POLICY TITLE	Faculty Performance Evaluation and Feedback	**Policy Number**	633
Section	Academics	**Approval Date**	March 24, 2026
Subsection	Faculty	**Effective Date**	March 24, 2026
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	**Last Review**	March 24, 2026

1.0 PURPOSE

1.1 To foster excellence in teaching and to support the University's educational mission, each full-time faculty member at Utah Valley University is comprehensively evaluated on teaching, scholarship/creative work, service, and compliance with institutional policies and other written institutional expectations as conveyed by supervisory authorities in accordance with UVU and the Utah System of Higher Education (USHE) policies.

1.2 This policy establishes types of non-disciplinary supervisor feedback that can be used throughout the year, an annual goal-setting process, an annual review process, and processes for clarifications and appeals.

2.0 REFERENCES

2.1 *Duties and Responsibilities of the President of a Degree-granting Institution of Higher Education—Approval by Board of Trustees*, Utah Code § 53B-2-106.1

2.2 Utah Board of Higher Education Policy R481 *Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review*

2.3 UVU Policy 165 *Discrimination and Harassment*

2.4 UVU Policy 632 *Academic Rank Advancement*

2.5 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

2.6 UVU Policy 637 *Faculty Tenure*

2.7 UVU Policy 638 *Post-Tenure Review*

2.8 UVU Policy 641 *Salaried Faculty Workload—Academic Year*

2.9 UVU Policy 648 *Faculty Personnel Reduction*

2.10 UVU Policy 649 *Faculty Sanction, and Dismissal for Cause*

3.0 DEFINITIONS

3.1 Academic year: The Fall and Spring semesters combined.

3.2 Annual review reporting period: The annual review reporting period begins the first day of summer term each year and ends at the start of summer term the following year. Faculty who do not perform work for the University during the summer will report only on their work performed during the academic year.

3.3 Annual goal-setting template: A template supplied by Academic Affairs for use during the annual goal-setting process.

3.4 Annual review template: A template supplied by Academic Affairs for use during the annual review process.

3.5 Compliance: Adherence to policies and other written institutional expectations as conveyed by supervisory authorities per UVU and USHE policies.

3.6 Faculty addendum: An optional document submitted by the faculty member after the annual review meeting that asks questions about the supervisor's evaluation or that provides additional information or explanation regarding their performance.

3.7 Faculty member: For the purposes of this policy, the terms *faculty* and *faculty member* mean an employee hired into a full-time, benefits-eligible faculty position, whether tenured, tenure-track, or non-tenure track (e.g., lecturer, appointment in residence, visiting faculty/scholar, or similar).

3.8 Notice of improvement needed (NOIN): A non-sanction type of feedback regarding a minor or first-time performance issue that includes a plan developed by a faculty member and their supervisor.

3.9 Performance: The faculty member's actions in the areas of teaching, scholarly/creative work as applicable, service as applicable, and compliance with policies and other written institutional expectations as conveyed by supervisory authorities.

3.10 Professional Improvement Plan (PIP): A non-sanction type of feedback regarding a more serious or repeated minor performance issue or clear violation of policy that includes a plan developed by a faculty member and their supervisor.

3.11 Retention, Tenure, and Promotion (RTP) criteria: Program/department criteria that establish expectations for teaching, scholarship/creative work, and service for the purposes of retention, tenure, and promotion.

3.12 Second-level supervisor: For a faculty member, the second-level supervisor is the dean or associate dean. For a department chair, the second-level supervisor is the Provost.

3.13 Self-reflection: The portion of the annual review process completed by the faculty member in which they reflect on their performance in the previous annual review reporting period.

3.14 Supervisor: The direct or first-level supervisor of a faculty member. For most faculty, the supervisor is the department chair. If the faculty member is a department chair or was a department chair during the previous year, the dean or associate dean is the supervisor for the purpose of conducting the annual reviews.

3.15 Supervisor addendum: A document submitted by the supervisor in response to a faculty addendum which indicates whether the supervisor is making a change to their evaluation of the faculty member as a result of the faculty addendum.

3.16 Supervisor evaluation: The portion of the annual review process completed by the supervisor in which they evaluate the performance of the faculty member in the previous annual review reporting period.

4.0 POLICY

4.1 Policy Statement and Scope

4.1.1 This policy establishes the following:

4.1.1.1 Types of non-disciplinary supervisor feedback that can occur throughout the year and during the annual review process;

4.1.1.2 An annual goal-setting process that facilitates yearly faculty planning and supervisor guidance about those plans;

4.1.1.3 An annual review process in which the faculty member and supervisor formally evaluate faculty performance from the previous year in the areas of teaching, scholarship/creative work as applicable, service as applicable, and compliance with policies and other written institutional expectations conveyed by supervisory authorities; and

4.1.1.4 Processes for clarifications and appeals.

4.2 Supervisor Feedback Levels

4.2.1 Supervisors may use three levels of non-sanction feedback for faculty members: (a) guidance, (b) notice of improvement needed (NOIN), and (c) professional improvement plan (PIP).

4.2.1.1 *Guidance* is provided to faculty about how they can develop and improve professionally or, if they are already performing at an acceptable or high level, how they can maintain or enhance that level of performance. Supervisors must document guidance given as part of the annual goal-setting process.

4.2.1.2 *Notice of Improvement Needed* is used when a supervisor becomes aware of a minor or first-time performance issue.

4.2.1.3 *Professional Improvement Plan* is used when a supervisor becomes aware of a more serious or repeated minor performance issue. Faculty members with two or more performance issues that resulted in PIPs during a five-year period may be subject to discipline.

4.3 Annual Goal Setting Requirements

4.3.1 Faculty members create goals once a year for the upcoming annual review reporting period.

4.3.2 Faculty should set professional goals, which will help them meet expectations and pursue meaningful activities and opportunities during the annual review reporting period. Goals should focus on high-stakes and high-level accomplishments that the faculty member intends to achieve. A strong starting point for defining high-stakes goals are the departmental RTP criteria and UVU Policies 632 *Academic Rank Advancement*, 635 *Faculty Responsibilities and Professional Responsibilities*, 637 *Faculty Tenure*, and 638 *Post-Tenure Review*.

4.3.3 Goals should incorporate feedback from supervisor, peers, students, and others with knowledge of the faculty member's performance. Goals may be modified during the year as needs change and opportunities arise. Faculty members may consult with their faculty mentor, immediate supervisor, and the department RTP committee as they develop their annual goals.

4.3.4 If a faculty member holds administrative, professional, or other unique assignments during the annual review reporting period, those assignments should be included in their goals. Faculty members who have an appointment to two departments must submit their goals to both supervisors.

4.3.5 Supervisors must review and provide guidance regarding faculty member goals. When a faculty member modifies their goals, the supervisor will again be able to review and provide

guidance on the modified goals. Supervisors will not be held responsible for the goals set by faculty members.

4.3.6 Faculty members will not be held responsible for their supervisor's failure to offer guidance on their goals, provided that the faculty member submitted their goals on time.

4.4 Annual Goal-Setting Template

4.4.1 Academic Affairs creates and maintains the annual goal-setting template within the institutionally adopted system. At a minimum, it contains the following: (1) a place for faculty members to set goals for teaching, scholarship/creative work as applicable, service as applicable, and compliance; (2) a place for the supervisor to provide guidance regarding those goals; (3) a place for faculty members to modify their goals during the annual review reporting period, if necessary; and (4) a place for the supervisor to provide guidance regarding modified goals. Supervisors and faculty members must use the annual goal-setting template.

4.4.2 The Faculty Senate, Academic Affairs Council, and relevant technological support staff shall be given the opportunity to provide input on the goal template each time Academic Affairs considers revisions.

4.5 Annual Review Requirements

4.5.1 Consistent with the principles established in UVU Policy 641 *Salaried Faculty Workload—Academic Year*, expectations of a faculty member's performance correspond to their formally tracked and not formally tracked workload.

4.5.2 At a minimum, an annual review must address the following: (1) the expectation inferred from department/program RTP criteria for teaching, scholarship/creative work as applicable, and service as applicable, but reflecting what might reasonably be accomplished in a single year in light of the faculty member's workload; (2) compliance with policies and other written institutional expectations conveyed by supervisory authorities, and (3) the details specified in a NOIN or PIP, when such exist.

4.5.3 The supervisor is not expected to make findings or conclusions regarding faculty member compliance with policies and other written institutional expectations outside their purview. In these cases, the supervisor will rely on information from the responsible institutional office.

4.5.4 Faculty will not be held responsible for their supervisor's failure to complete the supervisor evaluation or conduct the annual review meeting, provided the faculty member submitted their self-reflection on time and made themselves available for a meeting with the supervisor.

4.5.5 When the supervisor is a department chair, they may delegate preparation of the supervisor evaluation of faculty to an associate or assistant chair or to the faculty member's program

coordinator. When the supervisor is a dean, they may delegate preparation of the written supervisor evaluation of faculty to an associate or assistant dean.

4.5.6 The supervisor and faculty member must meet to discuss the faculty member's performance in the previous year and their respective evaluations of the performance. A supervisor cannot delegate the annual review meeting. The individual who prepared the evaluation should attend the meeting if the supervisor delegated that responsibility. Either the faculty member or the supervisor may request that Human Resources or Faculty Relations attend the meeting to support or document the proceedings of the meeting. This meeting should be in-person under normal circumstances. If special consideration is necessary for extenuating circumstances, such arrangements should be negotiated between faculty and supervisor in advance.

4.5.7 The annual review is included in the faculty personnel file.

4.6 Annual Review Rating Scale

4.6.1 Faculty performance in each of the annual review performance areas (teaching, scholarship/creative works, service, and compliance) is rated using one of two ratings:

4.6.1.1 *Does Not Meet Expectations*, which is used when a faculty member must improve their performance in order to meet the expectations of their job.

4.6.1.2 *Meets Expectations*, which is used when a faculty member consistently meets the expectations of their job and there are no areas of concern. Most faculty members at the University will receive a rating of Meets Expectations.

4.6.2 Faculty members who have an unremediated behavior that warrants a PIP must be given a Does Not Meet Expectations rating for the relevant area(s).

4.6.3 Annual review must be tied to portfolio activity reports and student ratings of instruction, not statement of accomplishments alone.

4.6.4 The rating of a faculty member who has completed a PIP during an annual review cycle should be based on their overall performance in that area, including the fact that they successfully completed the PIP.

4.6.5 The faculty member may not receive Meets Expectations if the faculty member has an uncompleted sanction.

4.7 Faculty Annual Review Template and Rubric

4.7.1 Academic Affairs creates and maintains the faculty annual review template within the institutionally adopted system. At a minimum, this template contains the following: (1) a place for a faculty member's self-reflection of their teaching, scholarship/creative work as applicable, service as applicable, and compliance; (2) a place for annual goals and related comments; (3) a place for the supervisor evaluation; (4) a place for NOINs, PIPs and sanctions if any; (5) a place for the second-level supervisor to sign off and provide optional written comments; and (6) a place for additional review and an appeal if needed. Supervisors and faculty members must use the annual review template.

4.7.2 The Faculty Senate, Academic Affairs Council, and relevant technological support staff shall be given the opportunity to provide input on the annual review template each time Academic Affairs considers revisions.

4.7.3 At the discretion of the dean, a college/school may elect to use an annual review rubric as a supplement to department/program RTP criteria to (1) make more explicit the criteria by which faculty will be evaluated in their annual reviews and (2) ensure equality and fairness in the evaluation of faculty members across the college. If a dean does not choose to use an annual review rubric for the college/school, then departments, at the discretion of the department chair and faculty and in cooperation with the dean, may elect to use an annual review rubric as a supplement to the department/program RTP criteria. Annual review rubrics should be based on and consistent with relevant RTP criteria and must be compatible with the annual review template.

4.8 Merit Pay

4.8.1 All full-time faculty in good standing are eligible for merit pay.

4.8.2 Merit awards are limited to the top 25% of full-time faculty, excluding placeholder lecturers, in the school or college.

4.8.3 In order to be in good standing for merit, a faculty member must have met the following:

4.8.3.1 Must have met expectations in all three areas if tenured or tenure-track, and have met expectations in teaching if non-tenure track;

4.8.3.2 Must have completed all mandatory trainings and conflicts of interest disclosures (and have a conflicts management plan, if applicable); and

4.8.3.3 Must not be on an incomplete NOIN, PIP, or discipline.

5.0 PROCEDURES

5.1 Guidance Procedures and Timeline

5.1.1 Supervisors must give each faculty member guidance at least once a year during the annual goal-setting process. Guidance can be given during onboarding, when mentoring a faculty member, and at other times throughout the year.

5.2 NOIN and PIP Procedures and Timeline

5.2.1 When a faculty member falls short in performance on a minor or first-time issue (NOIN) or a more serious or repeated issue (PIP), the supervisor will inform them of the issue and begin the process of developing a NOIN or PIP with them to help them improve. The supervisor will inform the faculty member as soon as they become aware of an issue, regardless of whether the issue arises during the year or during the annual review process.

5.2.2 When a supervisor develops a NOIN or PIP with a faculty member, they are responsible for (1) clearly indicating how the faculty member is not meeting expectations; (2) establishing a plan with the faculty member to help them meet expectations; (3) offering reasonable resources or training for the faculty member if needed and consistent with established practices; (4) setting a timeline by which the faculty member must meet expectations that is as short as feasible but no longer than 12 months from the time the NOIN or PIP is finalized; and (5) identifying how the faculty member's performance will be documented for the duration of the NOIN or PIP.

5.2.3 After a supervisor informs a faculty member of an issue that warrants a NOIN or PIP, the collaborative process begins between the faculty member and the supervisor to develop the NOIN or PIP. If a faculty member is not collaborative or responsive, the supervisor can develop the NOIN or PIP and issue it as a directive.

5.2.4 NOINs and PIPs, when they exist, are included in the faculty personnel file and must be included in the annual review for the annual review period during which they were in effect.

5.2.5 When developing a NOIN or PIP, supervisors and faculty members should respond substantively to the other within two business days to ensure timely resolution.

NOIN and PIP Timeline	
NOIN – Total time to develop	20 business days
PIP – Total time to develop	40 business days

5.3 NOIN and PIP Appeal Timeline

5.3.1 A NOIN or a PIP may be appealed via additional review.

5.3.2 If a faculty member requests an additional review at the conclusion of the process of developing the NOIN or PIP, the dean or designee will complete an evaluation appeal. The dean's decision is final. Both the dean's appeal report and the recommendation will be kept in the annual review file in the university-approved system.

5.3.3 The dean may ask for additional information to help make a final decision.

5.3.4 The dean may determine to keep the NOIN or PIP as is, change or eliminate the PIP, recommend a NOIN instead, or recommend additional sanctions

5.3.5 If the dean or designee determines that changes are to be made to the NOIN or PIP, the supervisor must complete the changes.

NOIN and PIP Appeal Timeline	
The dean or designee must render their decision	20 business days
If there are to be changes to the NOIN or PIP, the changes must be made	10 business days

5.4 Annual Goal-Setting Procedures and Timeline

5.4.1 Each faculty member sets goals for the upcoming annual review reporting period in accordance with the details set forth in this policy.

5.4.2 The supervisor reviews the faculty member's goals and provides guidance on those goals in accordance with the details set forth in this policy.

Annual Goal-Setting Timeline	
Faculty submit goals for the upcoming annual review reporting period.	1) The system opens for faculty on April 1. 2) Goals are due no later than May 31.
Supervisors review goals and provide guidance on goals.	1) Supervisors can review goals and provide guidance as soon as faculty share their goals with the supervisor, beginning on June 1. 2) Supervisor review of goals and guidance must be completed no later than August 15.
Faculty can modify their goals at any time during the annual review reporting period. Faculty should notify their supervisor of their modified goals, but do not need to submit the modified goals in the template.	

5.5 Annual Review Procedures and Timeline

5.5.1 Faculty members must provide a self-reflection of their performance in the previous annual review reporting period.

5.5.2 If a faculty member holds administrative, professional, or other unique assignments during the annual review reporting period, those assignments shall be included in the self-reflection.

5.5.3 Supervisors must provide a supervisor evaluation of faculty performance in the previous annual review reporting period. The supervisor evaluation includes a written component and a rating for each of the annual review performance areas.

5.5.4 The supervisor and faculty member must meet to discuss the faculty member's performance in the previous year and their respective evaluations of the performance.

5.5.5 Second-level supervisors sign off on annual reviews before they are finalized and can provide written comments if desired.

Annual Review Timeline	
Faculty prepare and submit their self-reflection.	The system opens for faculty on April 1. Self-reflections are due by May 31.
Supervisors prepare and submit the supervisor evaluation.	1) Supervisors can review self-reflections and submit supervisor evaluations soon as faculty share their self-reflections with the supervisor, beginning on April 1. 2) Supervisor evaluations are due by August 15.
Supervisors conduct annual review meetings.	1) September 1 is the deadline for annual review meetings with faculty who are submitting midterm and tenure review portfolios on September 15. 2) November 30 is the deadline for annual review meetings with all faculty.
Second-level supervisors sign off on annual reviews and provide written comments, if desired.	1) Second-level supervisors can read annual reviews and provide comments as soon as the annual review meeting is conducted. 2) Second-level supervisor must read annual reviews and comments are due by December 15.

5.6 Addendum and Appeal Procedures and Timeline

5.6.1 Annual reviews may be clarified via addendums and appealed via an additional review.

5.6.2 If a faculty member would like to ask questions about the supervisor's evaluation or provide additional information or explanation regarding their performance, they may do so at any time before or during the annual review meeting. If a faculty member would still like to ask questions or provide additional information or explanation after the annual review meeting, they may do so via a faculty addendum.

5.6.3 If a faculty member submits an addendum, the supervisor must also submit an addendum. At a minimum, the supervisor addendum must contain a statement of whether the supervisor has changed anything about their evaluation of the faculty member as a result of the faculty addendum.

5.6.4 If a faculty member has completed the addendum process and believes that there is (1) an error of fact in their annual review or (2) an evaluation that is inconsistent with the RTP criteria or the annual review rubric (if one is in use), the faculty member can request an appeal review.

5.6.5 The dean will review the evaluation appeal, and then make the final decision.

5.6.6 Both the appeal report and the decision will be kept in the annual review file.

5.6.7 The outcome arrived at through this process of appeal review is final.

Annual Review Addendum and Appeal Timeline	
Deadline for a faculty addendum after the annual review meeting	10 business days
Deadline for a supervisor addendum after receiving a faculty addendum	10 business days
Deadline for a faculty member to appeal their annual review after receiving the supervisor addendum	10 business days
The dean must render their decision	20 business days
If there are to be changes to the annual review or supervisor addendum, the changes must be made	10 business days

5.7 Merit Pay

5.7.1 Based on guidance from the Provost's office, deans will determine merit pay awardees and the amounts in collaboration with department chairs.

5.7.2 Deans must submit a list of their faculty receiving merit pay and the amount the faculty member is receiving to the deputy provost for review.

5.7.3 The deputy provost may not add faculty or significantly alter the amounts awarded but may eliminate any faculty member who is found to not be in good standing.

5.7.4 Faculty cannot appeal the decision to be awarded merit pay or the amount of merit pay awarded.

POLICY HISTORY		
Date of Last Formal Review: March 24, 2026		
Due Date of Next Review: March 24, 2031		
Date of Last Action	**Action Taken**	**Authorizing Entity**
June 22, 2017	New policy approved.	UVU Board of Trustees
March 31, 2022	Revised policy approved.	UVU Board of Trustees
April 25, 2024	Compliance change, mandated by HB 438, Utah Legislature, approved.	UVU President's Council
May 6, 2024	Compliance change ratified.	UVU Board of Trustees
September 3, 2025	Revised policy approved	UVU Board of Trustees
March 24, 2026	Revised policy approved.	UVU Board of Trustees
November 17, 2026	Non-substantive changes: Sections 4.8.4, 4.8.5, and 4.8.6 corrected and renumbered to 4.8.3.1, 4.8.3.2, and 4.8.3.3.	UVU Policy Office UVU Office of General Counsel