

2022 Annual Review

Office of the Provost

Thursday, November 17th, 2022



Land Acknowledgement

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally-recognized tribes, with Tucson being home to the O'odham and the Yaqui.

Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

Shared Governance Background

- 2018 - Organizational Health Index
- 2019 - Our Best Work Environment Praxis Workshops
- 2020 – Two Taskforces provide recommendations
- 2021 (Feb) – Proposed changes shared with Faculty Senate
- 2021 (Apr) – Proposed changes with feedback presented to Faculty Senate
- 2021 (Fall) – Public feedback and revisions
- 2021 (Dec) – Revisions presented to Faculty Senate
- 2022 (Spring) – Public Feedback
- 2022 (Jun) – Policy changes approved



THE UNIVERSITY OF ARIZONA
Office of the Provost



Key Changes

- Fewer required meetings
 - Required for the following:
 - Faculty at an ***assistant*** rank. Annual meetings are encouraged for those at the ***associate*** rank.
 - If a rating in any category is "needs improvement" or "unsatisfactory."
 - As requested by the faculty member.
- The peer review narrative is shared with the faculty member.



Key Changes (Continued)

- Ratings changes

Peer Review Committee Ratings

Meets or exceeds expectations

Does not meet expectations

The Department/Unit Head/Director Ratings

Unsatisfactory

Needs
Improvement

Meets/
Exceeds
Expectations

Truly
Exceptional



Recommendations Moving Forward

- Update unit-level by-laws to be in accordance with current UHAP 3.2 and UHAP 4.2
 - Elected peer committee with regular changes to committee composition
- Criteria considerations
 - Inclusive view of scholarship
 - PTIE
 - Societal Impact
 - Community Engaged Scholarship
 - Pandemic Considerations
 - Holistic Evaluation of Teaching
 - Student Course Surveys
 - Peer reviews – not required, but useful at key points
 - Review of course materials
 - Innovation
 - Mentor Matrix



Best Practices

- Workload distribution should be considered in review and comments included on annual review
- Make sure to use appropriate pronouns
- Recognition for leadership on service activities
- Be aware of unconscious bias. See here for recommendations about how to minimize or eliminate bias in language:
 - [How to Avoid Racial Bias in Reference Letters | The Muse](#)
 - [Avoiding Bias in Recommendation Letters | Center for Research and Fellowships | Georgetown University](#)
 - [Avoiding Bias in Letters of Recommendation | UCSF Medical Education](#)
 - [Avoid Implicit Gender Bias in Recommendation Letters | Columbia University | Earth Institute](#)
 - [Anti-Racism Action Guide: Reducing Bias in Recommendation Letters, Candidate Evaluations and Assessments of Academic Products | Emory University School of Medicine](#)
 - [Gender Bias Calculator: Letters of Recommendation | Lehigh University ADVANCE](#)

Making the most of 1-1 meetings: Retention & Advancement

- Mentoring opportunity
- Strategic planning opportunity
- Focus on advancing career- next milestones
- Specific feedback to move towards promotion
- Aligning resources and support





Recommendations for Annual Meetings

1. **Start with positive feedback and strengths.** Make sure this is a two-way conversation. Ask faculty to highlight 1-2 of their accomplishments during the past year.
2. **Ask questions** for an honest conversation about how teaching, research, service, or other activity are going. Provide suggestions on professional resources, mentors, and development opportunities to facilitate achieving goals
3. Take an **expansive view of what counts.** Consider preparatory work that will lead to future activity, acknowledge quick changes to address pandemic topics (COVID-19 or racism), recognize additional service activities related to workgroups for topics of COVID-19 or racism pandemics.
4. **Make and refine goals** for the coming year and discuss long-term plans over a 3-year period for each section of their workload. Timeline of goals that were not completed and recommendations to address goals that were not met
5. Discuss **how short-term goals will lead to long-term outcomes.**
6. Discuss workload distribution for next year.



Addressing Concerns

- Crucial Conversation Training can help prepare prior to meetings
- Address issues in a timely manner – do not need to wait until annual review
- See UHAP 3.2 and 4.2 for details and structure of documents for FDP or PIP
 - Process can include peers
- Faculty Development Plan
 - Work with Associate Dean in your college
- Performance Improvement Plan
 - Include central Faculty Affairs and HR for reviews of document
 - Concrete milestones with dates



- Streamlined to focus only on the portions that are used for [UAProfiles](#).
 - **Automated**
 - Titles, phone, address, email
 - Courses
 - Scholarly contributions –
NEED TO CHECK
 - **Manual entry**
 - Degrees
 - Awards & Honors
 - Interests
 - Undergraduate research opportunities

UAVitae
Streamline



UAVitae Updates for Annual Review

- ***University-wide forms*** with the updated ratings are now provided for both peer review committees and Department Heads/Directors.
 - Old unit level forms have been sunsetted.
- ***Upload updated CV***
 - Do NOT need to complete all activity sections. (unless required by your college for accreditation purposes).
 - It is recommended to use the CV template required for promotion and tenure.



Retiring old activity input sections

Old:

Shown Sections

1. Workload Distribution
2. Teaching: Credit Bearing Courses
3. Teaching: Guest Lectures and Invited Teaching
4. Teaching: GradPath Advising Activities
5. Teaching: Student Mentoring, Advising and Activities
6. Teaching: Development of Instructional Resources
7. Research: Scholarly Contributions and Creative Productions
8. Research: Grants and Contracts
9. Research: Development of Research Support Resources
10. Service: Institutional Committees
11. Service: Other Institutional Service (Intramural)
12. Service: Professional Service and Outreach (Extramural)
13. Honors, Awards and Fellowships
14. Consulting
15. Inventions, Technology Transfer and Commercialization
16. Professional Development
17. Volunteerism
18. Additional Input



New:

Shown Sections

1. Workload Distribution
2. Teaching: Credit Bearing Courses
3. Teaching: GradPath Advising Activities
4. Research: Scholarly Contributions and Creative Productions
5. Research: Grants and Contracts
6. Honors, Awards and Fellowships
7. CV Upload



Activities previously entered in the old sections, can be added to the faculty's professional CV.

Keeping: activity sections used for UA Profiles, or updated from other systems of record.



New evaluation ratings and forms

Peer Review Committee use:

Heads, Directors use (final review):

A Evaluation Ratings & Feedback

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If any of the following types of activities including Teaching, Research, or Service, aren't applicable for the faculty member, select

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Teaching Rating*	Select
Teaching Activities Feedback	Select Meets or Exceeds Expectations Needs Improvement
Research/Scholarship/Creative Activities Rating*	N/A
Research/Scholarship/Creative Activities Feedback	
Service Rating*	Select
Service Activities Feedback	

Teaching Rating*	Select
Teaching Activities Feedback	Select Truly Exceptional - 4 Meets or Exceeds Expectations - 3 Needs Improvement - 2 Unsatisfactory - 1 N/A
Research/Scholarship/Creative Activities Rating*	
Research/Scholarship/Creative Activities Feedback	
Service Rating*	Select
Service Activities Feedback	

New ratings are built into the Evaluation forms.

These forms are available to reviewers when they click the "Evaluate" button.



New portal and module names

Faculty Portfolio

Home

Faculty Activity Profile

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Administration

My Tasks 2

Title
One or more users have submitted an FAQ.
FAQ
Assign Activity Classifications for Importer
Activity Input

The name *UA Vitae*, will be retired.

New portal name:
Faculty Portfolio

New activity reporting module name:
Faculty Activity Profile

Renaming will take place after this year's annual review cycle.



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The Faculty Affairs Team



Kim Rogan



Dr. Adrián Arroyo Pérez



Dr. Judy Marquez Kiyama