

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

From: Meredith Ray, Interim Chair *MR*

Re: Annual Appraisal and Planning

Date: January 9, 2020

Dear Colleagues,

In preparation for our Annual Appraisals (which begin on February 10th, 2020), I am writing to remind you of some important deadlines, as well as changes to the online appraisal system.

- UD Faculty Annual Appraisals are now implemented via the Faculty Appraisal system, accessed here: [Faculty Appraisal System](#)
- A video tutorial regarding the new appraisal system can be found here: [Faculty Appraisal Tutorial Video](#)

For additional information regarding the online system, please refer to Vice Provost Kinservic's email to faculty sent on 12/20/19. For assistance with the online appraisal system, please email [facultyappraisal@udel.edu](mailto:facultyappraisal@udel.edu).

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 (Performance Appraisal 2019-2020) (log on here: [Faculty Appraisal System](#)).
- 2) The Department Chairperson meets with the faculty member and prepares the "Chair Input" section of the evaluation.
- 3) The faculty member signs off indicating that the evaluation has been discussed and reviewed by the Chair.

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 "the twelve-month period of time since the last appraisal." In most cases, this will mean from the beginning of spring semester 2019 through the end of winter session 2020. NOTE: Please be sure to use the DLLC Evaluation Metrics on the DLLC website to calculate to calculate your merit points for each section: [DLLC Evaluation Metrics](#)  
*\*Please note that we are still governed by the 2002 Metric. Any later revisions did not go through the approval process so we must abide by what is presented on the provost's website: <https://provost.udel.edu/files/2014/12/FLLT-merit-2aqd8jr.pdf>*
- 2) Submit your forms by **Monday, February 10<sup>th</sup>, 2020**.

- 3) **Make an appointment to meet with the Interim Department Chair during the period of February 10th-March 12th to discuss your appraisal.** You will receive an email to sign up for a meeting time.
- 4) After our appraisal conference, you will need to go back into the Appraisal System and complete the last step acknowledging that the appraisal meeting took place, 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 27th**, which is the last day before spring recess.

Resources: <https://www.dllc.udel.edu/faculty-and-staff-resources/department-governance/annual-appraisal>