

### **5.1.1.2 Annual Reviews**

All faculty members (tenured, tenure-track, term, whether fulltime or part-time) will be evaluated annually (January 1 to December 31) for performance appraisal and development on the basis of their position responsibility statement (see FH section 3.4). The evaluation is based on scholarship and contributions in teaching, research/creative activities, extension/professional practice, and institutional service as indicated in each individual's position responsibility statement. Each faculty member's overall performance shall be evaluated as either satisfactory or unsatisfactory (see FH section 4.1.1). The annual evaluation will serve as a basis for determining merit salary increases.

The annual faculty evaluation process is the responsibility of the department chair. In some departments, the associate/assistant chair or a designated review committee has a role in the evaluation process. Department chairs will follow the annual evaluation process as outlined in their departmental governance document.

The departmental governance document shall specify the process by which the faculty member will provide evidence about his or her performance in the areas of his or her position responsibilities for the year under review. Failure by a faculty member to comply with that process will, except in extenuating circumstances, result in an unsatisfactory annual evaluation. For tenured faculty two consecutive unsatisfactory annual performance evaluations trigger a Post Tenure Review (FH Section 5.3.4), and for all faculty may also result in a charge of unacceptable performance as defined in the Faculty Conduct Policy (FH Section 7.2.2.5.1). Evaluation of faculty will be in accordance with their Position Responsibility Statement and their percentage of appointment.

The annual evaluation meeting between chair and faculty member provides an opportunity for an exchange of ideas of benefit to the individual and the department. The annual evaluation meeting includes a review of the faculty member's position responsibility statement and any action plans from the previous post-tenure review or annual performance evaluation.

The annual evaluation process is finalized in a written document that is prepared by the department chair and signed by both chair and faculty member. The report should include an evaluation of each area of the position responsibility statement as well as an overall summary assessment. It is the responsibility of the department chair to ensure that the evaluation is finalized in a timely manner and by the university deadline. The faculty member signs the evaluation as an acknowledgement of receipt, not as an endorsement of the evaluation.

A faculty member who disagrees with the evaluation may submit a written statement of concerns that will be appended to the evaluation. The faculty member may also appeal the evaluation through the established grievance procedures (FH section 9.1).

#### **5.1.1.2.1 Action Plan**

In the case of an unsatisfactory annual evaluation, the department chair, with the input of the faculty member, will develop an action plan to guide improved performance in accordance with the faculty member's position responsibility statement. The action plan must include the following elements: 1) a list of action items to be accomplished that are detailed, clear, and aligned with a timeline; 2) a specified date for a mid-term evaluation; and 3) a description of consequences if the action items are not completed by the designated timeline. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (FH Section 3.4.4).