

**Report on Annual Review of Faculty Performance for Arkansas Department of Higher Education**

Arkansas law and higher education policy require a report to be submitted each year by each institution on the annual review of faculty performance. The report submitted by the provost is a synthesis and summary of reports from the schools, colleges, and library. *Deans of schools, colleges, and the library must submit reports to the Provost by June 1 each year describing the review and addressing the issues identified below as they relate to the school, college or library process. The report should include the review of both tenure-track and non-tenure track faculty and should include reference to peer review and student evaluation.*

- Activities included in the faculty performance review:
- Data on the range and distribution of evaluation ratings and merit raises and salary adjustments for the year
- The institutional monitoring of the review process
- Any notable findings gleaned from the process during the year
- Any plans that have been developed as a result of these findings
- The overall sense of satisfaction concerning the faculty performance review at the institution
- Efforts made in working with faculty with deficiencies in English fluency
- The process used to address concerns raised by students on this issue

Reports may be brief, but they should address the topics identified above. If it was *NEW* (different from the one in use during the previous academic year review cycle), a copy of the school, college, or library personnel document (and all forms) should be appended to the report. Reports should include specific illustrative or representative data as well as summary statements.

The basis for this reporting requirement is Arkansas statute (ACA 6-63-104) and policy of the Arkansas Higher Education Coordinating Board (AHECB) which require that each college and university conduct an annual review of faculty performance. Each institution operates under a revised review plan submitted in December of 1999 and approved by AHECB. Plans may be revised each year, with significant changes requiring approval by the AHECB and typically requiring submission to the Arkansas Department of Higher Education (ADHE) by June 15. In 1999, Act 1360 added the following language to the existing statute:

*Each college and university shall continually make efforts to identify any English fluency deficiencies of the teaching faculty and shall take reasonable measures to assist deficient faculty members in becoming proficient in English; however, the responsibility for acquiring the level of English proficiency required for the faculty member's teaching, research, or service assignments rests with the faculty member. [Section 1 c (1)]*

*Each college and university shall have a process for addressing concerns raised by students concerning language proficiency problems of faculty members. [Section c (2)]*

The statute also calls for ADHE to monitor the evaluation process and make a report regarding the review to the AHECB and the Legislative Council.