	Below Expectations
5	Minor Production

Figure 2. 5-point Likert scale for SDS FAR scoring

There is no formula by which the "overall" score is computed from the three evaluated areas. Instead, the "overall" score is intended to reflect the reviewers' overall impression of the case as it may pertain to the individual faculty given their rank, appointment, workload, and school responsibilities over the past year (e.g.., faculty on leave may have been very productive, but only for half a year). The PRC reviews each case, which involves discussing the faculty materials, faculty progress in each category as reflected in the three category scores, and the preliminary overall impression score. The PRC may record feedback for the faculty based on this discussion. After this discussion, the PRC assigns a final "overall" score, which is reported to the dean, associate dean for academic and faculty affairs (AD), and to the faculty both in written form and verbally in a meeting with the AD and dean where the PRC feedback is also discussed. The "overall" score may be adjusted by the deans after joint consultation and is used as a basis for merit considerations.

Each faculty case is reviewed and scored by their two house leads before the PRC discussion. The scores are distributed to the PRC for review before full PRC discussion. Additional PRC members may also review and score a faculty case to provide further feedback. The associate dean for academic and faculty affairs (AD), or their designee, is encouraged to join PRC meetings to provide context regarding faculty expectations and to gather feedback for subsequent faculty meetings. The AD may break ties in voting but otherwise does not participate in scoring cases.

Faculty Feedback and Discussion
Each faculty member is scheduled for an in-person feedback meeting with the dean and the associate dean for academics and faculty affairs (AD). These meetings are in-person, but a zoom meeting may be requested if the meeting is delayed past the end of the academic year or if there are extenuating circumstances. Before each feedback meeting, draft feedback is compiled by the Office of Faculty Affairs and provided to the deans, containing the pertinent comments noted by the PRC for each faculty member. Upcoming faculty actions are also reported and discussed (e.g. mid-cycle review, contract renewal, promotion and/or tenure, etc.). After the feedback is conducted, a letter documenting the faculty's progress and feedback from the PRC and the in-person meeting is sent to the faculty. All feedback should be delivered to faculty by the end of the academic year.

Related Information *(include links to related University policies or other documents)*:
[Annual Performance Reviews | Office of the Executive Vice President and Provost (virginia.edu)](#)
[Annual Faculty Performance Review ENG-FAC-004.pdf (virginia.edu)](#)
[Batten_Annual_Review_Process171208.pdf (cloudinary.com)](#)

Next Scheduled Review: Fall 2025
Approved by, Date: Reviewed by Academic Committee 10/22/24; Approved by SDS Faculty 10/30/24; Approved by Dean 11/6/24
Supersedes (previous policy date): N/A