

MATERIALS FOR MERIT REVIEW: AN OVERVIEW

In order to count as “meritorious,” all faculty must submit **updated CVs and yearly activity reports** to the department in addition to remaining current with **student and collegial evaluations of teaching**.

Please submit your CV and activity report to Karla Tofte (ktofte@uw.edu) by May 20th at the latest. They should be submitted electronically, and acceptable document formats are .DOC, .DOCX, .PDF, and .RTF.

In years when they teach, all faculty must have at least one course evaluated through the Office of Educational Assessment. These evaluations must be conducted online, and you must order them yourself. See <http://www.washington.edu/assessment/course-evaluations/>. You will also receive your evaluation reports electronically. You should email Karla the resulting PDFs for all student evaluations that you wish be included in your annual review.

Faculty must periodically arrange for collegial evaluations of their teaching. The frequency depends on rank: every year for Assistant Professors and Assistant Teaching Professors and at least every three years for Associate Professors, Associate Teaching Professors, Full Professors, and Full Teaching Professors. All collegial evaluations should be submitted to Karla electronically in .DOC, .DOCX, .PDF, or .RTF format, and ideally they should be written on departmental letterhead.

We are aware that student evaluations for Spring Quarter will not be available for submission prior to the evaluation to take place by this deadline. You should, however, let Karla know before the deadline if she should be expecting to receive evaluations from you at or before the end of the academic year so that she can indicate “evaluations forthcoming” for you on the relevant spreadsheet.

If you hold a split appointment, it is up to you to submit your required merit materials to English. Our staff are not responsible for chasing down your other departments and soliciting or negotiating acceptable copies of your merit materials from them.

IMPORTANT: If you do not submit your merit materials to the English Department Main Office by May 20th you are at risk of being designated as non-meritorious. You would not be eligible for a merit raise, and if you are deemed non-meritorious in two successive years the department would have to appoint a review committee to oversee your performance.