



College of Agricultural and Environmental Sciences
Department of Crop and Soil Sciences – Annual Evaluation Policy

The Department of Crop and Soil Sciences (CRSS) developed and adopted the following Annual Evaluation Policy (AEP) to assure all faculty are evaluated based upon clear, transparent, and academic discipline-specific assessment criteria and rubrics that ensure academic freedom. This policy is based on UGA Academic Affairs Policies 1.06-1 Written Annual Evaluation and 1.10-10 Student Success Activities. Should any modifications to UGA policies result in contradictions to CRSS AEP, the UGA policy will supersede the departmental AEP, and the Department will adjust and approve changes to the departmental policy to comply with UGA policies. Annual evaluations will be conducted by the Department Head. Note that annual evaluations reflect the opinion of the Department Head and are not necessarily indicative of the opinion of the CRSS faculty who are eligible to vote on matters related to promotion and/or tenure.

Faculty in CRSS are required annually to submit

1. An electronic copy of their UGA Elements annual activity report (<https://elements.uga.edu/>)
2. A self-assessment one-page narrative providing examples of how you have met the CRSS annual evaluation rubrics for:
 - a. Research
 - b. Extension
 - c. Instruction
 - d. Service
 - e. Student Success Activities
3. A one-page summary of goals for the upcoming year with regards to #2.
4. These evaluation documents are due to the Department Head by the second Friday of January (to avoid holidays). Unexcused failure to submit the required evaluation information will result in an annual evaluation of “1” (does not meet expectations) for each area of responsibility lacking the required documentation.
5. The Department Head will meet and discuss annual performance annually during the months of January to early March.
6. This meeting will also serve as an opportunity to review and, if needed, adjust the Allocation of Effort of the faculty member (*based on the goals of the faculty member and the department for the current year*). The meeting will also serve as an opportunity for faculty members to share their goals for the current calendar year.
7. A written summary report of the annual evaluation will be given to and must be signed by the faculty member. Faculty members have 10 working days to respond in writing to the Department Head, including any changes made to the written report. Unless the faculty member provides a written response, failure to sign the written annual evaluation report by the faculty member will be considered agreement of the



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faculty member with the report. If the performance in any of the categories is judged to be a 1 – Does Not Meet Expectations or a 2 – Needs Improvement, the faculty member must be provided with a Performance Remediation Plan (PRP) to remediate their performance during the next year.

8. For faculty with joint appointments, the evaluation will be conducted jointly by the Heads of the departments in which the faculty has appointments. For faculty with appointments in UGA Centers and/or Institutes, input on a faculty member's performance will also be requested from the Center/Institute Director.

The attached annual evaluation letter template, including specific rubric components was adopted by the CRSS faculty and will be utilized to assure compliance with USG and UGA policy in the annual evaluation components and process requirements (i.e. 5-point rating scale for all applicable rubric components, documentation of contributions towards Student Success Activities, and documentation of past and current goals and achievements).

As per USG and UGA policy, Performance Remediation Plans (PRP) will be developed and implemented as needed. In cases where a PRP is required, it will be developed, implemented, and evaluated as described in UGA Academic Affairs Policies 1.06-1 Written Annual Evaluation with the following additions. The PRP will include as outlined in 1.06-1 clearly defined goals, activities to be undertaken, timetable, available resources and support, expectations for improvement and monitoring strategy. There should be goals set, how to improve the underperforming area, and how to raise the faculty member's performance to an acceptable level. There will be 4 meetings to assist in the PRP process in September, December, February and May.

A faculty member evaluated as a 1 – Does Not Meet Expectations or a 2 – Needs Improvement in any one of the assigned areas of effort, for which the assigned allocation of effort exceeds 10%, for two consecutive annual evaluations, will participate in a corrective post-tenure review, as described in the BOR Policy for Review of Tenured Faculty. Note that the deficiency does not have to be in the same area but could be in a different area from one year to the next (per 1.06-1). Consequences of failing to comply with a PRP would result in a 1 or 2 rating in the subsequent year. Consequences of failing to comply with a PRP for non-tenured faculty include that their contract would be subject to a non-renewal.

**2023 Department of Crop and Soil Sciences
Faculty Evaluation**

Date of Evaluation mm/dd/yyyy

To: FACULTY NAME Current rank: Assistant, Associate, Professor, ASR, PS

From: HEAD OF DEPARTMENT NAME

Appointment: Instruction #% Research #% Extension #% Service 5%

Attachments: UGA Elements annual activity report; Annual Faculty Activity Report

Appointment area	# I.E. PAPERS, GRANTS, ETC.	DESCRIPTION	PERFORMANCE #1-5 https://provost.uga.edu/policies/academic-affairs-policy-manual/
INSTRUCTION			
<i>Development</i>			
New/improved teaching materials & techniques			
Curricula development			
Attend teaching improvement courses/programs/fellowships/workshops			
Invited guest lecturers/demonstrations			
<i>Effort – 1.10-10 SSA-Teaching</i>		# credit hours generated for instruction (#students x #hours)	
Undergraduate courses (1000-2000 level)			
High-enrollment courses (>40 students)			
Undergraduate courses (3000-4000 level)			
Split-level courses (4000/6000 or 5000/7000)			
Interdisciplinary courses			
UGA Experiential learning courses			
Laboratory courses			
Graduate courses (6000/7000/8000)			
Intensive courses (across multiple campuses, study abroad, etc.)			
Guest lecturer			

<i>Student Success (See examples at: https://provost.uga.edu/faculty_working_group/student_success_activities/)</i>			
Effective direction of graduate study including theses and dissertations			
Successful direction of individual student work (i.e., special problems, seminars, independent studies)			
Evidence of effective student undergraduate advisement			
Successful integration of teaching and research or teaching in ways that benefit students			
Graduate student committee service			
<i>Publications</i>			
Textbooks, published lecture notes, abstracts, articles or reviews reflecting a candidate's teaching contributions			
Presentation of papers on teaching at professional societies			
<i>Grants</i>			
Funded			
Pending			
Not funded			
<i>Faculty Teaching Awards</i>			
<i>Other</i>			
Overall area performance			

RESEARCH					
<i>Publications</i>					
Refereed articles					
Patents/Cultivar Releases					
Book author					
Editor of Book					
Chapter author					
Monographs					
Prepublication sharing of data/software					
Refereed proceedings					
Abstracts					
Technical reports					
Other evidence of research or creative accomplishments as appropriate (i.e., new product development, new computer software, video or multimedia programs developed)					
<i>Grants</i>					
Funded					
Pending					
Not funded					
<i>Dissemination</i>					
Presentation of research papers at technical and professional meetings	International	Invited			
		Volunteer			
	National	Invited			
		Volunteer			
	Regional/ State/Local	Invited			
		Volunteer			
Record of participation in and description of seminars and workshops (including short descriptions of activity, with titles, dates, and sponsor)					
<i>Student Success (See examples at: https://provost.uga.edu/faculty_working_group/student_success_activities/)</i>					

<i>Scholarly achievements</i>			
Evidence of graduate and post-doctoral student's scholarly achievements (e.g., publications, awards, grants)			
<i>Number of team members</i>			
Graduate students			
Post-doctoral scholars			
Visiting faculty/scholars/graduate students associated with Research			
Undergraduate support staff			
Technical staff (excludes state-funded staff)			
Young Scholars/Young Dawgs			
<i>Honors and awards for scholarship</i>			
<i>Other</i>			
Overall area performance			

EXTENSION					
<i>Publications</i> https://extension.uga.edu/publications/about-publications.html					
Newsletters/Agent Resources					
Circulars (Fact Sheets)					
Annual Publications					
Bulletins					
Temporary Publications					
Trade Journals/Magazine Articles					
Power points					
Exhibits/Posters					
Web sites					
App development/Computer programs					
<i>Dissemination</i>					
Presentation of extension papers at technical and professional meetings	International	Invited			
		Volunteer			
	National	Invited			
		Volunteer			
	Regional/state/local	Invited			
		Volunteer			
Seminars and county/regional meetings					
Social media engagement - blogs					
Field days, demonstrations (define role as organizer or presenter)					
Advisory meetings					
In-service training (define role as organizer or presenter)					
Workshops (define role as organizer or presenter)					
Consultations (site visits, emails, phone calls, text messages, etc.)					
Interviews	TV/Radio/Video				

(define role as host or guest)	Magazine/Journal/Newspaper			
	Podcasts/Audio			
<i>Student Success (See examples at: https://provost.uga.edu/faculty_working_group/student_success_activities/)</i>				
<i>Grants</i>				
Funded				
Pending				
Not funded				
<i>Honors and awards related to extension programming</i>				
<i>Other</i>				
Overall area performance				

SERVICE				
Election to offices, committee activities, and important service to professional organizations	Chair			
	Member (judging, moderating sessions, organizing symposia)			
Journal Service	Editor			
	Associate editor			
	<i>Ad hoc</i> reviewer			
Committee work at departmental, school/college, and/or university	Chair			
	Member			
Outreach or other activities in which there was significant use of candidate's expertise	Peer review & service on grant panels			
	Invited speaker			
	Service to government agencies			
	Consulting			
	Professional and industrial associates			
	Educational institutions			
Professional development https://provost.uga.edu/faculty_working_group/student_success_activities/				
Interdisciplinary activity				
<i>Other</i>				
Overall area performance				

Summary

Functional Assessment 1 - 5: _____

	1 Does not meet expectations	2 Needs improvement	3 Meets expectations	4 Exceeds expectations	5 Exemplary
Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Faculty written response within 10 days from date of evaluation

Summary of Evaluation: (Will be attached as part of the review sent to the CAES Dean's office)

This constitutes your annual written evaluation required by Section 8.3.5.1 of the Board of Regents Policy Manual.

<https://provost.uga.edu/policies/academic-affairs-policy-manual/1-06-evaluation/>