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MEMORANDUM

TO: Deans and Other Supervisors

FROM: Boris Baltés, Senior Vice Provost for Faculty Affairs and Academic Personnel

SUBJECT: Salary Review Program for Represented Faculty

DATE: January 27, 2025

This memorandum and its attachment provide procedures and guidelines for the evaluation phase for represented faculty members. Please note: this memorandum and the attached guidelines apply to the salary review of represented faculty only. Instructions and guidelines for represented academic staff will be issued separately.

1. The salary review process has undergone significant changes after the ratification of the 2024-27 AAUP collective bargaining agreement. Administrators should take extra care reviewing the new guidelines for faculty, specifically noting that ratings will now be given as satisfactory or less than satisfactory.
2. Performance evaluations need to be completed during April, May, and June, bearing in mind that faculty may not be available for committee work during the summer.
3. The evaluation period should end on such date as is convenient, given the realities of the evaluation process in your school or college. Make sure that faculty are notified of the period and that you are consistent from year to year (except as needed for adjusting the period), so that no month in the evaluation period is either overlooked or double-counted.

All departments and schools/colleges must utilize the standard, longitudinal report of Student Evaluations of Teaching. This report can be accessed by individual faculty, chairs, and deans from Academica:

Academica → Faculty Instructional Resources → Student Evaluation of Teaching Reports

The reports should contain results from Winter 2022 through Fall 2024.

4. No lists of eligible individuals are provided at this time; all current, represented faculty must be evaluated, subject to the eligibility statement in the guidelines. (The evaluation is in addition to, and separate from, the detailed written annual evaluation, per the WSU/AAUP-AFT Agreement [see Article XX.C.1 and 2], of a faculty member who is untenured.)
5. All faculty members should receive their unit committee ratings reflecting their review within ten (10) days of the committee's recommendations.
6. Upon the request of a faculty member receiving a score of less than satisfactory in any review category to the chair/director or similarly situated unit administrator, a meeting with that administrator will be held within ten (10) days to ascertain the reasons for the rating(s) and review recommendations, and resources available, including funds, for improvement.
7. There will be future correspondence with instructions for the data entry of ratings and promotional increases.

Attachment: 2025 Guidelines for Evaluation of Faculty