Chair Guide:
Faculty Performance Evaluation
Faculty Activity Database (FAD) Workflow

Each faculty member updates their FAD for the previous August 1 – July 31 period

*FAD Rapid Report **automatically** advances to evaluators. After Sept. 20, changes made in FAD will not be evaluated in the current year.*

Aug 1 – July 31   **September 20**

FPE Summary:

- The Faculty Performance Evaluation (FPE) was approved by Faculty Senate in April 2020
- FPEs begin in fall 2022 for ***all*** post-tenured faculty, senior instructors, and instructors with 6 years or more employment at ISU.
- Each year, FPE faculty must update their FAD by **September 20** for the previous August 1 – July 31 period.
- After September 20th Rapid Reports for the dates of August 1 – July 31 will automatically advance to evaluators. Any changes made to FAD after September 20, will not be evaluated in the current year.

- **Fall 2022: Year 1**
  - Faculty evaluated by Dept or School Chair/Exec Dir and Dean.

- **Fall 2023: Year 2**
  - Faculty evaluated by Dept or School Chair/Exec Dir and Dean.

- **Fall 2024: Year 3**
  - Faculty evaluated by Dept or School Personnel Committee and Dept Chair (independently, then together), and Dean.
  - Faculty have option to submit one page narrative (<1000 characters).

This link is where to find the FPE Approved document and also the Calendar of key activities
https://www.indstate.edu/academic-affairs/faculty-resources

FPE FAD Workflow Timeline (see next page for how to find the FAD Workflow):

- **September 21**
  - FAD faculty PDF report automatically advances to Chair (will be in FAD Task List under Workflow).

- **October 20**
  - Due date for Chairs to complete evaluation. Workflow will move from Chair to faculty, and faculty have 5 days to respond before it moves to Dean. On **October 25**, it will move forward automatically to the Dean's office check-in, and then to the Dean for evaluation.

- **November 10**
  - Due date for Deans to complete evaluation. Faculty will be notified.

    - If Chair and Dean are in agreement on all three domains meeting expectations (teaching, research, service), review is complete.

    - If Chair and Dean are not in agreement with at least one domain, the college personnel committee will review to determine if Full Review is required. If it determined that a Full Review is not required, review is complete.

    - If Chair and Dean are both in agreement that faculty is NOT meeting expectations in at least one domain, a Full Review will automatically be conducted.

- **November 30 (if Chair and Dean not in agreement)**
  - Due date for college personnel committee to determine if faculty materials require a Full Review. Workflow will move from college personnel committee to faculty notification. Faculty have the option not to pursue a Full Review and end the review process.

- **December 10 (if Full Review continues)**
  - Due date for faculty to provide optional one page narrative (<3000 characters) for Full Review. A Full Review involves the department or school personnel committee, department Chair, college personnel committee, and Dean's review. Each level of review will consider the narrative submitted by the faculty member along with the faculty member's FAD materials for the review period.

- **January 20**
  - Due date for the department or school personnel committee and Chair to have their independent evaluations made, and will meet to reconcile any differences and forward their findings to the college personnel committee by **January 25**.

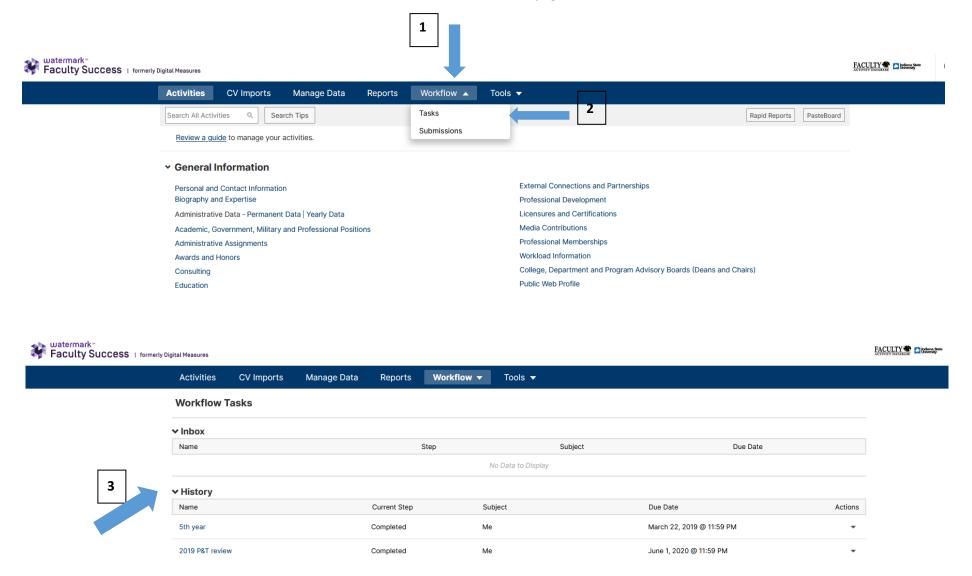- **January 25 - February 10**
  - Time frame for the college personnel committee and the Dean, working together, to make a final determination.
  - If the departmental level evaluations are reconciled but the Dean disagrees with the evaluations, the college personnel committee will make a final determination.

- **February 10**
  - Review process must be completed.

How to find the FAD Workflow, Tasks, and Submissions

1. Tasks and Submissions are under "Workflow". To locate them, in FAD, click the Workflow tab at the top of your screen.
2. Click "Tasks" (instructions about "Submissions" is located below in #4).
3. You will then see your Workflow Tasks: "Inbox" and "History". The Workflow Tasks Inbox will show the names of faculty ready for your review. Click one name at a time to complete the review. **For the FPE**, Chairs will have an Action button in the right hand corner. There will be 2 options - "Submit to Faculty Response" or "Return to previous step". **For regular reviews,** there is a Chair check-in. Faculty will submit their FAD and at the end of the Chairs check-in stage, Chairs will have an option to send it back to the faculty or move it on to the dept. committee. Once you have completed each task, it will be moved to your History.
4. To see the submissions list with names, dates, etc. Click "Submissions" (see next page for screenshot)

4. Workflow Submissions

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FACULTY ACTIVITY DATABASE — Indiana State University

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Workflow Submissions

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Filters — Template: CAS Annual Review TT Positions ✕ — Status: Open ✕ — College: College of Arts & Sciences ✕

Template ▼	Schedule ▼	Status ▼	Subject ↕	College ▼	Department ▼	Step Status ▼	Assignee ▼	Due Date ▼	Actions
CAS Annual Review TT Positions	2022-23 2nd year reviews	Open	Gooley, Aaron C	College of Arts & Sciences	Biology	Faculty	Gooley, Aaron C	September 1, 2022	
CAS Annual Review TT Positions	2022-23 2nd year reviews	Open	James, Jason	College of Arts & Sciences	School of Criminology and Security Studies	Faculty	James, Jason	September 1, 2022	
CAS Annual Review TT Positions	2022-23 2nd year reviews	Open	Jay, Alicia	College of Arts & Sciences	Theater	Faculty	Jay, Alicia	September 1, 2022	
CAS Annual Review TT Positions	2022-23 2nd year reviews	Open	Maldonado, Ted	College of Arts & Sciences	Psychology	Department Check-In	Schriver, Jennifer	September 2, 2022	▼
CAS Annual Review TT Positions	2022-23 2nd year reviews	Open	Miller, Justin	College of Arts & Sciences	Chemistry & Physics	Faculty	Miller, Justin	September 1, 2022	
CAS Annual Review TT Positions	2022-23 2nd year reviews (Rascon)	Open	Rascon, Natasha A	College of Arts & Sciences	Communication	Faculty	Rascon, Natasha A	September 1, 2022	
CAS Annual Review TT Positions	2022-23 2nd year reviews	Open	Yemane, Biniyam	College of Arts & Sciences	Economics	Faculty	Yemane, Biniyam	September 1, 2022	