

Instructional Academic Staff (IAS) - Annual Review Instructions

**INSTRUCTIONS TO DEPARTMENT CHAIRS:**

**All IAS will be reviewed annually using this form** [Items 1- 5 (including Table 1) completed by chair - form signed by IAS and chair].

* A copy of this form signed by the IAS member and the chair (with letter if applicable) should be sent to the faculty member, the Dean’s Office and HR (hrinfo@uwlax.edu) simultaneously when completed.

**Accompanying letter written by the chair (or department committee)^**

* Required if IAS is Redbooked[[1]](#footnote-1) and at a 50% appointment or higher.
* Recommended if IAS is non-Redbooked at a 50% appointment or higher.
* Letter should address aspects of the individual’s job performance with respect to their position description (PD).
* Letter may include commentary on elements of the individual’s portfolio associated with potential promotion if requested by the IAS member (Table 2).

^Departments with many IAS are encouraged to create committees within the department to provide review of IAS that provides feedback on professional development.

**(OPTIONAL) Feedback on potential promotion readiness** (Table 2 completed by IAS)

* IAS with several semesters at UWLA and an interest in potential promotionB may complete Table 2 requesting feedback on additional professional development prior to their annual review.
	+ ARedbooked1 IAS with at least 2 years at UWL with a 75%+ contract
	+ BIAS who are eligible for and planning to go up for promotion in the next 2-3 years
* Chairs/departments may provide verbal feedback on the item requested by the IAS member and then attend to specific goals or directions in the letter.

For promotional purposes the classification progression for IAS is as follows:

 **Associate Lecturer Lecturer (no prefix) Senior Lecturer**

 **Clinical Assistant Professor Clinical Associate Professor Clinical Professor**

Additional information at: [IAS promotion resources](https://www.uwlax.edu/human-resources/ias-promotion-resources/)



Instructional Academic Staff (IAS) - Annual Review Form

|  |  |
| --- | --- |
| **Employee Name:**       | **Employee ID:**       |
| **Title:**       | **Department:**       |
|  **Review Completed by:**       | **Review period – from       to** |
| **Department Chair:**       | **Review Date:**       |

**IAS ANNUAL REVIEW FORM** **REQUIRED ELEMENTS:**

1. **TABLE 1 - Teaching Quality Evidence**

|  |  |  |
| --- | --- | --- |
| SEIs (comparable to department median and rank for IAS) | **REQUIRED** | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |
| Syllabi^ | **REQUIRED** | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |
| Learning outcomes are included in course syllabi^ | **REQUIRED** | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |
| Participation in departmental or college level required course-based assessments |  **IF RELEVANT** | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |
| *^Required for all courses (except independent study) as of Fall 2017 by Faculty Senate.* |
| **Departments vary in the extent to which they use or require the following – check “not applicable” if not used in review** |
| Grade Distributions | □Not applicable | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |
| Student Comments | □Not applicable | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |
| Peer Evaluation | □Not applicable | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |
| IAS self-reflection/teaching philosophy | □Not applicable | □Does Not Meet Expectation (discuss with IAS and in letter\*)□Meets Expectation  |

*\*if letter is provided (required for IAS who are 50% or more and Redbooked)*



Instructional Academic Staff (IAS) - Annual Review Form (continued)

|  |  |
| --- | --- |
| **Employee Name:**       | **Department:**       |

1. **All duties contained in the position description are being performed satisfactorily.**

**YES NO** (If no, must be reflected in a letter).

1. **If applicable based on accreditation: professional licensures, certifications, and/or productivity guidelines appropriate to the department or program have been discussed during this review.**

**Not applicable YES NO**

1. **Merit – Semester completed**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Merit Designation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Reassigned time (if applicable) %\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Brief Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Supervisors need to provide a letter and PD for reassigned time outside the department.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Department (or Committee) Chair Signature**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Employee signature**

*The signature of an employee on this annual review form indicates that the review has occurred and that the information contained on this form represents the feedback that has been discussed with the IAS member under review. It does not necessarily indicate agreement with the results of the review.*

CHAIRS – Submit a copy of this form and a letter (required for all 50% or higher IAS who are Redbooked) to the IAS, the Dean’s Office and HR.



**IAS ANNUAL REVIEW FORM** **OPTIONAL ELEMENT –TABLE 2**

|  |  |
| --- | --- |
| **Employee Name:**       | **Employee ID:**       |
| **Title:**       | **Department:**       |

**IAS ANNUAL REVIEW FORM** **OPTIONAL ELEMENT: Feedback on potential promotion readiness -** (Table 2 completed by Employee)

This form is designed to provide guidance and structure to a process that is meant to be developmental in nature. Emphasis is placed on the quality of the activities rather than the quantity or breadth across activities.

**INSTRUCTIONS TO IAS:** IAS who have been at UWL for several semesters who are interested in seeking potential promotion are encouraged to consider how to best construct a compelling promotion portfolio based on the university’s criteria. Below is a non-exhaustive list of traditional promotion aspects. PLEASE JUDICIOUSLY INDICATE THAT YOU WOULD LIKE FEEDBACK ON AN ELEMENT BY CHECKING THE APPROPRIATE BOX FOR WHICH YOUR PORTFOLIO CLEARLY PROVIDES EVIDENCE.

**INSTRUCTIONS TO CHAIRS (or departmental committee):** Please discuss feedback on the elements checked by IAS members with the individual and attend to any specific goals or directions in the accompanying letter.

|  |  |  |
| --- | --- | --- |
| **TABLE 2: TEACHING** | **Examples (non-exhaustive)** | **COMPLETED BY: IAS**  |
| Assignments and assessments address learning outcomes as articulated in course syllabi |  |  □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Direct and indirect measures of student learning  | (e.g., pre-posttests, selected exam components, fieldwork observations, writing examples coded for specific objectives obtained, student assessment of learning gains, focus groups or exit interviews) | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Teaching excellence (in addition to required elements) | (e.g., grants to support teaching improvement, inclusive excellence activities, community engagement activities, teaching awards) | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Teaching innovations | (e.g., development of new teaching materials, innovations in curriculum, evidence-based teaching improvements, innovative use of technology in teaching, inclusive excellence activities, community engagement activities) | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Teaching development activities  | (e.g., conferences, workshops, CATL events) | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Leadership roles in teaching  | (e.g., leadership role in enhancing the curriculum, directed student research) | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Other |  | □ I’ve provided evidence in my portfolio and would like feedback on this element. |



**IAS ANNUAL REVIEW FORM** **OPTIONAL ELEMENT –TABLE 2 (continued)**

|  |  |
| --- | --- |
| **Employee Name:**       | **Department:**       |

|  |  |  |
| --- | --- | --- |
| **TABLE 2:** **Professional Development/ Creative Activities/Scholarship and Service**  | **Examples (non-exhaustive)** | **COMPLETED BY IAS MEMBER**  |
| Service at UWL | (e.g., student advising, peer mentoring, department service, college service, university service) - leadership roles should be noted | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Service outside of UWL | (e.g., membership in professional organizations, professional service, discipline-related community service) - leadership roles should be noted | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Professional and Research Activities | (e.g., continuing professional education, conference/workshop attendance, publications, presentations, works in progress, grants) | □ I’ve provided evidence in my portfolio and would like feedback on this element. |
| Other: (Please specify) |  | □ I’ve provided evidence in my portfolio and would like feedback on this element. |

CHAIRS – Submit a copy of this form and a letter (required for all 50% or higher IAS who are Redbooked) to the IAS, the Dean’s Office and HR. Table 2 (pp. 4-5) need only be included if the IAS member completed the table and requested feedback.

1. “The Redbook” refers to the official UW System budget book. Individuals who are hired into a “Redbooked” position, have their names associated with a specific budget FTE line. Individuals who are non-Redbooked, are sometimes referred to as “adjuncts,” “pool hires,” “temporary Instructional Academic Staff,” and/or “short term.” A person could be hired as “non-Redbooked” for many semesters in a row. Non-Redbooked individuals are not eligible for IAS promotion or pay plan increases.

 [↑](#footnote-ref-1)