

ECAS Annual Faculty Activity and Merit Evaluation (FAME) Process for AY 2023-2024

Step 1: Faculty Enter Data into Activity Reports

On **March 22**, the 2023-2024 ECAS Annual Faculty Activity and Merit Evaluation activity report becomes available for all regular teaching-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 2023, Fall 2023, and Spring 2024 by **Monday, May 6** (departments/programs can set earlier deadlines). After data entry is complete, **faculty** should submit the activity report (see Step 5).

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

During the week of **April 29**, 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/Facet RPT
- Instructions for **chairs and directors** on accessing the faculty evaluation cases within Interfolio/Facet 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: Lead Staff Create Evaluation Cases in Interfolio/Facet RPT

Lead staff will create faculty evaluation cases for their department's or program's faculty in Interfolio/Facet RPT.

NOTE: Lead staff can choose to do this after Step 5 instead. This will allow them to skip Step 6, but will require all cases to be created in the business days immediately following the May 6 deadline for faculty to submit their activity reports (or in the business days immediately following the department/program deadline if it is earlier).

Step 4: Remind Faculty to Complete and Submit Activity Reports

On Tuesday, April 23, 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 Monday, May 6 (or by the department/program deadline if it is earlier).

Step 5: Faculty Submit Activity Reports

When **faculty** have completed entering their Summer 2023 – Spring 2024 information in the activity report in Faculty 180, they will submit the activity report.

Step 6: Lead Staff Regenerate Annual Review Reports

If **lead staff** created cases early, they will need to regenerate each faculty member's Faculty180 Vita "ECAS- Annual Review Report" in Interfolio/Facet RPT after May 6 (or after the department/program deadline if it is earlier).

Step 7: Chairs/Directors Complete Faculty Merit Evaluations

By **Tuesday, May 21**, **chairs and directors** complete faculty merit evaluations in Interfolio/Facet 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 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 8: Faculty Response and Acknowledgement

Faculty have until **Tuesday, May 28** to submit any response to their evaluation. Additionally, by **May 28** faculty should complete the "ECAS Annual Faculty Activity and Merit Evaluation Acknowledgement Form" in Interfolio/Facet RPT to acknowledge that they have received their evaluation. Instructions are available on the Office of Faculty website.

Step 9: Cases Forwarded to Dean's Office

On **May 29**, **lead staff** will forward complete merit evaluation cases to the Dean's Office within the Interfolio/Facet RPT system.

Step 10: Dean's Review

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

Step 11: Faculty Salaries Posted

On **Wednesday, June 12**, proposed department faculty salaries for 2024-2025 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 2024-2025 faculty salary sheet report will be sent when the report is available.

Step 12: Final Budgets and Salary Letters

In **mid-August 2024**, Faculty, Staff and Nonpersonnel 2024-2025 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 2024-2025 salary are distributed.