# Resolution Related to Faculty Handbook and Annual Evaluations

Whereas the Faculty Handbook stipulates in III.E.4. “Annual Evaluation” that “The number of performance levels, the manner of determining these performance levels, the manner of determining overall performance and the annual evaluation appeal procedure shall be developed by the full-time faculty members of each academic unit, approved by the AUH, dean and the provost, and distributed to the faculty of the academic unit...”

Whereas some departments are not in compliance with this because changes have been made to evaluation policies without the approval of full-time faculty;

Be it resolved that each department develop annual evaluation guidelines in the absence of existing ones in accordance with III.E.4 paragraph 4 of the Faculty Handbook, below:

**III.E.4. Annual Evaluation**

The annual evaluation shall consider the performance of the faculty member both within and outside of the academic unit in the areas of teaching, scholarly achievement and professional qualifications, and professional service. Additionally, any aspects of a faculty member's conduct that impacts performance, positive or negative, should be addressed in these evaluations. The AUH will solicit input from appropriate individuals outside of the academic unit when the faculty member has assignments outside of the academic unit. The AUH may solicit information from the AUPAC according to academic unit procedures.

If an instructional faculty member's primary assignment is outside of an academic unit (e.g., in a center, institute, or administrative department), the person who performs the annual evaluation shall be the supervisor of the primary assignment, with input from any AUH where the faculty member teaches or has other responsibilities.

In each of the three performance areas, a faculty member shall be evaluated as excellent, satisfactory, or unsatisfactory. An academic unit may employ a scale using more than three levels of performance evaluation ratings but must do so in the framework of a rating scheme using excellent, satisfactory, or unsatisfactory. In addition to an evaluation in each of the three areas of performance, the faculty member's overall performance must be evaluated as acceptable or unacceptable." A factor in determining overall annual performance must be the relative weight associated with each of the areas of performance.

The number of performance levels, the manner of determining these performance levels, the manner of determining overall performance and the annual evaluation appeal procedure shall be ***developed by the full-time faculty members of each academic unit,*** approved by the AUH, dean and the provost, and distributed to the faculty of the academic unit. Existing evaluation guidelines may be modified by the AUPAC with the agreement of a majority of the academic unit's full-time faculty members, if the AUH, dean and provost approve of the modifications.