



UMBI Evaluation of Performance of Faculty

(Approved by the President on January 5, 1998)

I. POLICY

It is the policy of the Board of Regents that each institution shall establish policies and procedures for a periodic evaluation of the performance of its faculty members (II-1.20 approved by the Board of Regents, October 22, 1991).

II. PURPOSE

The mission of the University of Maryland Biotechnology Institute (UMBI) is to advance knowledge through leading-edge research, providing education and training opportunities, and spurring economic development in the State of Maryland. Each Center will develop and periodically update a strategic plan identifying the actions that the Centers faculty will take to assure the success of the Center and of UMBI. Each Center may have a distinctive contribution to the mission of UMBI and each faculty member may have a distinctive role in fulfilling the mission of the Center.

Evaluation of the performance of faculty shall be a part of a larger faculty development program, designed to enhance the professional abilities of the faculty as scholars, educators, and members of the academic community. All faculty members, ladder-rank and non-ladder-rank, shall be subject to an annual review that assesses the faculty members performance.

The annual evaluation shall be a formative process for future faculty development, for enhancing the learning environment and for improving the academic program to which the faculty member contributes.

III. GENERAL PRINCIPLES/CRITERIA

- A. The annual review of ladder-rank faculty shall be conducted by the Center Director and the annual review of non-ladder-rank faculty shall be conducted by a designee of the Center Director.
- B. The annual faculty evaluation is based upon the job description and upon workscopes developed during annual evaluation. The annual review shall include an evaluation of research/scholarship, contributions to economic development, education and training, and service.
- C. The annual review begins with the submission by March 1 of each year by the faculty member to the Center Director of an annual activities report or updated curriculum vitae identifying activities of the past year to the Center Director by the faculty member. The Center Director will prepare a written analysis of the accomplishment and achievements of the faculty member based upon the annual activities report and personal observation. The faculty member may respond to the written analysis, adding information or making suggestions, in writing. The faculty member and the Center director will meet, usually during the month of March, to discuss the Center Directors analysis and any suggestions and/or rebuttals from the faculty member and plans for the coming year. The Center Director will prepare the final annual written evaluation and plans for the coming year. The Center Director should explicitly indicate that the faculty members performance has met or

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exceeded expectations or is below expectations.

- D. The Center Director will submit to the Vice President for Academic Affairs a list of all faculty who met or exceeded expectations and copies of the final evaluation of all faculty who failed to meet expectations.

REVIEWED AND RECOMMENDED:

S. Gaylen Bradley Vice President, Academic Affairs

APPROVED:

Rita R. Colwell President, University of Maryland Biotechnology Institute