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 **Tuesday, April 30** (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 22, 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 April 30 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 Tuesday, April 30 (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 April 30 (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.