

## Future Faculty Fellows (FFF) Performance Evaluation Process

### Distinguishing Characteristics:

The three cohorts of Future Faculty Fellows (FFF) scholars will be recruited to support our inclusive excellence goals. FFF scholars are pre-doctoral or post-doctoral, but not Postdoctoral Scholars who are typically hired for specific grant projects. FFF scholars will have a broad scope of work (*Teaching, Service, and Scholarship*), contribute to the institution at large, and engage with a myriad of programs and initiatives like our general studies program. These scholars come with an official working title of Future Faculty Fellows (FFF) and initially appointed as instructors for the first year with distinctive assignments. The explicit intent is to convert the cohort members to full-time ongoing faculty, upon successful performance evaluation after their first year. Scholars may be appointed as Assistant Professors (tenure-track) or Assistant Teaching Professors (career track).

### Support:

- Facilitated network engagement (College and Unit Hosts)
- Assigned primary faculty mentor (like how all faculty have access to mentors)
- Cohort group mentoring
- Targeted faculty development programming (also open to all faculty and other postdoctoral scholars)

### Work Assignment/Job Duties:

- Established in goals document [*similar to Faculty Statements of Expectations*]
- 1/1 Teaching load (20%)
- Scholarship/Creative Activity (\_\_\_%)
- Professional Development (\_\_\_%)
- [Institutional] Service (\_\_\_%) [*Formal expectations for work towards the institutional Outcomes listed above; but they shall not be redirected to routine academic unit Service tasks—apart from curriculum development*]

### Performance Evaluation Expectations and Timeline:

The performance evaluation cycle does not follow the regular evaluation timeline for the University; however, an evaluation is required for FFF. *We expect units with Faculty Fellows to adopt a timeline for successful performance evaluation, which is outside of the normal university review process. Units can determine metrics and tools for this evaluation.*

- **August-September 2023:** Department chair/director establishes a mentor for the FFF and clearly explains the department's performance evaluation process; sets up periodic check-ins; clarification of obligations and any performance expectations for continuation in career track or tenure track
- **October/November 2023:** Chair conducts a teaching observation and provides feedback (written and in person conversation)
- **January 2024:** Chair and unit peers (can be FSC) offer an end of the semester overall evaluation and feedback for the FFF that includes feedback on all areas of responsibility.
- **February 2024:** Department Chair/Dean determine, based upon satisfactory evaluation determine if the FFF continues in a tenure track or career track role; communicating with the FFF in writing and in a meeting.

- **March 2024:** If FFF continues, start conversation for SOE and NOA for 24-25 AY; if the FFF is not continuing, document through a written letter and in-person meeting (Dean and Department Chair/Director).
- **Note: Upon conversion to faculty, cohort members will become subject to academic unit criteria and annual review process and will be considered in their first year of service at that time (no prior credit).**