

**Department of Urban and Public Affairs
College of Arts and Sciences
University of Louisville**

Personnel Policy

1) Personnel Committee

a) The Personnel Committee shall be responsible for annual reviews of faculty (including full-time, part-time, adjunct, and term faculty), as well as pre-tenure, tenure, promotion, and periodic career review. These responsibilities are spelled out in the College of Arts and Sciences Personnel Policies and Procedures.

b) The Personnel Committee shall consist of three members elected by the faculty of the Department.

i) Members of the Committee shall be elected to staggered three-year terms by secret ballot.

ii) The Committee shall elect its own chair.

iii) No member of the Committee may participate in the deliberation of his or her own evaluation.

iv) An alternate to the Personnel Committee shall be elected by the faculty of the Department.

2) Annual Work Plans

a) Each full-time tenured and tenure track faculty member is expected to:

i) Contribute to teaching through initiatives in the classroom and/or supervision of internships, independent studies, theses, or dissertations.

ii) Produce peer-reviewed published research, as defined below under Annual Reviews in paragraph 3.a.vii.2.

iii) Perform Department, College, University, community, and/or professional service. Tenure-track assistant professors will normally be expected to have a minimal service load.

b) The workload allocation is subject to negotiation among the Chair, the individual faculty member, and the Dean's Office.

c) Variable career emphases may be negotiated with the Chair in Annual Work Plans.

d) Expectations for part-time, adjunct, and term appointments are to be negotiated with the Chair of the Department.

3) Annual Reviews

a) Procedures:

- i) Annual reviews shall consider evidence in the areas of teaching, research and creative activity, and service. Performance evaluation will be based on merit and will be made in accordance with the Annual Work Plans.
- ii) Each faculty member shall be reviewed annually. The annual reviews shall become part of the record for all subsequent personnel reviews and the basis for salary increases.
- iii) Each annual review shall take into consideration achievements for the year under review and the preceding two years, as specified by College policy.
- iv) Each faculty member must submit to the Personnel Committee a curriculum vita, Annual Work Plans for the review period, and information relevant to the quality of instruction for the review period, including copies of the results of student evaluations for all courses taught at the University of Louisville during the review period. Faculty members should be prepared to submit additional evidence to the committee if requested.
- v) Faculty members are encouraged to submit a cover memo summarizing their achievements for the review period in teaching, research and creative activity, and service.
- vi) A file containing relevant past annual review recommendations (five year period for post-tenure reviews; two year period for annual reviews) will be made available to the Personnel Committee. The file will contain departmental personnel committee reviews as well as chair reviews.
- vii) Teaching, research and creative activity, and service shall be evaluated as follows:
 - (1) Faculty must provide syllabi and course evaluations for consideration by the Personnel Committee. Additional submission of material is voluntary. The committee will consider content of course syllabi, course evaluations, grade distribution, student input, and evidence of successful supervision of independent research (including independent study courses, internships, theses, dissertations, and mentoring). Teaching includes participation on Ph.D. examination committees. Discursive course evaluations may be submitted to the Personnel Committee; however, selective submission of discursive evaluations will not be permitted.
 - (2) Evaluation of research shall focus on the quality of published work. In particular, journal articles must be accepted for publication by peer-reviewed journals that are ranked highly in their particular subject categories. Recognizing the wide interdisciplinary nature of the research interests represented in the Department, acceptable journals may be in urban and public affairs, in the particular disciplinary fields of interest to faculty (such as public administration, urban planning, law, economics, sociology, or political science), or in the specific topical areas of interest to faculty (such as environmental policy, human resources, natural hazards, criminal justice, or housing). In cases when the status of the journal is not obvious, it will be the responsibility of the faculty member to demonstrate that a journal is highly ranked by reference to published rankings

based on citations or surveys or, if such rankings are not available, by reference to characteristics such as the caliber of the editorial board, selective acceptance rates, and the reputation of the publisher. Credit for other publications will depend on factors such as the integrity of the peer review process, the caliber or appropriateness of the publisher, and published reviews (in the case of books). Faculty may receive credit for competitively awarded research grants and fellowships. It is the responsibility of the faculty member to include relevant documentation each year together with his or her annual report or if requested by the Personnel Committee. If a faculty member has any doubts about whether a particular publication outlet will be acceptable, he or she may consult with the Personnel Committee before submitting an article. Publications will be counted only when they have been unconditionally accepted for publication by the editor. Working papers, conference presentations, papers in conference proceedings, and technical reports will constitute weaker evidence of research productivity than peer reviewed publications.

- (3) Evaluation of service will focus on the quality of the faculty member's contribution. Service includes University, College, Department, professional, and community activities, and includes administration, such as chairing the department, directing a degree program, or directing a research center.

viii) Evaluation of the Chair's service activities shall include evaluation of performance of administrative duties. The Personnel Committee will solicit feedback on the Chair's performance of administrative duties from the Dean as well as tenured and tenure-track members of the department. The Chair of the personnel committee will solicit the required assessments and collect them for use in the committee's evaluation.

- ix) The Department's criteria for annual reviews follow those in the College of Arts and Sciences' Personnel Policy and Procedures and the University Redbook for all matters not specified in this document.

b) Recommendations of the Personnel Committee:

- i) The Personnel Committee shall make one of the following recommendations to the Department Chair and Dean for each faculty member:

- (1) Not proficient: Unsatisfactory performance of Annual Work Plan commitments.
- (2) Proficient: Satisfactory performance of Annual Work Plan commitments.
- (3) Highly proficient: Above satisfactory performance of Annual Work Plan commitments.
- (4) Exceptional: Substantially exceeding satisfactory performance of Annual Work Plan commitments.

- ii) The Personnel Committee and the Chair will rate faculty members in each of the three areas of teaching, research and creative activity, and service using the four categories. These individual ratings will then be aggregated to produce an overall ranking using one of the four categories. In developing this overall ranking, the Personnel

Committee and Department Chair shall consider the distribution effort in the Annual Work Plans.

- iii) The Exceptional category is designed to reward outstanding achievement. It is expected that, in a normal year, the Exceptional category will be awarded to a small number of faculty.
- iv) The Chair of the Personnel Committee shall be provided with a copy of the Department Chair's letter of recommendation to the Dean for each faculty member reviewed.

c) Distribution of raise funds:

- i) The overall performance evaluations shall be quantified as follows:

- (1) Not proficient = 0 points.
- (2) Proficient = 1 point.
- (3) Highly proficient = 1.5 points.
- (4) Exceptional = 2 points.

- ii) The raises will be allocated on a percentage basis applied to salaries in proportion to the number of points received.

- iii) In the event that additional funds are available, the Personnel Committee shall recommend to the Chair how these funds may be distributed.

4) Pre-tenure, Tenure, Promotion in Rank, and Periodic Career Review

- a) These reviews will be guided by the College of Arts and Sciences' Personnel Policy and Procedures and the University Redbook.
- b) With respect to research, these reviews will reflect the Department's emphasis on high quality peer-reviewed publications.

Approved: November 15, 2006