

Chaunte Humes

From: Timothy M. Pinkston
Sent: Wednesday, January 4, 2023 2:32 PM
To: viterbi-chairs-l@listserv.viterbi.usc.edu; Steve Bucher; Erik A Johnson
Cc: Jorge A. Castilla; Ma Radela Cuason; Karen Louise Johnson; Diana Vuong; Anabel Diaz; Asiroh Cham; Kim Reid; Theodore Yee Low; Suad Fatima Aziz; Shelly Lewis; Lindsay Burglin; Sharon Uyeda; Jeff Karp; Jason Dziegielewski; Rebecca Jackson; Chaunte Humes; Shaddin Faris Dughmi; Pin Wang; Craig Knoblock; Randall Hill; Kimberly L Bregenzer; Yannis Yortsos
Subject: Annual Faculty Evaluation for Calendar Year 2022
Attachments: Annual Faculty Evaluation Memo_01-04-23.pdf
Categories: IMPORTANT

Dear Viterbi Chairs and Directors,

Attached for your review and immediate action is a memo regarding the School's annual faculty evaluation/merit review process for calendar year 2022. You will also soon be receiving a Budget Administrative Calendar memo that will be sent from Kim which indicates other important dates and deadlines. Please review and take appropriate actions, as needed. I emphasize the last sentence of the memo: it is important to communicate feedback to all junior faculty in your academic unit as well as all faculty who may be performing below expectations; for any faculty members who are performing unsatisfactorily (i.e., below expectations), please work with me on possibly putting in place an Individual Development Plan (IDP) for improving their performance.

In case it is helpful to have on-line support for uploading and collecting AFR data, the "Web Profile and Faculty Research Information Tool" webpage link under each faculty members' [myViterbi.usc.edu](http://myviterbi.usc.edu) portal can be used by faculty to straightforwardly upload their CV and any other AFR documentation they are asked to provide, including service activity information to facilitate evaluation of faculty service using Viterbi's new *Service Dashboard* tool. For academic units that are adopting the Service Dashboard tool for this year's AFR process, a separate set of instructions will be sent to you shortly.

To replace last year's CV with the most up-to-date version (or to upload a new CV if none currently is in the system), faculty should follow these simple instructions:

- 1) Login to myViterbi (<http://myviterbi.usc.edu>) using USCNet username and password;
- 2) Click on the "Web Profile and Faculty Information Tool" link which is under the "Common Viterbi" section of the main page;
- 3) Under "Manage My Information" section, click on the "Curriculum Vitae (CV)" option;
- 4) Use the "Replace CV" or "New CV" option to upload the most up-to-date version of the faculty member's CV.

Finally, an "AFR Summary" option can be added under the "Manage My Information" section for faculty to upload any summary documentation that may be needed for the annual faculty evaluation process. The CVs and AFR summary documents uploaded to myViterbi by the faculty can be accessed and managed straightforwardly by you or your unit's Business Administrators. If you wish to "opt in" on using this on-line support for collecting and managing access to AFR data, simply let Jason (cc'd here) know and he will quickly set this up for you. If there is other functionality that could facilitate the process, simply let him or me know.

Thanks,

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MEMORANDUM

To: Viterbi Department Chairs and Program Directors
From: Timothy M. Pinkston, Vice Dean for Faculty Affairs
Date: January 4, 2023
Subject: Annual Faculty Evaluation for Calendar Year 2022

Timothy M. Pinkston

In accordance with University policy and School guidelines ([here](#)), faculty (both full- and part-time) should submit annual faculty record (AFR) information to their academic unit that describes their activities and accomplishments during the preceding evaluation period (i.e., calendar year). It is up to each academic unit to inform their faculty about the evaluation procedure, the information needed for the evaluation (e.g., CV, summary of research/teaching/service for the prior year, or other info), and how AFR data will be collected. The rules for composing faculty evaluation committees, and the metrics and criteria to be used by committees, should be documented prior to the process, with consent of the faculty. Regarding teaching performance, per university policy which states that student feedback (inclusive of teaching ratings and written comments) may not account for more than 50% of the evaluation, we ask that Viterbi academic units adopt the framework unanimously recommended by the EFC (in April 2019), the details of which are found [here](#). Regarding service performance, we encourage evaluation using the *Service Dashboard* system/tool, found in myViterbi.usc.edu. Please work with your committees on determining a timeline for concluding evaluations (of both full- and part-time faculty), based on submitted AFRs, and getting the results to you to meet the deadlines below:

- January 30** Deadline for faculty to submit their AFRs, according to documented academic unit procedure
- February 27** Deadline for Chairs and Directors to return Faculty Evaluation and Merit Raise worksheets, along with an explanation memo, to the Dean's Office (Vice Dean for Faculty Affairs)
- March 6** Deadline for Chairs and Directors to assign faculty load profiles for the next academic year
- March 6-10** Joint APT/EFC Merit Review Committee reviews units' faculty merit evaluation procedures with Chairs and Directors (*mark your calendar*), and prepares recommendations to the Dean

The explanation memo referred to above should explain how evaluation ratings are translated to merit-based raise recommendations. Please note that annual faculty evaluation results are useful not only in determining merit-based salary raise recommendations *but also in conveying constructive feedback to faculty members about their academic accomplishments, relative to standards of the academic unit and to School expectations*. Thus, it is important that you communicate AFR feedback to faculty upon request at the conclusion of this process in an appropriate way, including in one-on-one meetings with all junior and poor-performing faculty.

cc: Yannis Yortsos, Dean

Kim Bregenzer, Vice Dean for Administration and Finance

Department/Program Business Administrators

Pin Wang, APT Chair; Shaddin Dughmi, EFC Chair

Craig Knoblock, Vice Dean of Engineering and Michael Keston Executive Director of ISI

Randall Hill, Executive Director of ICT

