**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)
* 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)
* Guidelines for University and Distinguished Professor Appointments, Annex A and B (Academic Policy 1405.13)
* Faculty Ranks and Titles and Research Assistant and Research Associate Positions, (Academic Policy 1435.50)

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. Accordingly, all definitions, criteria, policies, and procedures from (1), (2), and (3) are applicable to 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, scholarship, and service.

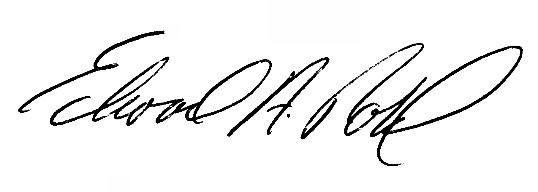
All decisions in initial appointment of faculty, successive appointments and review of faculty, promotion of faculty, the awarding of tenure to faculty, and the dismissal of faculty shall be made on the basis of professional merit, the quality of performance of assigned duties, and the quality of or 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**

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Chair of the INEG Personnel Committee Date



May 8, 2020

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INEG Department Head Date

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COE Dean Date

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UofA Provost Date

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UofA Chancellor Date

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University of Arkansas System President Date

**The INEG Peer Review Committee**

The INEG Personnel Committee is the Unit Personnel Committee and the Unit Peer Review Committee for INEG.

**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; assistant, associate, or vice chancellor; 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 does not have 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 for at least the previous calendar year. 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 scholarship 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. During this review, each committee member applies their own judgment in performing an initial evaluation of the evidence of achievement provided in each report.
2. After each member of the committee has had ample opportunity to perform their initial evaluations, the committee meets to discuss the content of the reports. During this meeting, each committee member has the opportunity to share their perspective on the strengths and weaknesses of each report. 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. After the meeting of the committee, each committee member prepares a performance evaluation for each faculty member who submitted a report. 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:
   1. a rating of teaching performance of Outstanding, Good, Acceptable, or Unsatisfactory (if the faculty member’s teaching workload assignment is greater than 0%) with mandatory written comments if the rating is Outstanding or Unsatisfactory and optional written comments if the rating is Good or Acceptable
   2. a rating of scholarship performance of Outstanding, Good, Acceptable, or Unsatisfactory (if the faculty member’s scholarship workload assignment is greater than 0%) with mandatory written comments if the rating is Outstanding or Unsatisfactory and optional written comments if the rating is Good or Acceptable
   3. a rating of service performance of Outstanding, Good, Acceptable, or Unsatisfactory (if the faculty member’s service workload assignment is greater than 0%) with mandatory written comments if the rating is Outstanding or Unsatisfactory and optional written comments if the rating is Good or Acceptable

In determining their ratings, committee members apply their own judgment in considering the annual report and the discussion during the committee meeting. In addition, committee members are expected to consider that evidence of achievement varies across faculty based on their academic rank, their years of relevant experience, their workload assignment, their specific areas of expertise, the types of courses they teach, and more. In determining their ratings, committee members apply the following definitions:

* Outstanding: The faculty member’s evidence of achievement exceeds the individual committee member’s expectations of a faculty member with similar academic rank, years of relevant experience, and workload assignment.
* Good: The faculty member’s evidence of achievement meets but does not exceed the individual committee member’s expectations of a faculty member with similar academic rank, years of relevant experience, and workload assignment.
* Acceptable: The faculty member’s evidence of achievement meets some but not all the individual committee member’s expectations of a faculty member with similar academic rank, years of relevant experience, and workload assignment.
* Unsatisfactory: The faculty member’s evidence of achievement fails to meet most of the individual committee member’s expectations of a faculty member with similar academic rank, years of relevant experience, and workload assignment.

1. Each INEG Personnel Committee member submits their performance evaluations to only the Assistant to the INEG Department Head.
2. 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:
   1. 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%)
   2. tabulated scholarship performance ratings from the INEG Personnel Committee members along with any written comments regarding scholarship provided by committee members (if the faculty member’s scholarship workload assignment is greater than 0%)
   3. 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%)
3. The Assistant to the INEG Department Head submits the peer review summaries to the INEG department head.
4. 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.