

Guidelines for Preparing the Annual Faculty Performance Report - AY2022-2023

Preparing the Annual Performance Report

I. Lecturers, Senior Lecturers/Instructors, Tenure-Track Faculty, and Tenured Faculty

Complete your annual performance report in [Teal Online](https://www.coastal.edu/tealonline/) (<https://www.coastal.edu/tealonline/>) and submit it, along with an updated curriculum vitae, on or before the fourth Friday in May: **May 26, 2023**.

Once you are on Teal Online, select “Performance Evaluations.” Then select 2022-2023 and “Add New Faculty Performance Evaluation.”

- Be sure to select the correct date range (2022-2023) when adding a “New Faculty Performance Evaluation.”
- All documents uploaded in Teal Online must be in a PDF format.
- You will be automatically timed-out after 15 minutes of inactivity, so save frequently. To avoid losing your data, we recommend that you save each section.
- You might also type and save in a Word document, and then copy and paste your information into Teal Online.
- Content Questions? Contact your department chair.
- Technical Support? Contact Sheila Levi-Clutts (x2444).

II. Teaching Associates

Complete the [Teaching Associate Performance Evaluation](https://www.coastal.edu/app/tealonline/taevaluation/ta_performance_evaluation.html) (https://www.coastal.edu/app/tealonline/taevaluation/ta_performance_evaluation.html) by the fourth Friday in May: **May 26, 2023**.

- Be sure to select the proper evaluation period (2022-2023) before clicking “Add New Evaluation.”
- Under “Personal Data,” please be sure to select your primary department and current position. If you select the wrong department your officially submitted form will go to the wrong evaluator.
- All documents uploaded to the online system must be in a PDF format.
- Clicking “Submit” at the bottom of the page will save your active or current form.
- When finished with your evaluation, please check the box labeled “Check this checkbox to complete this form.” This box is placed just above the “Submit” button. Once this is checked and the form is submitted, you will no longer be able to update the form.
- Content Questions? Contact your department chair.
- Technical Support? Please contact Easton Selby (eselby@coastal.edu) or ITS at www.5000.coastal.edu.

Additional Information

Student evaluations of teaching are required of all faculty for all courses taught either in-load or by contract. Upload a copy of the evaluations for your Fall and Spring courses for the current academic year (AY2022-2023). Summer 2022 course evaluations may be uploaded as well. Evaluations can be found on Anthology (formerly Campus Labs) under “Course Evaluations”:

<https://coastal.campuslabs.com/home/>

The Teal Online system sends an email to your department chair when you have submitted your annual performance report. By the **third Friday in July (July 21, 2023)**, your chair will review your report and make performance recommendations before electronically signing the evaluation. Your chair will enter an **annual overall rating** and an **annual progress assessment** using the verbiage specified in the Faculty Manual, Faculty Compensation Plan, and College Handbook. The mandated verbiage can be found in the columns below.

Column A: Annual Overall Ratings	Column B: Annual Progress Assessment
<i>Lecturers, Senior Lecturers & Instructors</i>	<i>Lecturers, Senior Lecturers & Instructors</i>
Excellent	Exceptional
Proficient	Favorable
Satisfactory	Conditional
Needs Improvement	Unfavorable
<i>Tenure-Track & Tenured</i>	<i>Tenure-Track & Tenured</i>
Exceptional	Exceptional
Favorable	Favorable
Conditional	Conditional
Unfavorable	Unfavorable

Chairs should use such a summary phrase such as “Person X has earned an annual rating of [Column A Adjective], which is [Column B Adjective] progress towards promotion and/or review.”

You will receive an email notification that the chair has submitted their evaluation of your report and that it is ready for your review. Your chair may meet with you individually to discuss your performance. **You must electronically sign the evaluation and submit your signature by the first day of the fall semester (Wednesday, August 23, 2023).** Your electronic signature does not signify concurrence with the chair’s evaluation; it indicates that you have read the evaluation. Departmental faculty performance elaborations and college performance expectations are available on the college website under “Faculty Resources.”

Request a Review

If you feel that the chair’s evaluation of your performance is inaccurate or unfair, then you may file a letter with the dean requesting a written review of the annual evaluation. The dean will then add their own written comments and interpretation of your performance, citing supporting evidence if the evaluation differs from that of the chair. **Appeals must be submitted in full to**

Dean Bornholdt within 15 working days of your receipt of the chair's evaluation (i.e. 15 working days from the date you sign the evaluation to indicate that you have received and read it). If you do not sign the evaluation by the first day of fall semester classes (August 23, 2023), then the deadline by which you must file an appeal is 15 working days from the first day of classes (September 14, 2023). After that date, you forfeit your right to appeal.