**CLAS 2022-2023 FACULTY WORKLOAD PLANNING and SALARY ADJUSTMENT PROCESS**

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| Relates to Unit Head | Relates to Faculty | (May) Relate to PSS’ |  |
|  | X | (X) | 1. **FACULTY WORKLOAD PLANNING SUBMISSIONS.** By **October 1**, faculty must submit theirFaculty Workload Plans (FWPs) to their unit head. **CLAS faculty must use Digital Measures to compile and print their FWPs.**
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| X | X |  | 1. **FWPs & JOINTLY APPOINTED FACULTY.** If a faculty member has a joint appointment in another unit or an assignment outside their home unit, they should supply both unit heads with copies of their Faculty Workload Plan. The faculty member should remind the head of the secondary unit to submit any feedback to the workload plan to the head of the primary unit by **October 8**. The head of the primary unit will fold in feedback to the plan from the secondary unit head. The primary unit head will affirm/adjust changes with input from the faculty member.
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| X | X |  | 1. **WAIVING PEER REVIEW.** If, by a two-thirds majority vote, a unit chooses to waive peer review of Faculty Workload Reports (FWRs), this decision must be communicated in writing to the Dean by **January 16.**
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|  | X | (X) | 1. **FACULTY SUBMISSIONS.** By **January 16,** faculty must submit the following documents electronically to their unit: Faculty Workload Report, (for the preceding calendar year 2022), and a current CV. The Faculty Workload Report for 2022 will include teaching, scholarship, and service from Winter 2022 and Fall 2022. **CLAS faculty must use Digital Measures to compile and print their FWR.**
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| X | X |  | 1. **JOINTLY APPOINTED FACULTY.** If a faculty member has a joint appointment in another unit or an assignment outside their home unit, they should supply the external unit with a copy of their FWR and FWP. The faculty member should remind the external unit to submit, by **January 28**, to the unit head of the home unit an evaluation of their performance in the external unit. ***The head of the primary unit should ensure the feedback submitted by the secondary unit head becomes a part of the salary adjustment process for that faculty member.***
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| X | X | (X) | 1. **PEER REVIEW IN THE UNIT.** Unless the unit has elected to waive peer evaluation, the unit head makes available to faculty each FWR, FWP, and CV for peer review, using criteria developed by the department. A unit can, with the approval of the Dean, develop a procedure wherein a committee reviews the FWRs or where each faculty member is randomly assigned a set of colleagues to review, but in such cases the FWRs should still be made available to all the members of the department.
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| X | X |  | 1. **PEER RECOMMENDATIONS.** After reviewing the FWRs, FWPs and CVs, faculty complete a “Peer Recommendation for Colleague” form for each tenured and tenure-track member of their unit, which is given to the unit head by the departmental deadline announced by the unit head. Faculty should also complete a “Peer Recommendation for Unit Head” Form. Tracy will email this form to all TT faculty and they can email it directly to Tracy McLenithan (mclenitt@gvsu.edu) by **March 10. When recommending “less than satisfactory” or “exemplary” performance for any peer or unit head, faculty should provide a written justification. For untenured faculty and associate professors, a rationale is required for recommendations in *all* ranges; also, please note concerns regarding progress toward contract renewal, tenure, or promotion, if any.**
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| X |  | (X) | 1. **UNIT RECOMMENDATIONS TO DEAN.** For each tenured and tenure-track faculty member in the unit, the unit head completes a “Unit Head’s Summary of Peer Recommendations” form, summarizing the peer evaluations received on the “Peer Recommendation for Colleague” forms. If a faculty member has a joint appointment in another unit or an assignment outside the unit, evaluation information or recommendations from the external unit(s) should be included in the unit head’s summary. If your unit uses plus and minus rankings, please make those distinctions clear in the “Unit Head’s Summary of Peer Recommendations” for each faculty member in the unit. Last year we told you not to include +/- rankings. This year, units may use them, and the Dean's Office will take them into account. Please note that no more than 65% of your faculty may be ranked “Exemplary”. **Please note concerns regarding progress toward contract renewal, tenure, or promotion, if any.**
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| X |  | (X) | 1. By **March 10,** the unit head emails electronic copies of the Written Performance Summary for all tenured and tenure-track faculty in Word format to Tracy McLenithan. You should also share affiliate faculty rankings with Tracy at this time using the “Unit Head’s Summary of Peer Recommendations” form. If your unit process includes written feedback for affiliates, please include that on the form. **Written feedback is not required for affiliates.** The FWRs and CVs for all tenured and tenure-track faculty should be uploaded on the following website: <https://intranet.gvsu.edu/clas/far/>.

Departments must retain a copy for their records. Units will be responsible for supplying FWRs and FWPs for personnel actions. Do not forward the individual “Peer Recommendation for Colleague” forms to the Dean. |
| X | X |  | 1. **UNIT RECOMMENDATIONS COMMUNICATED TO FACULTY.** After the recommended increase categories have been confirmed by the Dean, the unit head must communicate to each faculty member, in writing, the salary adjustment range and a summary of performance and hold a personal meeting, ordinarily by commencement, to discuss that faculty member’s performance for the past year. This meeting will also include the Unit Head’s Summary of the peer evaluations (or the unit head’s recommendation if peer evaluations are not done). **After the Dean has given permission on final categories, untenured faculty and associate professors will sign the written performance summary (indicating receipt) and may, if desired, attach a response.**
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| X |  |  | 1. **The Dean’s Office completes salary worksheet in consultation with unit heads.**
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