

1. **Preparation for the APPR:** The department head manages the process of annual review of tenured and tenure-track faculty in a timely way to ensure compliance with all deadlines for submission of the review forms to the dean and chief academic officer. Colleges may establish their own calendars for the APPR process as long as they do not conflict with this handbook or the Faculty Evaluation Calendar, as published by the chief academic officer. In the event of a conflict, this handbook or the Faculty Evaluation Calendar governs.
 - a. **Adequate Notice to Tenured and Tenure-Track Faculty Members:** The department head will inform the departmental faculty of the schedule for the reviews, any materials that should be prepared and submitted for the reviews, and before the conference and the format to be used for submission of materials for the review, in each case as set forth in paragraph B.2. of this Part. The department head should schedule the annual review conference with each tenured and tenure-track faculty member at least two weeks in advance of the date of the conference to allow faculty adequate notice to prepare the required materials.
 - b. **Documents Prepared by the Faculty Member:** The faculty member prepares and submits the following documents in advance of the conference with the department head: ~~a written summary of work in teaching, research/scholarship/creative activity, and service. The summary includes work accomplished during the Evaluation Period. Except as otherwise noted at the end of this paragraph 2, it is suggested that each faculty member under review provide to the department head review materials which contain at least the following:~~
 - i. Summary of the past year's plans and goals developed at the previous year's annual review;
 - ii. ~~a summary of the faculty member's activities and accomplishments during the Evaluation Period in teaching, research/scholarship/creative activity, and service, in accordance with Section 3.8.1 of the *Faculty Handbook* (the "Faculty Activity Report"), the form and content of which shall be determined based on college and department bylaws;~~ A standardized faculty activity report, downloaded from the university's faculty activity reporting system, delineating activities in teaching, research/scholarship/creative activity, and service for the evaluation period.
 - iii. A list of specific plans and goals for the upcoming year;
 - iv. A current *curriculum vitae*; and
 - v. any documentation requested by the department head or required by departmental or collegiate bylaws that evidences the faculty member's activities during the evaluation period, which may include information supporting accomplishments in teaching, research/scholarship/creative activity, and service.

Collegiate or departmental bylaws may require that less extensive review materials be submitted by a tenured faculty member who (i) received an overall rating in his or her most recent annual review indicating that his or her performance meets, ~~or exceeds,~~ or far exceeds expectations for his or her rank and (ii) is not under an Enhanced Post-Tenure Performance Review, a Cumulative Performance Review (as described in section 3.8.5 of this handbook, Part V of this manual). A faculty member meeting the criteria set forth in clauses (i) and (ii) of the preceding sentence is in "Good Standing."

2. **The Department Head's Evaluation.** The faculty member and the department head have a scheduled conference (a) to discuss the faculty member's (i) goals for the previous year and (ii) accomplishments during the Evaluation Period and (b) to formulate goals for the faculty member for the coming year. The department head documents his or her review of each faculty member on the **online Faculty Annual Review System, Form** with attachments **if as** necessary.

The department head's **evaluation review and the Progress and Performance Narrative only shall will** rely on and include **only** documented and substantiated information available to the department head at the time of the review and **shall will** not be based on rumor or speculation. **The review will be** based on procedures and standards set forth in the *Faculty Handbook*, this **manual handbook** and **all applicable** ~~the departmental~~ bylaws.

~~**Preparation of the Annual Review Form.** The department head signs the **APPR**, Annual Review Form. The Annual Review Form **APPR** should include the components set forth below as applicable.~~

- a. **Assigning ratings for the faculty member's performance:** The department head indicates on the **Online Faculty Review System** whether the performance of the faculty member **for the entire evaluation period** far exceeds expectations for rank, exceeds expectations for rank, meets expectations for rank, falls short of meeting expectations for rank, or falls far short of meeting expectations for rank, based on previously established objectives for that faculty member and departmental bylaws (including the department's criteria for the various ratings at the different ranks). **The head assigns a rating for each category of effort and also assigns a rating for the faculty member's overall performance. The overall rating is not necessarily an average of the ratings for each category.**
- b. **Progress and Performance Narrative:** The department head writes a narrative describing and discussing the faculty member's progress on ~~his or her goals for the previous year's goals~~; the performance of the faculty member in the areas of teaching, research/scholarship/creative activity, and service during the **evaluation period**; ~~Evaluation Period, in each case, based on procedures and standards set forth in the *Faculty Handbook*, this manual, and the departmental bylaws~~ **The Progress and Performance Narrative also outlines and the goals for the faculty member for the coming year. and should include evidence, if any, of international and intercultural expertise or experience.**
 - i. **Exception to the requirement for a Progress and Performance Narrative:** The department head may, but is not required to, write a Progress and Performance Narrative for a faculty member in any year in which the faculty member is in Good Standing, unless (i) the faculty member requests that the department head write a Progress and Performance Narrative in that year or (ii) it has been three years since the department head has written a Progress and Performance Narrative for that faculty member. ~~In any year in which the department head does not write a Progress and Performance Narrative for a faculty member as permitted by the previous sentence, the department head shall attach to the Annual Review Form that faculty member's Faculty Activity Report.~~
- c. **Department head's signature:** Upon completing the APPR for an individual faculty member, the department head signs the review, at which point it is transmitted to the faculty member for his or her review.
- d. **Faculty member's review of the APPR and right to submit a written response:** The faculty member shall be allowed ~~two weeks~~ **14 days** from the date of receipt of the ~~finalized Annual Review Form from the department head~~ **notice that the department head has signed the APPR to review the APPR and submit any written response. The faculty member may**

~~prepare submit a written response to the Annual Review Form. The response should be uploaded to the Online Faculty Review System, where it will be accessible copied to the department head, the dean, and the chief academic officer. and the department head shall include it in the materials forwarded to the dean under paragraph 7 of this Part II.B. If the faculty member fails to upload a response within 14 days, she or he no response is received by the department head after two weeks from the date the faculty member receives the Annual Review Form from the department head, the faculty member relinquishes the right to respond.~~

- e. **Faculty member's signature. Reviewing and Signing the Annual Review Form.** ~~The department head signs the review. gives the Annual Review Form to the faculty member, who The faculty member signs the APPR.~~ The faculty member's signature indicates that he or she has read the review, ~~entire Annual Review Form,~~ but the signature does not necessarily imply agreement with the Progress and Performance Narrative, performance evaluation, or other contents.

3. **The Dean's Review of the APPR. Annual Review Form.**

- a. **Reviewing and signing the APPR. review forms.** The dean ~~or the dean's proxy~~ reviews the APPRs ~~Annual Review Forms~~ submitted by each department head and signs ~~them in the Online Faculty Review System, the Annual Review Forms,~~ indicating either concurrence with or dissent from the department head's rating of each faculty member.

- i. **Dissent from the department head's rating.** In cases where the dean does not concur with the department head's rating, the dean (i) assigns a different rating, indicating whether the performance of the faculty member far exceeds expectations for rank, exceeds expectations for rank, meets expectations for rank, falls short of meeting expectations for rank, or falls far short of meeting expectations for rank, based on previously established objectives for that faculty member and departmental bylaws (including the department's criteria for the various ratings at the different ranks), and (ii) prepares a written rationale summarizing the reasons for his or her dissent from the department head's rating. ~~The dean's rating and rationale is recorded in the Online Faculty Review System, where it is available to the faculty member, the department head, and the chief academic officer. Copies of the dean's rating and rationale must be forwarded to the faculty member and the department head~~

- b. **Faculty member's and department head's right to respond.** ~~Each of The faculty member and the department head each shall be allowed 14 days from the date of receipt of notice of the dean's final rating and rationale to has the right to submit a written response to the dean's rating or the accompanying rationale. Any responses should be uploaded to the Online Faculty Review System, where they will be accessible to all participants in the APPR. Any response by the faculty member should be copied to the dean and the department head, and the dean shall include it in the materials forwarded to the chief academic officer under subparagraph d. of this Part II.B.8. Similarly, any response by the department head should be copied to the dean and the faculty member, and the dean shall include it in the materials forwarded to the chief academic officer under subparagraph d. of this Part II.B.8. The faculty member and department head will be allowed two weeks from the date of receipt of the dean's rating and rationale to submit any written response. If no response is received after two weeks 14 days from the date of receipt of the dean's rating and rationale, the faculty member or and department head, as applicable, relinquishes relinquish the right to respond.~~

- 4. **Chief Academic Officer's Review of the APPR Annual Review Forms.** The chief academic officer ~~or the chief academic officer's proxy~~ reviews the APPR ~~Annual Review Forms,~~ indicates a final decision on the rating to be assigned to the faculty member (~~far exceeds expectations for rank,~~

exceeds expectations for his or her rank, meets expectations for his or her rank, falls short of meeting expectations for rank, or falls far short of meeting expectations for rank) needs improvement for his or her rank, unsatisfactory for his or her rank), and signs the APPRs in the Online Faculty Review System. Fully executed copies of the Annual Review Form will be returned to the faculty member, the department head, and the dean. In cases where the chief academic officer does not concur with the rating given by the dean, the chief academic officer (a) assigns a different rating, indicating whether the performance of the faculty member far exceeds expectations for rank, exceeds expectations for rank, meets expectations for his or her rank, falls short of meeting expectations for rank, or falls far short of meeting expectations for rank, based on previously established objectives for that faculty member and departmental bylaws (including the department's criteria for the various ratings at the different ranks), and (b) prepares a narrative summarizing the reasons for his or her dissent from the dean's rating. Copies of the chief academic officer's rating and narrative must be forwarded to the faculty member, the dean, and the department head have access to the chief academic officer's rating and rationale through the Online Faculty Review System.

5. **Fully Executed APPR and Faculty Member's Right to Appeal.** The chief academic officer's signature signals that the APPR is fully executed. Any required APPR Improvement Plan or EPPR are subsequent to the fully executed review. For rules governing the APPR Improvement Plan, see the appropriate appendix to this handbook. The faculty member's right to appeal the final APPR rating is described in section 3.8.3 of this handbook. Any appeals run concurrently with required APPR Improvement Plans or EPPR.

~~d. **Transmitting the Annual Review Forms.** The dean forwards the Annual Review Form for each faculty member, together with any attachments and any written responses received from the faculty member and the department head, to the chief academic officer by the deadline established in the Faculty Evaluation Calendar. In addition, the dean prepares a spreadsheet listing all faculty and the ratings for each (far exceeds expectations, exceeds expectations, meets expectations, falls short of expectations, falls far short of expectations), organized by academic department, and forwards the spreadsheet to the chief academic officer with the Annual Review Forms.~~