

## 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](http://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

