 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-210</b>
<b>POLICY TITLE: Faculty Annual Performance Evaluation (APE)</b>	<b>EFFECTIVE DATE: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Office of Provost and Senior Vice President for Academic Affairs and Senior Vice President for Operations and Finance</b>	<b>Faculty</b>

**(A) PURPOSE**

To delineate the process by which NEOMED’s salaried faculty performance will be planned and evaluated on an annual basis.

**(B) SCOPE**


An Annual Performance Evaluation will be conducted for all full-time and part-time tenured, tenure track, and non-tenure track salaried faculty. At the discretion of the college Dean, an Annual Performance Evaluation may be conducted for employed academic administrators who hold key faculty appointments within their respective college.

**(B) DEFINITIONS**

- (1) “Annual Performance Evaluation (APE)” refers to a process that includes a dialogue between the Department Chair and the faculty member concerning the faculty member’s job description, annual goals and performance against those goals during the evaluation period established by the University.
- (2) “Salaried faculty” refers to tenured, tenure track or non-tenure track faculty members that are full or part-time and whose primary role is as faculty.


**(D) POLICY STATEMENT**

- (1) Faculty performance for those falling within the scope of this policy will be evaluated annually by the Department Chair. An APE is a process that will include a dialogue between the Department Chair and the faculty member concerning the faculty member’s job description, annual goals, and performance during the evaluation period. The APE will be an opportunity for constructive feedback to the faculty member about performance and career/faculty development. The APE

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includes an evaluation of the following performance categories, if the faculty member spends more than five (5) percent of their effort on any one of these:

- (a) Teaching;
  - (b) Research and Scholarship;
  - (c) Service, including Leadership and/or Administration if applicable; and
  - (d) Clinical care.
- (2) During an annual APE meeting between the faculty member and Department Chair, the university Faculty Workload Policy and the faculty member’s job description will be consulted to establish annual performance goals and percent efforts for each of the performance categories for the upcoming performance year and documented in the APE form. Input from sources external to the department that may have bearing on the faculty member’s performance may be considered (e.g., supervising authority in another college or teaching authorities within the college). These goals and percent efforts may be revised as needed through the performance year and documented to align with the forthcoming APE. Any changes to the job description will only occur if there are major or over-reaching changes in job-related duties and must be documented in the Office of Human Resources.
- (3) Faculty will be evaluated in each established performance category based on the following rating scale. Faculty will be rated on a 1.00 (min/low) – 5.00 (max/high) scale with 2 decimal places for each performance category.
- (a) 4.00 – 5.00 = Outstanding Performance: performance consistently and significantly above standards in virtually all areas; far exceeds normal expectations; outstanding achievements and contributions plus outside recognition of effort.

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- (b) 3.00 – 3.99 = Exceeds Performance Expectations: performance generally well above standards in many important aspects; frequently exceeds normal expectations.
  - (c) 2.00 – 2.99 = Meets Performance Expectations: performance fully meets standards in all important aspects; a good contributor.
  - (d) 1.00 – 1.99 = Does Not Meet Performance Expectations: performance below standards in a number of areas; improvement needed to achieve functional performance level.
- (4) A percent of effort will be established for each of the faculty performance categories, in accordance with the Faculty Workload Policy and expectations set forth in it.
  - (5) An overall score between 1.00 and 5.00 will be calculated based upon the weightings and ratings of each performance category determined by the Department Chair.
  - (6) The University establishes the annual evaluation period, which may be adjusted from time to time. Performance may be reviewed mid-year or at other intervals at the discretion of the Department Chair.
  - (7) Faculty must be able to perform the essential functions of their position as set forth in their job description, Letter of Offer, and any amendments thereto, with or without accommodations. If a faculty member is required to complete a fitness for duty evaluation, their APE will be suspended until that evaluation is complete. If it is determined that a faculty member is unable to perform the Essential Functions of the position as set forth in the job description with or without reasonable accommodations, irrespective of tenure status, their employment may be terminated.