TEXAS A&M UNIVERSITY
College of Marine Sciences
& Maritime Studies

Interfolio Faculty180 Faculty Performance Evaluation Guidance

Faculty Evaluation Review

Annually, your department head will initiate the faculty evaluation process for the preceding calendar year in Faculty180, typically in December or January. Due date to submit your activity report is February 1st or the next business day if the 1st falls on a weekend, holiday or university closure. Be sure to update your Faculty180 Profile and Activities sections within Faculty180 for the preceding calendar year prior to generating your activity report.

After generating your annual activity report from Faculty180 that automatically populates your teaching, research and service data from your Faculty180 profile, remember to scroll to the bottom of the activity report and answer all the "Faculty Evaluation Review" questions. There are a total of 6 questions with 4 being required.

Note the "(Faculty Evaluation Review)" parenthetical in each heading identifying it as part of the annual evaluation questions outside of importing your Faculty180 activities in teaching, research and service.

1. **Teaching, Research and/or Other Scholarly or Creative Activities, and Service Impact Statement (Faculty Evaluation Review)**

2. **COVID-19 Impact Statement (Faculty Evaluation Review)**

3. **Goals (Faculty Evaluation Review)**

4. **Mandatory Training (Faculty Evaluation Review) - SECTION MUST BE COMPLETED**

5. **Safety (Faculty Evaluation Review) - SECTION MUST BE COMPLETED**

6. **Department/Unit specific requirements (Faculty Evaluation Review)**

The COVID-19 Impact Statement is completely optional. Your annual activity report will not be returned if this section is blank.

The Department/Unit specific requirements is also optional, unless your department head and/or departmental faculty evaluation guidelines state otherwise. Some departments require specific documentation or artifacts to be uploaded here. If you have documentation or artifacts you want to include to support your annual evaluation, you can also use this section for this purpose.

If the other four sections are left blank or are dated outside of the previous calendar year, your annual activity report will be returned to you for edits.

AEFIS Course Evaluations

As part of your annual activity report, you are required to **upload your AEFIS course evaluation reports for the previous calendar year**. The data table automatically populates with the statistical information, but the student comments only appear on the PDF reports that you can export from AEFIS (https://assessment.tamu.edu/aefis). When you log in, you will see Fall but may have to scroll down into archives to access Spring.

If the AEFIS course evaluation reports are not included, your annual activity report will be returned for edits.

You can upload the AEFIS reports in any of these three "teaching" sections, as all three allow files to be uploaded.

    a. If you upload them to each course under the *"Teaching (Custom Section)"*, the course title will become a hyperlink to the corresponding report.

    b. If you upload them to the *"Student Evaluations Data"* section, the course column will have active hyperlinks to the corresponding report.

    c. If you upload them to the *"Teaching Evaluation Supplemental Info"* section, you must give them a "Description" when uploading, and that description picks up on the activity report as an active hyperlink to the corresponding report. If you do not add a Description, it will still be there, but your department head will not have an active hyperlink to click on to access it.

You also have the option to upload the syllabus or other course materials for each course as well. However, this is not currently required. Same instructions apply as described above to add your AEFIS course evaluations.

Key Reminders

- The faculty annual evaluation review period is for the <u>prior calendar year</u>. Therefore, when answering the Faculty Evaluation Review questions, the "Start Semester" is always Spring and the "End Semester" is always Fall of the previous year. If you are a new faculty member who just started in the fall semester, please use Fall as your start semester.

  Anything you date as the current semester in which you are filling in the information will not show up on the prior year's activity report to the department head.

- If you elect to use "ongoing" instead of the entering an actual "End Semester", it will always stay on the activity report, even in future years, until you give it an actual End Semester.

- For the **Impact Statement on Teaching, Research and Service**, your statement should reflect your assigned areas of performance. Tenure-Track and Tenured faculty are active in all three, whereas Academic Professional Track faculty are active in two. Those in Lecturer tracks are only responsible to answer for teaching. For those who remember the former G1 form (prior to Interfolio) to submit your annual report of activities, this is the "prospectus" or "narrative" portion of the annual evaluation.

- Note in the **Goals** section that you are required to reflect on last year's goals as well as indicate your goals for the new year. Again, do not date this with the current year semester in which you are filling it in or it will not show up on your activity report for the prior year. It is still Spring and Fall of the prior year as your Start Semester and End Semester (or "ongoing").

- You do not need to answer the **Mandatory Training** questions nor the **Safety** question for each semester. Just use Spring of the previous year and Fall of the previous year as your Start and End Semesters to answer these appropriately. This covers the annual evaluation period being reviewed. These two sections are required to be certified each year, so it is recommended you do not use "ongoing" as your End Semester.

- For technical difficulties with Faculty180, please reach out to faculty180@tamu.edu for assistance.

- For guidance on the Annual Review process for faculty, please review Section 5 of the [College of Marine Sciences and Maritime Studies Faculty Evaluation Guidelines](#) and [departmental faculty evaluation guidelines](#).