



Millersville University

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PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS  
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April 15, 2020

**RE: IMPORTANT INFORMATION FOR FACULTY PERFORMANCE EVALUATIONS, SPRING 2020**

Dear University Faculty,

At the state level, it has been agreed that faculty performance evaluations will be on an extended schedule for this spring. At the local level, APSCUF and the Administration concur that performance evaluations for all temporary-part time faculty are suspended for spring 2020. Full-time temporary faculty and tenured faculty will be evaluated on the extended schedules shown below:

**For temporary full-time faculty**, due dates have been extended as follows

- Committee evaluation – CBA date 4/1, extension date **4/22**
- Chairperson evaluation – CBA date 4/8, extension date **4/29**
- Dean evaluation – CBA date 5/15, extension date **6/5**

**For post-tenure and interim evaluations**, due dates have been extended further:

- Committee evaluation – CBA date 4/1, extension date **6/5**
- Chairperson evaluation – CBA date 4/8, extension date **6/12**
- Dean evaluation – CBA date 5/15, extension date **7/31**

Your deans' offices will work with you to implement the following method for securely sharing documents related to performance evaluation:

Each dean's office will set up a Team in Microsoft Teams for each individual faculty member being reviewed to share their documents. Access will initially be granted to the faculty being evaluated, who will need to upload their documents for review to the Team. Once the faculty member's materials are uploaded, the dean's office will remove the faculty member's access and add the departmental committee members.

The dean's office will grant chairpersons access to the Team on 4/22 (for TTF) or 6/5 (for tenured faculty) and remove the departmental committee members' access; add access for the dean on 4/29 or 6/12, respectively, and remove the chair's access; and add access for the provost on 6/5 or 7/31, respectively, and remove the dean's access.

At each review stage, prior to the committee's, chair's and dean's evaluation reports being completed, they will be shared with the faculty being evaluated for feedback and discussion (as necessary and desired). Department committees and chairpersons will be asked to document the faculty member's opportunity to review the evaluation.

The committee, chair and dean will upload only their final evaluations to the faculty's Team on or before the applicable due dates. Draft evaluation documents should not be archived to the Team Folder.

If you have questions about this process, please contact your dean's office.

Thank you for your attention to this process change.

Sincerely,

Vilas A. Prabhu, Ph.D., M.B.A.

Provost and Vice President  
for Academic Affairs