

To: All TT, CT and Temporary Appointed Faculty – Department of Languages, Literatures and Cultures

From: Jorge H. Cubillos, Acting Chair

Re: Annual Appraisal and Planning

Dear colleagues,

In preparation for our Annual Appraisals (which begin on February 12th, 2018), allow me to remind you of a few important aspects of this process:

- UD Faculty Annual Appraisals are implemented in the [UDAcademe](#) system. UDAcademe uses the activities you have already entered into your scholarly accomplishments, the teaching activities loaded from UDSIS, attachments such as your publications and course syllabi, and the service activities you have already recorded to provide your appraisal input.

As defined in the [UD Faculty Handbook](#), the annual appraisal process involves the following steps:

- 1) The faculty member prepares and submits their self-appraisal and planning form using the Dashboard “Action Item” links **Complete Annual Appraisal Input** and **Complete Annual Workload Planning**.
- 2) The Department Chairperson conducts an in person interview and prepares the evaluation using the Action Item link **Complete Evaluation: Department Chair Evaluation of Faculty Member**, and
- 3) The faculty member signs off indicating that the evaluation has been discussed and reviewed by the Chair using the Action Item link **Faculty Acknowledgement of Annual Review**.

To complete your Annual Appraisal, please follow these steps:

- 1) Prepare your Self-Evaluation narrative statements for Teaching, Research and Service. The appraisal period covered is the full year following the last appraisal period -i.e. the beginning of spring semester 2017 through the end of winter session 2018. **NOTE:** Please be sure to use the [DLLC Evaluation Metrics](#) to calculate to calculate your merit points for each section.
- 2) Use the Action Item input form **Complete Annual Appraisal Input** and your **Annual Workload Planning** to submit your statements and to preview your submission. These forms will be available the first week of December. **Due date: Monday, February 12th.**

- 3) Make an appointment to meet with the Department Chair during the period of **February 12th through March 2nd** discuss your appraisal. The appointment calendar can be found [HERE](#).

After our appraisal conference, you will need to go back to UDAcademe and complete the step acknowledging that the appraisal meeting took place (**Faculty Acknowledgement of Annual Review**), write in any final comments, and submit the evaluation and planning form. In order to make sure that the forms are submitted to the Dean before the appointed deadline, this final step should be completed by **March 23rd**, which is the last day before spring recess.

Resources:

[UDAcademe Quick Start Guide](#)

[UDAcademe Performance Appraisal instructions](#)