

MSU Department of Sociology Annual Review Procedures

This file outlines the general procedures for how the Department of Sociology (SOC) will perform annual reviews of all tenure-system faculty¹ whose annual review is initiated in the Department of Sociology. These faculty have a majority appointment in SOC (50% or more) and will be referred to as “candidates” hereafter. The procedures in this file are consistent with and further clarify information in section 5.0 and appendix A—“Metrics for Evaluation”—of the departmental By-Laws.

All candidates must submit their complete package of annual review materials (hereafter, “materials”) to the Department of Sociology Office Manager Walter Clark by close of business on January 24, 2020.²

Per By-Laws 5.1.13, the Faculty Advisory Committee (FAC), the tenure-system faculty subcommittee of the Department Advisory Committee, will evaluate these submitted annual review materials to advise the Chair on the productivity, accomplishments, and impacts of each candidate. All five FAC members will review all candidates’ materials except their own.

Between the end of January and the beginning of March, each FAC member and the SOC Chair will individually complete an independent evaluation of all candidates’ materials, complying with Bylaws 5.0.3. and 5.2.2. Using the “Faculty Annual Evaluation Criteria and Rubric” file, the FAC members and the SOC Chair will evaluate candidates’ materials while considering each candidate’s percentage appointment in SOC, workload distribution (i.e., their percentage research, teaching, and service assignments), and CYUR leave(s). Using the eight-point evaluation scale for annual reviews in Box 1 below, each FAC member and the SOC Chair will generate a set of research, teaching, service, and overall scores for each evaluated candidate: the **FAC initials scores** and the **SOC Chair initial scores**, respectively. The FAC members will share their initial scores with each other.

Box 1. The SOC Eight-Point Evaluation Scale for Annual Reviews

Doesn't Meet Expectations		Meets Expectations		Exceeds Expectations		Exceptional	
1	2	3	4	5	6	7	8

¹ The SOC Chair and Associate Chair will perform a related process of annual review of all fixed-term faculty. Fixed-term faculty will submit their annual review materials by the same deadline as that used for tenure-system faculty. The SOC Chair and Associate Chair will complete their review of submitted materials and conduct their annual review meetings with fixed-term faculty prior to the end of the spring semester.

² Per By-Laws 5.2.3, faculty members who do not submit annual review materials will receive a “Does Not Meet Expectations” overall evaluation.

By the middle of March, the FAC members will discuss their initial scores for each candidate. When a FAC member's materials are being discussed, that person will not be present. After sufficient deliberation, the FAC ultimately will produce a single consolidated research, teaching, service, and overall score for each candidate (the **FAC consolidated scores**).

By the end of March, the FAC will convey to the SOC Chair the FAC's consolidated research, teaching, service, and overall scores for each candidate. The FAC also will provide the SOC Chair with brief written comments on each candidate, which will include score justifications and/or formative feedback. When a FAC member's materials are being discussed, that person will not be present.

Upon receipt of the FAC's consolidated scores, the SOC Chair will compare the **SOC Chair initial scores** with the **FAC consolidated scores**. Even though the latter are advisory to the SOC Chair, the Chair will attempt to harmonize the two sets of scores. Depending upon the similarity or dissimilarity between these two sets of scores, the SOC Chair may:

- retain identical scores (i.e., a FAC consolidated 4.00 and SOC Chair initial 4.00 will become a final 4.00);
- decide upon a compromise score (i.e., a FAC consolidated 7.00 and SOC Chair initial 6.00 will become a final 6.50); and/or
- retain the FAC's consolidated score or the SOC Chair's initial score, depending on what seemed most justified with the evidence provided (e.g., a FAC consolidated 5.00 and SOC Chair initial 4.50 will become a final 5.00).

The latter two decisions may lead the SOC Chair to re-evaluate a candidate's materials.

The SOC Chair will then generate the **final research, teaching, service, and overall scores** for all candidates and prepare for the department's annual review meetings. The SOC Chair will hold annual review meetings with all candidates (and the head of their joint appointment unit, as applicable) before the end of the spring semester.

The SOC Chair will order the tenure-system faculty by the descending value of their final overall score to produce the rank-ordered list of tenure-system faculty for merit increases, per By-Laws 5.2.3.