

Personnel Document

Department of Industrial Engineering (INEG)

College of Engineering (COE)

University of Arkansas, Fayetteville (UofA)

Approved by the INEG faculty: 5/8/2020

Preamble

This document governs INEG in the formation of the Unit Personnel Committee and the annual review of full-time INEG faculty effective 5/8/2020. As indicated by the signatures that follow this preamble, this document has been approved by the INEG faculty, the COE Dean, the UofA Provost, the UofA Chancellor, and the President of the University of Arkansas System.

The policies and procedures detailed in this document are supplementary to and required to be consistent with the COE Personnel Document and the following policies of the UofA and the University of Arkansas System:

- Appointment, Promotion, Tenure, Non-Reappointment and Dismissal of Faculty (Board of Trustees Policy 405.1)
- Termination of Appointment (Board of Trustees Policy 405.4)
- University and Distinguished Professorships (Board Policy 470.1)
- Conflict of Interest and Conflict of Commitment; Including Outside Activity (Fayetteville Policy 404.0)
- Evaluative Criteria, Procedures, and General Standards and Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure (Academic Policy 1405.11)
- Initial and Successive Appointments, Evaluation and Promotion of Non-Tenure Track Faculty: Merit-Based Appointments in Excess of One Year (Academic Policy 1405.111)
- Guidelines for University and Distinguished Professor Appointments, including Annex A and B (Academic Policy 1405.13)
- Faculty Ranks and Titles and Research Assistant and Research Associate Positions, (Academic Policy 1435.50)
- Unsatisfactory performance for a non-tenure track faculty member is addressed in APS 1405.111. Post-tenure review based on overall unsatisfactory performance for tenured faculty is outlined in III.E. of APS 1405.11.

In case of conflict, the order of authority is (1) Board of Trustees policies, (2) UofA policies, (3) the COE Personnel Document, and (4) this document.

The principal responsibility for implementing the policies detailed in this document rests with the INEG Department Head, however, Board of Trustees, UofA, and COE policies assign important roles to the INEG faculty.

INEG faculty performance is evaluated each year within the department. Recommendations for promotion of and the awarding of tenure to INEG faculty originate in the department and are reviewed by the COE. COE policies on faculty service are designed to recognize and reward meritorious performance by salary increases, promotion, and the awarding of tenure. The awarding of tenure requires a high standard of performance in teaching, research, and service.

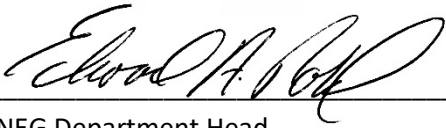
All decisions in initial appointment of faculty, successive appointments and review of faculty, promotion of faculty, the awarding of tenure to faculty, and the dismissal of faculty shall be made on the basis of professional merit, the quality of performance of assigned duties, and the quality of or potential for contribution to the UofA. Exceptions are based on financial exigency as defined by board policy or elimination of programs.

It is the policy of the UofA to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

Approvals

Chair of the INEG Personnel Committee

Date



May 8, 2020

INEG Department Head

Date

COE Dean

Date

UofA Provost

Date

UofA Chancellor

Date

University of Arkansas System President

Date

The INEG Peer Review Committee

The INEG Personnel Committee also serves as the INEG Peer Review Committee.

Eligibility of Faculty Serving in Administrative Roles

INEG faculty serving in administrative roles at the department head level or higher (assistant or associate dean, dean, assistant or associate provost, provost, chancellor) are neither eligible to vote for members of the INEG Personnel Committee nor eligible to serve on the INEG Personnel Committee. In addition, INEG faculty serving in administrative roles at the department head level or higher serve on neither the INEG Tenured Faculty Committee nor the INEG Promoted Faculty Committee.

Selection of the INEG Personnel Committee

At the first INEG faculty meeting of each academic year, a secret-ballot vote is used to determine the seven members of the INEG Personnel Committee. If fewer than eight faculty members are eligible to serve on the committee, then all eligible faculty members serve on the committee. If a vote is required, then the process for conducting the vote is as follows:

1. Each faculty member who is eligible to vote receives a ballot listing the names of all faculty members who are eligible to serve on the committee.
2. Each voting faculty member identifies their preference for the committee members by marking the names of exactly seven faculty members on the ballot. If the committee must include a non-tenure-track faculty member, then at least one of the marked names must be of a non-tenure-track faculty member.
3. If the committee is not required to include a non-tenure-track faculty member, then the seven faculty members receiving the most votes are elected to the committee.
4. If the committee must include a non-tenure-track faculty member, then the non-tenure-track faculty member receiving the most votes is one committee member. Then, the six remaining committee members are determined using the tabulated votes.

The results of all votes are tabulated by two of the voting faculty members. Additional secret-ballot votes are used to resolve any ties. If additional votes do not resolve all ties, then a random number generator is used to resolve all remaining ties.

At their first meeting of the academic year, the INEG Personnel Committee members elect a chair by secret-ballot vote. Each committee member indicates their preference for the committee chair by writing the name of that member on the ballot. The results of all votes are tabulated by two of the committee members. Additional secret-ballot votes are used to resolve any ties. If additional votes do not resolve all ties, then a random number generator is used to resolve all remaining ties.

Annual Review of INEG Faculty Performed by the INEG Personnel Committee

Prior to February 1 of each calendar year, each full-time INEG faculty member (not including administrators at the department head level or higher) is required to prepare a report summarizing their individual performance during only the three previous calendar years. These annual reports are submitted to the Assistant to the INEG Department Head who then delivers the reports to the INEG Personnel Committee members.

In addition to identification of the calendar year under consideration, each annual report must include the following information:

- the faculty member's name, rank, and workload assignment
- evidence of achievement in teaching as defined in the COE personnel document (if the faculty member's teaching workload assignment is greater than 0%)
- evidence of achievement in scholarship as defined in the COE personnel document (if the faculty member's research workload assignment is greater than 0%)
- evidence of achievement in academically-related service as defined in the COE personnel document (if the faculty member's service workload assignment is greater than 0%)

Prior to March 1 of each calendar year:

1. Each INEG Personnel Committee member reviews the annual reports submitted by INEG faculty members regarding the previous calendar year.
2. The INEG Personnel Committee meets to discuss the content of these reports. Committee members do not participate in discussions regarding their own report or reports from individuals with whom they have a personal conflict of interest as defined by University of Arkansas, Fayetteville, Policies and Procedures 404.0.
3. Each INEG Personnel Committee member prepares a performance evaluation for each INEG faculty member who submitted an annual report regarding the previous calendar year. Committee members do not perform self-evaluation and do not perform evaluation in cases of personal conflict of interest as defined by University of Arkansas, Fayetteville, Policies and Procedures 404.0. Each evaluation includes:
 - a. a rating of teaching performance of Outstanding , Good, Acceptable, or Unsatisfactory (if the faculty member's teaching workload assignment is great than 0%) based on the committee member's evaluation of the evidence of achievement in teaching with mandatory written comments if the rating is Outstanding or Unsatisfactory and optional written comments if the rating is Good or Acceptable
 - b. a rating of research performance of Outstanding , Good, Acceptable, or Unsatisfactory (if the faculty member's teaching workload assignment is great than 0%) based on the committee member's evaluation of the evidence of achievement in scholarship with mandatory written comments if the rating is Outstanding or Unsatisfactory and optional written comments if the rating is Good or Acceptable
 - c. a rating of service performance of Outstanding , Good, Acceptable, or Unsatisfactory (if the faculty member's teaching workload assignment is great than 0%) based on the committee member's evaluation of the evidence of achievement in academically-related service with mandatory written comments if the rating is Outstanding or Unsatisfactory and optional written comments if the rating is Good or Acceptable
4. Each INEG Personnel Committee member submits their performance evaluations to only the Assistant to the INEG Department Head.

5. The Assistant to the INEG Department Head prepares an anonymous peer review summary for each INEG faculty member who submitted an annual report regarding the previous calendar year. This summary includes:
 - a. tabulated teaching performance ratings from the INEG Personnel Committee members along with any written comments regarding teaching provided by committee members (if the faculty member's teaching workload assignment is greater than 0%)
 - b. tabulated research performance ratings from the INEG Personnel Committee members along with any written comments regarding research provided by committee members (if the faculty member's research workload assignment is greater than 0%)
 - c. tabulated service performance ratings from the INEG Personnel Committee members along with any written comments regarding service provided by committee members (if the faculty member's service workload assignment is greater than 0%)
6. The Assistant to the INEG Department Head submits the peer review summaries to the INEG department head.
7. The INEG department head provides each INEG faculty member who submitted an annual report regarding the previous calendar year with a copy of their peer review summary.
8. The Department Head assesses whether each faculty member's performance for the year has been satisfactory. Consistent with APS 1405.11, overall unsatisfactory performance means that the faculty member's performance as a whole is unsatisfactory, taking into consideration the faculty member's assigned workload (teaching/professional practice, scholarship, service) and overall contributions to the academic unit. Before making a determination of overall unsatisfactory performance, the department head considers evidence of relevant, documented efforts and outcomes within the context of the faculty member's assigned workload, including the faculty member's peer review summary.