

Date: April 10, 2025

To: Melinda Smith
Chair, Faculty Council

From: Bharad Kannan
Chair, Committee on Responsibilities and Standing of Academic Faculty
Jennifer Martin
Vice Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **C.2.5 Evaluation of Performance of Faculty**

The Committee on Responsibilities and Standing of Academic Faculty submits the following:

MOVED, THAT SECTION C.2.5 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

C.2.5 Evaluation of Performance of Faculty *(last revised May 6, 2021)*

- a. Each department code shall include procedures for conducting performance reviews of faculty members as required in Section E.14. The code may establish concrete criteria for the various rankings within the evaluation, and the evaluator is expected to adhere to those criteria. Final decisions regarding the review rest with the evaluator and can be overridden only if it is determined that the evaluation was inappropriate through an official process such as an OEO investigation, a Title IX investigation, a Bullying investigation, or a Grievance Hearing.
- b. The evaluation of faculty members shall be based on qualitative and quantitative assessments of the faculty member's fulfillment of responsibilities to the University during the period of evaluation. This evaluation shall be based upon criteria for teaching and advising, research and other creative activity, and service and/or outreach clearly articulated in departmental codes. Although there are some reasonable expectations for performance that cut across disciplines, performance criteria may vary among disciplines within the University according to the mission of the department and standards for the field. Assessment of the quality of a faculty member's performance requires careful and critical review, necessarily involving judgments, and should never be reduced to purely quantitative measures.
- c. If the faculty member has significant duties outside of the faculty member's home department that are not a separate part of a multiple appointment as described in Section D.6.2 (e.g., a joint appointment with another department or significant service at the college or university level), then a written performance evaluation shall be requested from the supervisor for each of these duties. These external evaluations shall be taken into consideration for the performance review and when making decisions involving tenure, promotion, and merit salary increases.
- d. The department head shall hold an annual conference with each member of the departmental faculty as part of the evaluation. The faculty member shall be fully advised concerning the methods and criteria used in the evaluation, the results of the evaluation, and how the results will be utilized.

e. The evaluation shall be in writing. The faculty member shall be given the opportunity to append written comments to the evaluation. The evaluation shall be signed by the department head and by the faculty member, and the faculty member shall receive a copy of the evaluation.

f. Grievances between a faculty member and the department head that may arise from evaluation of performance or other personnel matters shall be acted upon in accordance with Section K.

g. Each department head shall develop procedures to solicit formal input from the tenured faculty members (or their duly elected committee) as the annual evaluation of non-tenured faculty members is prepared and prior to making recommendations for reappointments.

Rationale: These additions clarify issues that have arisen regarding annual evaluations.