

## **ANNUAL EVALUATION COURSE OF ACTION**

- I. Faculty member submits Faculty Self-Evaluation and supporting materials to Academic Unit Head. (A Faculty Self-Evaluation Form is located elsewhere on this site.)
- II. Academic Unit Head reviews Self-Evaluation and forwards to Peer Evaluation Committee. (A Peer-Evaluation Form is located elsewhere on this site.)
- III. Peer Evaluation Committee members independently complete an assessment and return signed evaluations and supporting materials to the Academic Unit Head.
- IV. Academic Unit Head reviews Faculty Self-Evaluations and supporting materials, peer evaluations, results of student evaluations, and prepares the tentative evaluation. (A Faculty Evaluation Form is located elsewhere on this site.)
  - A. Faculty shall have access to their peer evaluations and the Academic Unit Head's tentative evaluations before consultations.
  - B. Unit Head meets with each faculty member to discuss all issues relating to evaluation.
  - C. An opportunity is provided for faculty to submit written responses.
- V. Academic Unit Head forwards final evaluations and all supporting materials to the Provost and Vice Chancellor for Academic Affairs (VCAA).
  - A. Provost and VCAA reviews each evaluation and completes final assessment.
  - B. Provost and VCAA sends copy of final evaluation to each faculty member.
- VI. The Faculty Self-Evaluation, Peer, Student, Academic Unit Head, and Provost and VCAA's evaluations, and all written responses provided by the faculty to any of the evaluations, will be filed in each faculty member's permanent file.