

**~~C. FOLLOW UP IN CASES OF RATINGS OF FALLS SHORT OF MEETING EXPECTATIONS FOR RANK OR FALLS FAR SHORT OF MEETING EXPECTATIONS FOR RANK~~**

1. **Development of Improvement Plan.** Faculty members who receive notice from the chief academic officer that they have received ratings of “falls short of meeting expectations for rank” on the Annual Performance and Planning Review (APPR) or “falls far short of meeting expectations for rank” must develop an APPR Improvement Plan unless the rating triggers an Enhanced Post-Tenure Performance Review. Within 30 days of receipt of the fully executed APPR, Annual Review Form (as described in 3.8.2.2 of this handbook Part H.B.9 of this manual) a plan of improvement and the faculty member must submit the plan to the department head. The faculty member has the responsibility of developing a written response for each area needing attention in the Annual Review Form, including the goals and benchmarks for improvement and the resources, if any, to be allocated for this purpose. ~~The faculty member will follow up on this plan at subsequent annual reviews.~~
  2. **Administrative Review of the Plan of Improvement.** The department head will review each APPR Improvement Plan ~~plan of improvement~~ developed and submitted by a faculty member ~~under this Part H.C.~~ The department head must approve the plan before forwarding it to the dean for approval. The dean must approve the plan before forwarding it to the chief academic officer for approval. The chief academic officer will notify the dean, department head, and faculty member of his or her approval of the plan. ~~The department head has primary responsibility for monitoring the progress of the faculty member in accordance with standards and procedures established in the departmental bylaws.~~
  3. **Following up on the Plan of Improvement.** ~~The department head has primary responsibility for monitoring the progress of the faculty member in accordance with standards and procedures established in departmental bylaws.~~
    - a. **Periodic Progress reports.** To permit the department head to monitor the progress of the faculty member, the faculty member should submit to the department head periodic updates on progress on the goals and benchmarks established in the improvement plan, in the form and at the times requested by the department head.
    - b. **Subsequent APPRs.** The first annual review following a review rating indicating that the faculty member’s performance ~~needs improvement or is unsatisfactory~~ falls short of expectations shall include a report that clearly describes progress in any area(s) that fall short of expectations. ~~needing improvement or noted as unsatisfactory.~~ The faculty member and the department head are responsible for reviewing the goals and benchmarks for improvement at the subsequent APPRs, until the faculty member returns to “good standing.”
- ~~b. **Cumulative Performance Review.** Cumulative performance reviews for tenured faculty are triggered by the rating from the annual review. A faculty member whose performance is found to fall far short of meeting expectations for rank in two out of five consecutive annual reviews or whose reviews in any three of five consecutive years indicate performance that falls short of meeting expectations for rank or falls far short of meeting expectations for rank shall undergo a cumulative performance review. This process is described in Part V of this manual.~~
- ~~3. **Rating of Unsatisfactory.** A faculty member who receives a rating of falls far short of meeting expectations for rank shall be ineligible for rewards.~~