

ECAS Annual Faculty Activity and Merit Evaluation (FAME) Process for AY 2021-2022

Step 1: Faculty Enter Data into Activity Reports

On **Wednesday, March 16**, the 2021-2022 ECAS Annual Faculty Activity and Merit Evaluation activity report is available for all regular lecture-track and tenure-track faculty in Emory College of Arts and Sciences in Interfolio's Faculty 180 (also known at Emory as the Facet system).

Faculty will enter their activities for Summer 2021, Fall 2021, and Spring 2022 by **April 29** (departments/programs can set earlier deadlines). After data entry is complete, **faculty** should submit the form (see Step 6).

Step 2: Information Sent to Chairs/Directors and Lead Staff

During the week of **April 18**, Evaluation and Merit documents are distributed to the **chairs and directors** and **lead staff**. The packet includes:

- Instructions for **lead staff** on creating annual faculty activity and merit evaluation cases in Interfolio RPT
- Instructions for **chairs and directors** on accessing the faculty evaluation cases within Interfolio RPT
- Instructions for **chairs and directors** on accessing and using the ECAS Faculty Merit Tool
- Instructions for **faculty** to acknowledge and, if desired, respond to their evaluation

Step 3: Sharing Grant Data

Faculty Grant activity from March 2021 – February 2022 has been downloaded from EBI and posted to OneDrive (Department Name-ECAS Department and Faculty Development Info Sharing > Faculty Activity and Merit Evaluation > 2021-22 Grant Information). The **lead staff** will share the data with each **faculty member** for their review and edits.

Step 4: Lead Staff Create Evaluation Cases in Interfolio RPT and Upload Grant Data

Lead staff will create faculty evaluation cases for their department's or program's faculty in Interfolio RPT. **Lead staff** will upload the approved grant data from OneDrive into individual faculty member's cases in Interfolio RPT.

NOTE: Lead staff can choose to do this after Step 6 instead. This will allow them to skip Step 7, but will require all cases to be created and all grant data to be uploaded in the business days immediately following the April 29 deadline for faculty to submit their activity reports (or in the business days immediately following the the department/program deadline if it is earlier).

Step 5: Remind Faculty to Complete and Submit Activity Reports

On Monday, April 25, the ECAS Office of Faculty will send **chairs and directors** and **lead staff** a list of all regular faculty in their department or program who have not yet submitted their activity reports. Please remind these faculty to complete and submit their activity reports by Friday, April 29 (or by the department/program deadline if it is earlier).

Step 6: Faculty Submit Activity Reports

When **faculty** have completed entering their Summer 2021 – Spring 2022 information in the activity report in Faculty 180, they will submit the form.

Step 7: Lead Staff Regenerate Vitas

If **lead staff** created cases early, they will need to regenerate each faculty member's "Faculty 180Vita" in Interfolio RPT after April 29 (or after the department/program deadline if it is earlier).

Step 8: Chairs/Directors Complete Faculty Merit Evaluations

By **Friday, May 20**, **chairs and directors** complete faculty evaluations in Interfolio RPT. In cases of joint appointments, the tenure-home or primary chair or director will complete and sign the evaluation after consulting with the other chair/director, who will be able to view both the faculty member's activity report and the completed evaluation in RPT. **Chairs and directors** complete their salary recommendations in the ECAS Faculty Merit Tool. Any notes of special salary consideration or performance concern should be sent to ECAS-Merit@emory.edu. Faculty receiving promotions will receive a salary increase determined by the College.

Step 9: Faculty Response and Acknowledgement

Faculty have until **Friday, May 27** to submit any response to their evaluation. Additionally, by **May 27** faculty should complete the "ECAS Annual Faculty Activity and Merit Evaluation Acknowledgement Form" in Interfolio RPT to acknowledge that they have received their evaluation. Instructions will be available on the Office of Faculty website.

Step 10: Cases Forwarded to Dean's Office

On **May 31**, **lead staff** will forward complete merit evaluation cases to the Dean's Office within the Interfolio RPT system.

Step 11: Dean's Review

The Senior Associate Dean of Faculty and the Dean of ECAS review faculty evaluations.

Step 12: Faculty Salaries Posted

On **Monday, June 13**, department faculty salaries for 2022-2023 are posted on the ECAS Faculty Merit Tool site. Instructions on how **chairs and directors** can access the ECAS online merit system to see their department 2022-2023 faculty salary sheet report will be sent when the report is available.

Step 13: Final Budgets and Salary Letters

In **mid-August 2021**, Faculty, Staff and Nonpersonnel 2022-2023 Final Budgets are available for access by **chairs and directors** and **lead staff** in the OneDrive folder: ECAS E&G Budget. Dean's letters to individual faculty regarding their 2022-2023 salary are distributed.