


## MEMORANDUM

**TO:** UH Deans

**FROM:** Robert H. McPherson, Ph.D.   
Interim Senior Vice Chancellor for Academic Affairs, UH System  
Interim Senior Vice President for Academic Affairs and Provost, UH

**DATE:** September 8, 2022

**RE:** Review of Current Unit Level Faculty Annual Performance Review (F-APR) Policies

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As you are aware, over the last 18 months the Office of the Provost has been working with academic stakeholders including the Faculty Senate to develop a comprehensive, university-wide Enhanced Performance Evaluation (EPE) for Tenured Faculty policy. After review by the Office of Legal Counsel, I am happy to report that the final version of the new EPE policy, preliminarily approved earlier this year by Provost Short, has now been finalized. As such, the new EPE policy is scheduled for review and approval by the UH System Board of Regents (UHS-BOR) later this academic year.

As you may remember, the new EPE policy is designed to be formative in nature and to build upon the typical faculty annual performance review (F-APR) process conducted at UH. Unlike the Post Tenure Review policy previously approved by the UHS BOR that focused solely on addressing persistent performance issues in the teaching and instructional area, the new EPE Policy is designed to address persistent performance deficits identified not only in the teaching and instructional area, but also the research and scholarship area.

Specifically, the new EPE policy states: *"A tenured faculty member shall be subject to the initiation of a mandatory EPE process if they receive a negative F-APR evaluation or score relating to their performance in either the research and scholarship domain or the teaching and instruction domain (or if appropriate patient care/program administration) in **two out of any three consecutive annual performance review periods.**"*

Due to the added importance of the F-APR process going forward in determining if a mandatory EPE process will be initiated, it is critical that there be no ambiguity in our current F-APR policies regarding how tenured faculty members are evaluated or scored regarding their performance in either the teaching and instructional area, or the research and scholarship area. In addition, as individual colleges and departments employ a range of different evaluation scales or numeric scores as part of their individual F-APR processes, it is also essential that there be no ambiguity as to how these different evaluation scales or numeric scores definitively translate into whether or not a tenured faculty member has met the performance expectations of the academic unit within each of these two specific areas (i.e. teaching/instruction, research and scholarship).

As such, I am formally requesting that all Colleges and Departments undertake a review of their current F-APR policies to ensure that they are fully aligned with the terms of both the current University level F-APR policy and the new pending EPE policy, and where necessary to make any changes required to do so as soon as possible.

When conducting this review and/or making any needed clarifications or revisions, academic units should be careful to fully address the following policy elements:

- 1) Ensuring that unit level F-APR policies are aligned with the current University level F-APR policy, including the provision of a faculty peer review step in the annual performance evaluation process;
- 2) Ensuring that in the case of tenured and tenure-track faculty members, unit level F-APR policies provide for the assignment of individual F-APR evaluation ratings and/or numeric scores within each professional area being evaluated (i.e. research/scholarship, teaching/instruction, service);
- 3) Ensuring that in the case of tenured and tenure-track faculty members, unit level F-APR policies explicitly detail which evaluation ratings and/or numeric scores used are the equivalent of the faculty member “meeting performance expectations” or “not meeting performance expectations” in the particular area being evaluated.

Since the new EPE policy will become effective January 2023, I am requesting that the review of your current unit level F-APR policies by faculty and administrators, along with any potential clarifications or changes needed to align with the new EPE policy, be completed by the end of the 2022 calendar year.

In addition, next week you will be receiving a separate request from Faculty Affairs to provide F-APR scores assigned to benefits-eligible faculty members evaluated for both the 2019 and 2021 calendar year evaluation periods, in a similar format to that previously submitted by colleges for the 2020 evaluation period. I ask that you respond to this separate data request as soon as possible.

If you have any questions, please contact Dr. Mark Clarke, Associate Provost for Faculty Development and Faculty Affairs in my office at [mclarke@cental.uh.edu](mailto:mclarke@cental.uh.edu).

Onward!