



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: 633 Faculty Performance Evaluation and Feedback		
Existing Policy Number and Title: 633 Annual Faculty Reviews		
Approval Process*		
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
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*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

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POLICY APPROVAL PROCESS DATES	
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Policies and Procedures

POLICY TITLE	Faculty Performance Evaluation and Feedback	Policy Number	633
Section	Academics	Approval Date	
Subsection	Faculty	Effective Date	
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs		

1.0 PURPOSE

1 **1.1** To foster excellence in teaching and to support the University's educational mission, each
2 full-time faculty member at Utah Valley University is comprehensively evaluated on teaching,
3 scholarship/creative work, service, and compliance with policies and other written institutional
4 expectations as conveyed by supervisory authorities in accordance with UVU and the Utah
5 Board of Higher Education policies.

6 ~~1.1.2~~ This policy establishes types of non-disciplinary supervisor feedback that can be used
7 throughout the year, an annual goal-setting process, an annual review process, and processes for
8 clarifications and appeals. ~~post-tenure review in order to identify (1) areas of growth and~~
9 ~~development, (2) areas in need of improvement, and (3) procedures for clear communication~~
10 ~~about performance and potential resources.~~

2.0 REFERENCES

11 **2.1** Utah Board of Higher Education Policy R481 *Academic Freedom, Professional*
12 *Responsibility, Tenure, Termination, and Post-Tenure Review*

13 **2.2** UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*

14 **2.3** UVU Policy 641 *Salaried Faculty Workload—Academic Year*

15 **2.4** UVU Policy 648 *Faculty Personnel Reduction*

3.0 DEFINITIONS

16 **3.1 Academic year:** The Ffall and Sspring semesters combined.

17 **3.2 Annual review reporting period:** ~~The annual review reporting period is defined as summer,~~
18 ~~fall, and spring semesters, with summer being optional if a faculty member does not work during~~



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19 ~~the summer~~ The annual review reporting period begins the first day of summer term each year
20 and ends at the start of summer term the following year. Faculty who do not perform work for
21 the University during the summer will ~~only~~ report ~~only~~ on their work performed during the
22 academic year.

23 **3.3 Addendum:** ~~Optional documents that can be submitted as part of the annual review process~~
24 ~~by a faculty member or supervisor:~~

25 **3.3.1 Faculty addendum:** ~~A document submitted by the faculty member that provides~~
26 ~~additional information or explanation regarding their performance after seeing the supervisor's~~
27 ~~evaluation or after the annual review meeting.~~

28 **3.3.2 Supervisor addendum:** ~~A document submitted by the supervisor in response to a faculty~~
29 ~~addendum which indicates, at a minimum, whether the supervisor is making a change to their~~
30 ~~initial evaluation of the faculty member or to their initial feedback to the faculty member as a~~
31 ~~result of the faculty addendum.~~

32 **3.4 Annual goal setting process:** ~~An annual process in which (1) each faculty member creates~~
33 ~~goals for the annual review reporting period and (2) (3.2), (2) the rank, tenure, and promotion~~
34 ~~(RTP) committee optionally provides consultation, and (3) the supervisor provides guidance~~
35 ~~about the faculty member's goals.~~

36 **3.5 Annual goal-setting template:** ~~A template supplied by Academic Affairs that includes the~~
37 ~~minimum categories, information, and related content required of each faculty member and~~
38 ~~supervisor for use during the annual goal-setting process.~~

39 **3.6 Annual review meeting:** ~~The portion of the annual review process in which the faculty~~
40 ~~member and supervisor meet to discuss the faculty member's assessment of goal achievement~~
41 ~~and performance in the previous annual review reporting period and the supervisor's evaluation~~
42 ~~of performance and goal achievement performance in the previous annual review reporting~~
43 ~~period.~~

44 **3.7 Annual review process:** ~~An annual process in which (1) each faculty member provides a~~
45 ~~self-evaluation of their performance in the previous annual review reporting period; (2) the~~
46 ~~supervisor provides an evaluation of the faculty member's performance for that same period; and~~
47 ~~(3) the faculty member and supervisor meet to discuss the faculty member's performance and the~~
48 ~~supervisor's evaluation of that performance.~~

49 **3.8 Annual review performance areas:** ~~Faculty performance is evaluated for the following four~~
50 ~~areas: teaching, scholarship/creative work as applicable, service as applicable, and compliance.~~
51 ~~Expectations for a faculty member correspond to their formally and not formally tracked~~
52 ~~workload (UVU Policy 641).~~



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53 ~~3.93.3 Annual review rating scale: Faculty performance in each of the annual review~~
54 ~~performance areas is rated using one of four five ratings: *Improvement Required, Meets*~~
55 ~~*Expectations, Exceeds Expectations, and Significantly Exceeds Expectations* Does not meet~~
56 ~~expectations, Sometimes meets expectations, Meets expectations, Sometimes exceeds~~
57 ~~expectations, and Exceeds expectations.~~

58 ~~3.103.4 Annual review template: A template supplied by Academic Affairs that includes the~~
59 ~~minimum categories, information, and related content each faculty member and supervisor are~~
60 ~~required to provide for use during the annual review process.~~

61 ~~3.5 Compliance: Adherence to policies and other written institutional expectations as conveyed~~
62 ~~by supervisory authorities per UVU and USHE policies. (e.g., UVU policy 101 and USHE~~
63 ~~policy R481).~~

64 ~~Does not meet expectations: An annual review rating that is used when a faculty member must~~
65 ~~significantly improve their performance in order to meet the expectations of their job.~~

66 ~~Exceeds expectations: An annual review rating that is used when a faculty member regularly~~
67 ~~exceeds the expectations of their job and there are no areas of concern.~~

68 ~~3.113.6 Faculty addendum: An optional document submitted by the faculty member after the~~
69 ~~annual review meeting that asks questions about the supervisor's evaluation or that provides~~
70 ~~additional information or explanation regarding their performance.~~

71 ~~3.12 Faculty member: For the purposes of this policy, the terms *faculty* and *faculty member*~~
72 ~~mean an employee hired into a full-time, benefits-eligible faculty position, whether tenured,~~
73 ~~tenure-track, or non-tenure track (e.g., lecturer, appointment in residence, visiting~~
74 ~~faculty/scholar, or similar).~~

75 ~~Faculty self evaluation: The portion of the annual review process completed by the faculty~~
76 ~~member in which they evaluate their goal achievement and performance in the previous annual~~
77 ~~review reporting period.~~

78 ~~Guidance: A non-disciplinary type of feedback to faculty about how they can develop and~~
79 ~~improve professionally or, if they are already performing at an acceptable or high level, how they~~
80 ~~can maintain or enhance that level of performance~~

81 ~~3.133.7 Meets expectations: An annual review rating that is used when a faculty member~~
82 ~~consistently meets the expectations of their job and there are no areas of concern.~~

83 ~~3.143.8 Notice of improvement needed (NOIN): A document developed by a faculty member~~
84 ~~and their supervisor when the supervisor becomes aware of a minor or first-time performance~~
85 ~~issue. A non-disciplinary type of feedback regarding a minor or first-time performance issue that~~
86 ~~includes a plan developed by a faculty member and their supervisor when the supervisor~~



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87 ~~becomes aware of a minor or first-time performance issue for which a NOIN would be~~
88 ~~appropriate.~~

89 **3.15 Performance:** The faculty member's actions in the areas of teaching, scholarly/creative
90 work as applicable, service as applicable, and compliance with policies and other written
91 institutional expectations as conveyed by supervisory authorities.

92 ~~3.163.9 Post-tenure review: For tenured faculty, the annual review constitutes post-tenure~~
93 ~~review and is conducted yearly~~

94 ~~3.173.10 Professional Improvement Plan (PIP): A document developed by a faculty member~~
95 ~~and their supervisor when the supervisor becomes aware of a more serious or repeated minor~~
96 ~~performance issue. A non-disciplinary type of feedback regarding a more serious or repeated~~
97 ~~minor performance issue that includes a plan developed by a faculty member and their~~
98 ~~supervisor. when the supervisor becomes aware of a more serious or repeated minor~~
99 ~~performance issue for which a PIP would be appropriate.~~

100 **3.183.11 Retention, Tenure, and Promotion (RTP) criteria:** Program/department criteria that
101 establish expectations for teaching, scholarship/creative work, and service for the purposes of
102 retention, tenure, and promotion.

103 **3.12 Second-level supervisor:** For a faculty member, the second-level supervisor is the dean or
104 associate dean. For a department chair, the second-level supervisor is the Provost.

105 **3.19 Self-evaluation:** The portion of the annual review process completed by the faculty
106 member in which they evaluate their performance in the previous annual review reporting period.

107 ~~3.20 Exceeds expectations: An annual review rating that is used when a faculty member has~~
108 ~~consistently exceeded all expectations of their job by a significant margin and there are no areas~~
109 ~~of concern.~~

110 3.13

111 ~~3.21 Sometimes exceeds expectations: An annual review rating that is used when a faculty~~
112 ~~member sometimes exceeds the expectations of their job and there are no areas of concern.~~

113 ~~3.22 Sometimes meets expectations: An annual review rating that is used when a faculty~~
114 ~~member must improve their performance in order to meet the expectations of doing their job.~~

115 **3.14 Supervisor:** The direct or first-level supervisor of a faculty member. For most faculty, the
116 supervisor is the department chair. ~~In cases where~~If the faculty member is a department chair or
117 was a department chair during the previous year, the dean or associate dean is the supervisor ~~is~~
118 ~~the dean or associate dean~~for the purpose of conducting the annual reviews.



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119 3.233.15 Supervisor addendum: A document submitted by the supervisor in response to a
120 faculty addendum which indicates whether the supervisor is making a change to their evaluation
121 of the faculty member as a result of the faculty addendum.

122 **Supervisor evaluation:** The portion of the annual review process completed by the supervisor in
123 which they evaluate the performance of the faculty member in the previous annual review
124 reporting period.

125 ~~3.243.16 Supervisor feedback types: Supervisors can use three types of non-disciplinary~~
126 ~~feedback for faculty members: guidance, notice of improvement needed (NOIN), and~~
127 ~~professional improvement plan (PIP).~~

4.0 POLICY

128 4.1 Policy Statement and Scope

129 4.1.1 This policy establishes the following:

130 4.1.1.1 Types of non-disciplinary supervisor feedback that ~~occur during~~ can occur throughout the
131 year and during the annual review process ~~and throughout the year;~~

132 4.1.1.2 An annual goal-setting process that facilitates yearly faculty planning and supervisor
133 guidance about those plans;

134 4.1.1.3 An annual review process in which the faculty member and supervisor formally evaluate
135 faculty performance from the previous year in the areas of teaching, scholarship/creative work as
136 applicable, service as applicable, and compliance with policies and other written institutional
137 expectations conveyed by supervisory authorities; and

138 4.1.1.4 ~~For tenured faculty, the annual review constitutes post-tenure review and is conducted~~
139 ~~yearly~~ Processes for clarifications and appeals.

140 4.2 Supervisor Feedback Levels

141 4.2.1 Supervisors may use three levels of non-disciplinary feedback for faculty members:
142 guidance, notice of improvement needed (NOIN), and professional improvement plan (PIP).
143 ~~Supervisors must document, in writing, non-disciplinary feedback.~~

144 4.2.1.1 *Guidance* is provided to faculty about how they can develop and improve professionally
145 or, if they are already performing at an acceptable or high level, how they can maintain or
146 enhance that level of performance. Supervisors must document guidance given as part of the
147 annual goal-setting process.



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148 **4.2.1.2** *Notice of Improvement Needed* is used when a supervisor becomes aware of a minor or
149 first-time performance issue for which a NOIN would be appropriate.

150 **4.2.1.3** *Professional Improvement Plan* is used when a supervisor becomes aware of a more
151 serious or repeated minor performance issue for which a PIP would be appropriate.

152

Policy Office Draft



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153 4.3 Annual Goal Setting Requirements

154 ~~4.3.1 Annually, faculty members will create goals for the annual review reporting period. Faculty~~
155 ~~members who have an appointment to two departments must submit their goals to both~~
156 ~~supervisors. Faculty members create goals once a year for the upcoming annual review reporting~~
157 ~~period.~~

158 ~~4.3.2 Recognizing that the standards for annual goals and annual reviews are derived from the~~
159 ~~RTP criteria, goals created for the areas of teaching, scholarship/creative work as applicable, and~~
160 ~~service as applicable should be based on the department/program RTP criteria and should reflect~~
161 ~~what might reasonably be accomplished in a single year. Additionally, faculty goals should be~~
162 ~~based on the university's expectations for compliance and feedback from the faculty member's~~
163 ~~supervisor, peers, students, and others with knowledge of the faculty member's performance.~~
164 ~~Faculty should set goals that will help them meet expectations and pursue meaningful activities~~
165 ~~and opportunities during the annual review reporting period. Goals should focus on high-stakes~~
166 ~~and high-level accomplishments that the faculty member intends to achieve. A strong starting~~
167 ~~point for defining high-stakes goals are the departmental RTP criteria and UVU policies.~~

169 ~~4.3.3 Goals should be set so that faculty members may reasonably meet expectations and pursue~~
170 ~~meaningful activities and opportunities during the annual review reporting period. Goals are not~~
171 ~~expected to be comprehensive and may be modified during the year as needs change and~~
172 ~~opportunities arise. Goal modification should be done collaboratively between the faculty~~
173 ~~member and supervisor and shall be documented. Consistent with the principles established in~~
174 ~~UVU Policy 641, expectations of a faculty member's performance correspond to their formally~~
175 ~~tracked workload and not formally tracked workload. Goals should be set accordingly. Goals~~
176 ~~should also reflect incorporate feedback from supervisor, peers, students, and others with~~
177 ~~knowledge of the faculty member's performance. Goals may be modified during the year as~~
178 ~~needs change and opportunities arise. Faculty members may consult with their mentor,~~
179 ~~immediate supervisor, mentor, and the department RTP committee as they develop their annuale~~
180 ~~goals. for which they are accountable.~~

181 ~~4.3.4 Faculty may consult with their supervisor, mentor, and the department RTP committee for~~
182 ~~feedback if desired, but ultimately, the faculty member is responsible for the goals they submit.~~
183 ~~A supervisor is not accountable for the goals set by a faculty member other than for reviewing~~
184 ~~and providing guidance. If a faculty member holds administrative, professional, or other unique~~
185 ~~assignments during the annual review reporting period, those assignments should be included in~~
186 ~~their goals. Faculty members who have an appointment to two departments must submit their~~
187 ~~goals to both supervisors.~~

188
189 ~~4.3.5 Supervisors are required to must review and provide guidance regarding faculty member~~
190 ~~goals. When a faculty member modifies their goals, the supervisor will again be able to review~~
191 ~~and provide guidance on the modified goals. Supervisors willare not be held responsible for the~~



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192 goals set by faculty ~~members.~~ ~~Should a faculty member set goals that will not help them meet~~
193 ~~expectations, the supervisor is not accountable but does need to provide guidance about the~~
194 ~~faculty member's goals.~~

195 4.3.6 Faculty members will not be held responsible for their supervisor's failure to offer
196 guidance on their goals, provided that the faculty member submitted their goals on time.

197 4.4 Annual Goal-Setting Template

198 4.4.1 Academic Affairs creates and maintains t~~The annual goal-setting template is established,~~
199 ~~maintained, and annually provided by Academic Affairs. A~~It contains, at a minimum, a place for
200 faculty members to set goals for teaching, scholarship/creative work as applicable, service as
201 applicable, and compliance, and a place for the supervisor to provide guidance regarding those
202 goals, it contains the following: (1) a place for faculty members to set goals for teaching,
203 scholarship/creative work as applicable, service as applicable, and compliance; (2) a place for
204 the supervisor to provide guidance regarding those goals; (3) a place for faculty members to
205 modify their goals during the annual review reporting period, if necessary; and (4) a place for
206 the supervisor to provide guidance regarding modified goals. Supervisors and faculty members
207 must use the annual goal-setting template. ~~Use of the annual goal-setting template is required.~~

208 4.4.2 T~~The Faculty Senate, Academic Affairs Council, and relevant technological support staff~~
209 ~~shall be given the opportunity to provide input on the goal template each time~~ substantive
210 ~~revisions are considered by Academic Affairs~~ Academic Affairs considers revisions.

211 4.4.2

212 ~~4.4.3 Each faculty member must submit their goals by the established deadline using the goal~~
213 ~~template and the supervisor must provide their guidance using the goal template.~~

214 ~~4.4.4 Faculty members shall will not be held responsible for their supervisor's failure if their~~
215 ~~supervisor fails to provide guidance on their goals that if the faculty member submitted their~~
216 ~~goals on time.~~

217 4.5 Annual Review Requirements

218 4.5.1 Faculty members must provide a self-evaluation of their goal achievement and
219 performance in the previous annual review reporting period. The self-evaluation includes a
220 written component and a rating for the areas of teaching, scholarship/creative work as applicable,
221 service as applicable, and compliance Consistent with the principles established in UVU Policy
222 641 Salaried Faculty Workload—Academic Year, expectations of a faculty member's
223 performance correspond to their formally tracked workload and not formally tracked workload.

224



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225 ~~4.5.1 Faculty members must provide a self-evaluation of their performance in the previous~~
226 ~~annual review reporting period. The self-evaluation includes a written component and a rating~~
227 ~~for each of the annual review performance areas.~~

228 ~~4.5.2 If a faculty member holds administrative, professional, or other unique assignments during~~
229 ~~the annual review reporting period, those assignments shall be included in the self-evaluation.~~
230 ~~Faculty members who have an appointment to two departments must submit their self-evaluation~~
231 ~~to both supervisors.~~

232 ~~Consistent with the principles established in UVU Policy 641, expectations of a faculty~~
233 ~~member's performance will correspond to their formally tracked instructional credit hour~~
234 ~~equivalents (ICHE), academic credit hour equivalents (ACHE), and governance credit hour~~
235 ~~equivalents (GCHE) and not formally tracked workload. Supervisors must provide a supervisor~~
236 ~~evaluation of faculty performance in the previous annual review reporting period. The supervisor~~
237 ~~evaluation includes a written component and a rating for each of the annual review performance~~
238 ~~areas.~~

239 ~~The supervisor and faculty member must meet to discuss the faculty member's performance in~~
240 ~~the previous year and their respective evaluations of the performance. This meeting should be in-~~
241 ~~person under normal circumstances. If special consideration is necessary for extenuating~~
242 ~~circumstances, such arrangements should be negotiated between faculty and supervisor in~~
243 ~~advance.~~

244 ~~Faculty will not be held responsible for their supervisor's failure to complete the supervisor~~
245 ~~evaluation or conduct the annual review meeting if the faculty member submitted their self-~~
246 ~~evaluation on time and made themselves available for a meeting with the supervisor.~~

247 ~~4.5.2. –For tenured faculty, the annual review constitutes post-tenure review and is conducted~~
248 ~~yearly in accordance with the Utah System of Higher Education Policy R481.;~~

249 ~~4.5.3 Second-level supervisors sign off on annual reviews before they are finalized and can~~
250 ~~provide written comments if desired.~~

251 ~~4.5.3 The standards for~~ At a minimum, an annual review must address the following: ~~evaluation~~
252 ~~are~~ (1) the expectations ~~established by the department~~ inferred from department/program RTP
253 ~~criteria for teaching, scholarship/creative work as applicable, and service as applicable,~~ but
254 ~~reflecting what might reasonably be accomplished in a single year in light of the faculty~~
255 ~~member's workload;~~ (2) compliance with policies and other written institutional expectations
256 conveyed by supervisory authorities, and (3) the details specified in a NOIN or PIP, when such
257 exist. ~~The supervisor is not expected to make findings or conclusions regarding faculty member~~
258 ~~compliance with policies and other written institutional expectations outside their purview. In~~
259 ~~these cases, the supervisor will rely on information from the appropriate office.~~

260 ~~4.5.4~~



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261 ~~4.5.5-~~

262 4.5.6 The supervisor is not expected to make findings or conclusions regarding faculty member
263 compliance with policies and other written institutional expectations outside their purview. In
264 these cases, the supervisor will rely on information from the appropriate office.

265 4.5.4

266 4.5.5 Faculty will not be held responsible for their supervisor's failure to complete the supervisor
267 evaluation or conduct the annual review meeting, provided the faculty member submitted their
268 self-evaluation on time and made themselves available for a meeting with the supervisor. At the
269 discretion of the dean, a college/school may elect to use an annual review rubric as a supplement
270 to department/program RTP criteria to (1) make more explicit the criteria by which faculty will
271 be evaluated in their annual reviews and (2) ensure equality and fairness in the evaluation of
272 faculty members across the college. If a dean does not choose to use an annual review rubric for
273 the college/school, departments, at the discretion of the department chair and faculty and in
274 cooperation with the dean, determine the use of an annual review rubric as a supplement to the
275 department/program RTP criteria. Annual review rubrics should be based on and consistent with
276 relevant RTP criteria and must be compatible with the annual review template.

277 4.5.6 When the supervisor is a department chair, they may delegate preparation of the supervisor
278 evaluation of faculty to an associate or assistant chair or to the faculty member's program
279 coordinator. When the supervisor is a dean, they may delegate preparation of the written
280 supervisor evaluation of faculty to an associate or assistant dean.

281 4.5.7 The supervisor and faculty member must meet to discuss the faculty member's
282 performance in the previous year and their respective evaluations of the performance. A
283 supervisor cannot delegate the annual review meeting. The individual who prepared the
284 evaluation should attend the meeting if the supervisor delegated that responsibility. Either the
285 faculty member or the supervisor may request that Human Resources or Faculty Relations attend
286 the meeting as support or document the proceedings of the meeting. This meeting should be in-
287 person under normal circumstances. If special consideration is necessary for extenuating
288 circumstances, such arrangements should be negotiated between faculty and supervisor in
289 advance.

290 4.5.8 The annual review is included in the faculty personnel file.

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293 ~~4.5.7~~

294 4.6 Annual Review Rating Scale

295 4.6.1 Faculty performance in each of the annual review performance areas (teaching,
296 scholarship/creative work, service, and compliance) is rated using one of ~~four categories~~ five
297 ratings:

298 ~~4.6.1.1 Improvement Required, which is used when a faculty member must improve their~~
299 ~~performance in order to meet the expectations of their job. Faculty members who are working~~
300 ~~under the terms of a PIP or who are in the process of establishing a PIP must be given an~~
301 ~~Improvement Required rating until they successfully complete the PIP. A faculty member who is~~
302 ~~working under the terms of a PIP must be given a rating of Improvement Required for that area~~
303 ~~regardless of other aspects of their performance.~~

304 ~~4.6.1.2 Meets Expectations, which is used when a faculty member consistently meets established~~
305 ~~expectations in the essential areas of responsibility and there are few, if any, areas of minor~~
306 ~~concern. This rating is used when a faculty member is exceeding expectations in some areas, but~~
307 ~~not to the extent needed to receive an Exceeds Expectations rating. Faculty members who are~~
308 ~~working under the terms of a NOIN or who are in the process of establishing a NOIN must be~~
309 ~~given a Meets Expectations rating until the NOIN has been successfully completed. Consistent~~
310 ~~with UVU practice, non-tenure track faculty members generally have no ACHE or GCHE and~~
311 ~~will receive a Meets Expectations rating provided they are staying current in their field and~~
312 ~~participating in department meetings, etc.~~

313 ~~4.6.1.3 Exceeds Expectations, which is used when a faculty member has met all expectations of~~
314 ~~their job and, more often than not, exceeded those expectations. Faculty members who are~~
315 ~~working under the terms of a NOIN cannot receive an Exceeds Expectations performance rating~~
316 ~~for their annual review; and~~

317 ~~4.6.1.4~~ 4.6.1.1 Significantly Exceeds Expectations, which is used when a faculty member has
318 consistently exceeded all expectations of their job by a significant margin. Faculty members who
319 are working under the terms of a NOIN cannot receive a Significantly Exceeds Expectations
320 performance rating for their annual review. ~~4.6.1.1~~ Does Not Meet Expectations, which is used
321 when a faculty member must significantly improve their performance to meet the expectations of
322 their job. Faculty members whose performance warrants a PIP during any portion of an annual
323 review period or who have a PIP during any portion of the annual review period must be given a
324 Does Not Meet Expectations rating for the relevant area(s).

325 ~~4.6.1.5~~ 4.6.1.2 Sometimes Meets Expectations, which is used when a faculty member must
326 improve their performance in order to meet the expectations of their job. ~~4.6.1.2~~ Faculty members
327 whose performance warrants a NOIN during any portion of an annual review period or who have



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328 a NOIN during any portion of the annual review period must be given a maximum rating of
329 Mostly/Sometimes Meets Expectations rating for the relevant area(s).

330 4.6.1.64.6.1.3 ~~4.6.1.3~~ Meets Expectations, which is used when a faculty member consistently
331 meets the expectations of their job and there are no areas of concern. Meets Expectations is a
332 positive evaluation. It means that a faculty member is doing their job and contributing to the
333 university. Most faculty members at the University will receive a rating of Meets Expectations.

334 4.6.1.74.6.1.4 ~~4.6.1.4~~ Sometimes Exceeds Expectations, which is used when a faculty member
335 regularly exceeds the expectations of their job and there are no areas of concern.

336 4.6.1.84.6.1.5 ~~4.6.1.5~~ Exceeds Expectations, which is used when a faculty member has
337 consistently exceeded all expectations of their job by a significant margin and there are no areas
338 of concern. This rating is reserved for an ~~even~~ smaller minority of faculty and is used to highlight
339 truly exceptional faculty performance.

340 **4.7 Faculty Annual Review Template and Rubric**

341 4.7.1 Academic Affairs creates and maintains Academic Affairs establishes, maintains, and
342 provides annually the faculty annual review template. The annual review template ~~t~~The faculty
343 annual review template is created and maintained by Academic Affairs. At a minimum, it~~t~~
344 contains the following: ~~;~~at a minimum, places for (1) a place for a faculty member's self-
345 evaluation of their teaching, scholarship/creative work as applicable, service as applicable, and
346 compliance~~;~~ (2) a place for the supervisor's evaluation of the same~~;~~ and (3) addenda. Both the
347 faculty member and the supervisor portions of the template will have a place for written
348 comments and a rating. ~~;~~ (3) a place for addenda if needed~~;~~ (4) a place for the second-level
349 supervisor to sign off and provide written comments, if desired~~;~~ and (5) a place for additional
350 review if needed. Use of the annual review template is required. Supervisors and faculty
351 members must use the annual review template.

352
353 4.7.2 The Faculty Senate, Academic Affairs Council, and relevant technological support staff
354 shall be given the opportunity to provide input on the annual review template each time
355 Academic Affairs ~~proposes substantive revisions.~~ considers revisions.

356 4.7.1 ~~At the discretion of the dean, a college/school may elect to use an annual review rubric as a~~
357 supplement to department/program RTP criteria to (1) make more explicit the criteria by which
358 faculty will be evaluated in their annual reviews and (2) ensure equality and fairness in the
359 evaluation of faculty members across the college. If a dean does not choose to use an annual
360 review rubric for the college/school, then departments, at the discretion of the department chair
361 and faculty and in cooperation with the dean, may elect to use an annual review rubric as a
362 supplement to the department/program RTP criteria. Annual review rubrics should be based on



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363 [and consistent with relevant RTP criteria and must be compatible with the annual review](#)
364 [template.](#)

365 ~~4.7.2 Faculty shall use the annual review template for self-evaluations; supervisors must use it~~
366 ~~for their evaluations of faculty.~~

367 ~~4.8 Non-Compliance with Annual Review Process~~

368 ~~4.8.1 A faculty member who fails to submit a self-evaluation by the deadline or who fails to meet~~
369 ~~with their supervisor will receive an *Improvement Required* rating and will need to establish a~~
370 ~~PIP with their supervisor.~~

371 ~~4.8.2 A supervisor who fails to complete a supervisor evaluation of faculty by the deadline or~~
372 ~~who fails to meet with a faculty member will receive an *Improvement Required* rating in their~~
373 ~~own annual review process and will need to establish a PIP with their supervisor.~~

374 ~~4.8.3 Faculty shall not be held responsible for their supervisor's failure to complete the~~
375 ~~supervisor evaluation or conduct the annual review meeting if the faculty member submitted~~
376 ~~their self-evaluation on time and can provide documentation of having made themselves~~
377 ~~available for a meeting with the supervisor.~~

378 ~~4.9 Addendums and Additional Review~~

379 ~~4.9.1 [Annual reviews may be clarified via addendums and appealed via an additional review.](#)~~

380 ~~4.9.1.1 [If a faculty member would like to ask questions about the supervisor's evaluation or](#)~~
381 ~~[provide additional information or explanation regarding their performance, they may do so at any](#)~~
382 ~~[time before or during the annual review meeting. If a faculty member would still like to ask](#)~~
383 ~~[questions or provide additional information or explanation after the annual review meeting, they](#)~~
384 ~~[may do so via a faculty addendum. If a faculty member submits an addendum, the supervisor](#)~~
385 ~~[must also submit an addendum. The supervisor addendum must contain, at a minimum, a](#)~~
386 ~~[statement of whether the supervisor changes anything about their evaluation of the faculty](#)~~
387 ~~[member as a result of the faculty addendum.](#)~~

388 ~~4.9.1.2 [If a faculty member has completed the addendum process and believes that there is \(1\) an](#)~~
389 ~~[error of fact in their annual review or \(2\) an evaluation that is inconsistent with the RTP criteria](#)~~
390 ~~[or the annual review rubric \(if one is in use\), the faculty member can request an appeal review by](#)~~
391 ~~[an ad hoc committee made by the Faculty Senate president in cooperation with Academic Affairs](#)~~
392 ~~[and the applicable Dean's office. Decisions in appeal reviews will be based on the evidence of](#)~~
393 ~~[the case and consideration of both the interests of the faculty member and the institution. The](#)~~
394 ~~[potential outcomes of an appeal review in these cases are to have the supervisor evaluation and](#)~~
395 ~~[addendum revised or maintained as is. The outcome arrived at through the process of appeal](#)~~
396 ~~[review is final.](#)~~



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397 ~~4.9.2 A NOIN or PIP may be appealed via additional review.~~

398 ~~4.7.3~~

399 ~~If a faculty member believes that there is (1) an error of fact in their NOIN or PIP or (2) an~~
400 ~~expectation that is inconsistent with the established departmental RTP criteria, policies, or the~~
401 ~~annual review rubric, the faculty member can request an appeal review by an ad hoc committee~~
402 ~~made by the Faculty Senate president in cooperation with Academic Affairs and the applicable~~
403 ~~Dean's office. Decisions in appeal reviews will be based on the evidence of the case and~~
404 ~~consideration of both the interests of the faculty member and the institution. The potential~~
405 ~~outcomes of an appeal review in these cases are to have the NOIN or PIP retracted, revised, or~~
406 ~~maintained as is. The outcome arrived at through the process of appeal review is final.~~

407 ~~4.9.3 If a faculty member would like to provide additional information or explanation after~~
408 ~~seeing the supervisor's evaluation or after the annual review meeting, they may do so via a~~
409 ~~faculty addendum. If a faculty member submits an addendum, the supervisor must also submit an~~
410 ~~addendum. The supervisor addendum must contain, at a minimum, a statement of whether the~~
411 ~~supervisor changes anything about their initial evaluation of the faculty member or changes~~
412 ~~anything about their initial feedback to the faculty member as a result of the faculty addendum.~~

413 ~~4.9.4 If a faculty member believes that there is (1) an error of fact in documents provided by the~~
414 ~~supervisor, (2) an expectation that is inconsistent with RTP criteria and the university's standards~~
415 ~~of compliance, or (3) an annual review rating that is inconsistent with their level of performance,~~
416 ~~the faculty member can request an additional review by a party assigned by the Provost's Office~~
417 ~~and Faculty Senate President. In these cases, the party assigned to conduct an additional review~~
418 ~~will make a decision on the issue that considers both the interests of the faculty member and the~~
419 ~~institution.~~

420 ~~4.9.5 The potential outcomes of an additional review for~~

421 ~~4.9.5.1 A NOIN or PIP are to have the contested document retracted, revised, or maintained as~~
422 ~~is, and~~

423 ~~4.9.5.2 An annual review are to have the supervisor review and addendum revised or maintained~~
424 ~~as is.~~

425 ~~4.9.6 The outcome made through the process of additional review is final.~~

426 ~~This policy does not apply to any complaints or appeals alleging or related to protected class~~
427 ~~discrimination, harassment or retaliation defined in and prohibited by UVU Policy 162 Title IX~~
428 ~~Sexual Harassment and UVU Policy 165 Discrimination, Harassment, and Affirmative Action.~~
429 ~~Any such claims related to annual review are subject to the procedures set forth in the applicable~~
430 ~~policy.~~



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5.0 PROCEDURES

431 5.1 Guidance Procedures and Timeline

432 ~~5.1.1 Recognizing that most faculty are performing their jobs well and sufficiently documenting~~
433 ~~their own performance, supervisors have flexibility in the method of documentation, content of~~
434 ~~guidance, and timelines for guidance except for guidance that is part of the annual goal-setting~~
435 ~~process.~~

436 ~~5.1.1 Supervisors must give each faculty member guidance at least once a year during the annual~~
437 ~~goal-setting process. In addition, supervisors may also provide guidance during the annual~~
438 ~~review process and at other times throughout the year. Guidance can also be given during~~
439 ~~onboarding and when mentoring a faculty member. Supervisors must give each faculty member~~
440 ~~guidance at least once a year during the annual goal-setting process. Guidance can be given~~
441 ~~during onboarding, and when mentoring a faculty member, and at other times throughout the~~
442 ~~year.~~

443 ~~Second level supervisors sign off on annual reviews before they are finalized and can provide~~
444 ~~written comments if desired.~~

445 ~~5.1.2~~

446 5.2 NOIN and PIP Procedures and Timeline s and Timeline

447 5.2.1 When a faculty member falls short in performance on a minor or first-time issue (NOIN) or
448 a more serious or repeated issue (PIP), the supervisor will inform them of the issue and begin the
449 process of developing a NOIN or PIP with them to help them improve. The supervisor will
450 inform the faculty member as soon as they become aware of an issue, regardless of whether the
451 issue arises during the year or during the annual review process.

452
453 5.2.2 When a supervisor develops a NOIN or PIP with a faculty member, they are responsible for
454 (1) clearly indicating ~~clearly~~ how the faculty member is not meeting expectations; (2) ~~setting~~
455 ~~goals with the faculty member to help them understand and meet expectations; establishing a~~
456 ~~plan with the faculty member to help them meet expectations;~~ (3) offering reasonable resources
457 or training for the faculty member if needed and consistent with established practices; (4) setting
458 a timeline by which the faculty member must meet expectations that is as short as feasible but no
459 longer than 12 months from the time the NOIN or PIP is finalized; and (5) identifying how the
460 faculty member's performance will be documented for the duration of the NOIN or PIP.

461
462 5.2.3 After a supervisor informs a faculty member of an issue that warrants a NOIN or PIP, a the
463 collaborative process begins between the faculty member and the supervisor to develop the
464 NOIN or PIP, ~~which follows this timeline.:~~ If a faculty member is not collaborative or
465 responsive, the supervisor can develop the NOIN or PIP and issue it as a directive.
466



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467 5.2.4 NOINs and PIPs, when they exist, are included in the faculty personnel file and must be
468 included in the annual review for the annual review period during which they were in effect.

469 5.2.5 When developing a NOIN or PIP, supervisors and faculty members should respond
470 substantively to the other within two business days to ensure timely resolution.

<u>NOIN and PIP Timeline</u>	
<u>NOIN – Total time to develop</u>	<u>20 business days</u>
<u>PIP – Total time to develop</u>	<u>40 business days</u>

471 5.3 NOIN or PIP Appeal Timeline

472 5.3.1 A NOIN or PIP may be appealed via additional review.

473 5.3.2 If a faculty member requests an additional review at the conclusion of the process of
474 developing the NOIN or PIP, an ad hoc committee will complete an ~~ad hoc committee will be~~
475 ~~created by the Faculty Senate president in cooperation with Academic Affairs and the applicable~~
476 ~~Dean’s office. An evaluation appeal. would be completed by an ad hoc committee. The~~
477 ~~committee’s and their recommendation would~~ is then sent to the faculty member’s 2nd-second-
478 ~~level supervisor to to make the final decision. The outcome arrived at through this process of~~
479 ~~additional review is final. –Both the ad hoc appeal report and the recommendation would ill be~~
480 ~~kept in the annual review file.~~

481
482 If a faculty member requests an additional review at the conclusion of the process of developing
483 the NOIN or PIP, the Provost and Faculty Senate President must select a party within 10
484 business days. The party must render their decision within 10 business days of being selected. If
485 the ad hoc committee determines that ~~there are to be changes~~ are to be made to the NOIN or PIP,
486 the supervisor has 10 business days to ~~must~~ complete the changes.

487 5.3.3

<u>NOIN or PIP Appeal Timeline</u>	
<u>The ad hoc committee must render their decision</u>	<u>20 business days</u>
<u>If there are to be changes to the NOIN or PIP, the changes must be made</u>	<u>10 business days</u>

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<u>NOIN and PIP Timeline</u>	
<u>Each party should be committed to responding substantively to the other within two business days to ensure timely resolution</u>	
<u>NOIN—Total time to develop</u>	<u>20 business days</u>
<u>PIP—Total time to develop</u>	<u>40 business days</u>

491

<u>NOIN or PIP Appeal Timeline</u>	
<u>If a faculty member requests an additional review at the conclusion of the process of developing the NOIN or PIP</u>	
<u>The ad hoc committee made by the Faculty Senate president in cooperation with Academic Affairs and the applicable Dean's office must render their decision</u>	<u>20 business days</u>
<u>If there are to be changes to the NOIN or PIP, the changes must be made</u>	<u>10 business days</u>

492 ~~5.2.3-~~

493

494 ~~5.2.3.1 The process of developing the NOIN or PIP must be concluded within 20 business~~
 495 ~~days for a NOIN and 40 business days for a PIP.~~

496

497 ~~5.2.3.2 Each party should be committed to responding substantively to the other within two~~
 498 ~~business days to ensure timely resolution. If a faculty member is not collaborative or~~
 499 ~~responsive, the supervisor can be directive.~~



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~~5.2.3.3 If a faculty member requests an additional review at the conclusion of the process of developing the NOIN or PIP, the Provost and Faculty Senate President must select a party within 10 business days. The party must render their decision within 10 business days of being selected. If there are to be changes to the NOIN or PIP, the supervisor has 10 business days to complete the changes.~~

5.4 Annual Goal-Setting Procedures and Timeline

~~5.4.1 Each faculty member sets goals for the upcoming annual review reporting period in accordance with the deadlines set forth in this policy.~~

~~5.4.2 The supervisor reviews the faculty member's goals and provides guidance on those goals in accordance with the deadlines set forth in this policy.~~

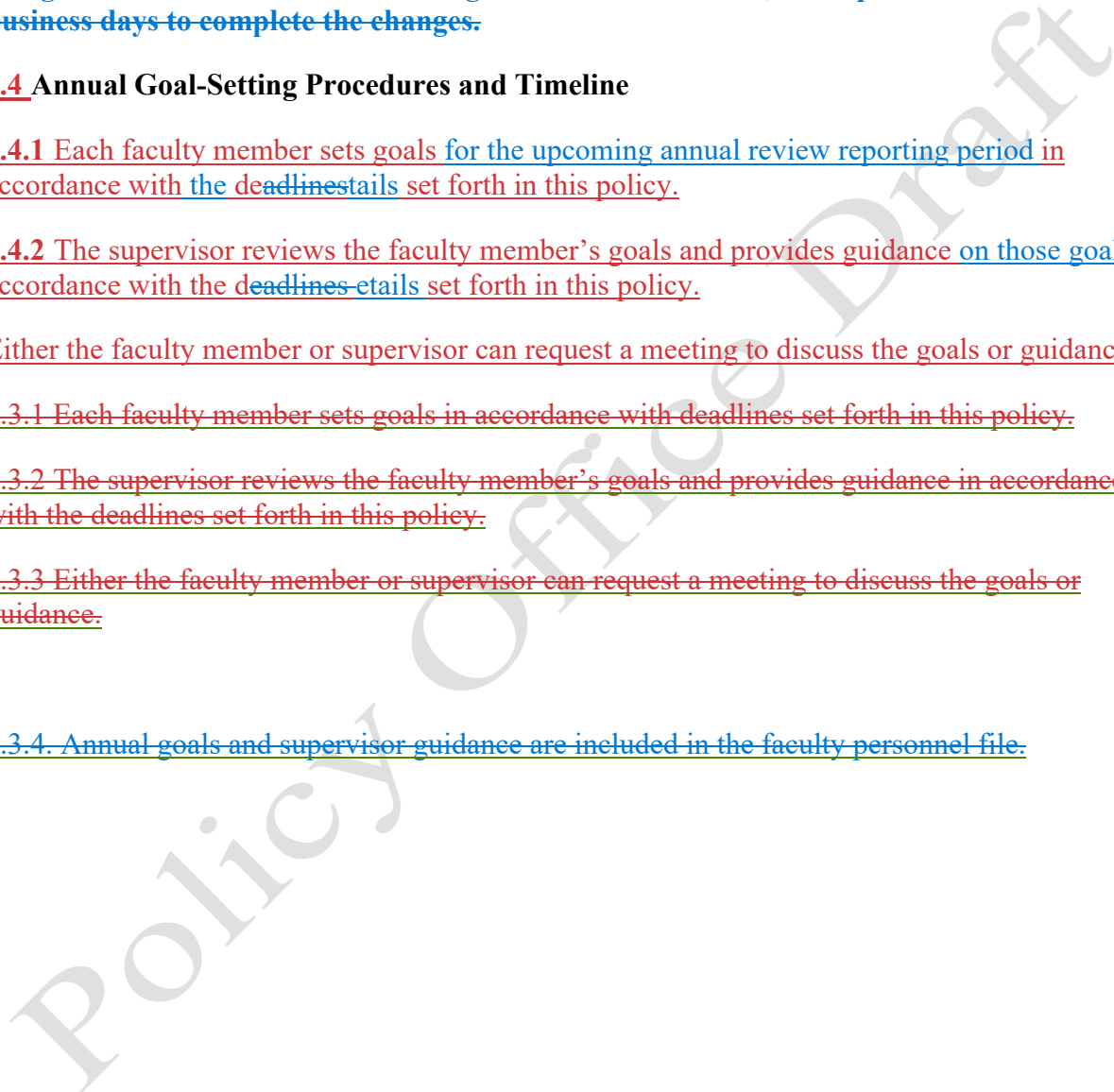
~~Either the faculty member or supervisor can request a meeting to discuss the goals or guidance.~~

~~5.3.1 Each faculty member sets goals in accordance with deadlines set forth in this policy.~~

~~5.3.2 The supervisor reviews the faculty member's goals and provides guidance in accordance with the deadlines set forth in this policy.~~

~~5.3.3 Either the faculty member or supervisor can request a meeting to discuss the goals or guidance.~~

~~5.3.4. Annual goals and supervisor guidance are included in the faculty personnel file.~~





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519 5.4.3

<u>Annual Goal-Setting Timeline</u>	
<u>Faculty submit goals for the upcoming annual review reporting period.</u>	<u>1) The system opens for faculty on April 1.</u> <u>2) Goals are due no later than September 15.</u>
<u>Supervisors review goals and provide guidance on goals.</u>	<u>1) Supervisors can review goals and provide guidance as soon as faculty share their goals with the supervisor, beginning on April 1.</u> <u>2) Supervisor review of goals and guidance must be completed no later than October 15.</u>
<u>Faculty can modify their goals at any time during the annual review reporting period. When they do so, the supervisor will be notified and should review and provide guidance about the modified goals in a timely manner.</u>	

520

521 ~~5.2.4 Each faculty member sets and documents goals annually using the template provided~~
522 ~~by Academic Affairs and in accordance with deadlines set forth in this policy.~~

523 ~~5.2.5 The supervisor reviews the faculty member's goals and provides a written response~~
524 ~~(guidance) in the template to indicate that they have reviewed the goals and whether they~~
525 ~~think the goals adequately represent the expectations of their department's RTP criteria~~
526 ~~and previous supervisor feedback. At the request of either party, the faculty member and~~
527 ~~supervisor should meet to discuss goals.~~

528 ~~5.2.6 The annual goal-setting process timeline is as follows:~~

529 ~~5.2.6.1 April 1–September 15—Faculty submit goals for the upcoming annual review~~
530 ~~reporting period.~~

531 ~~5.2.6.2 April 1–October 15—Supervisors review goals and provide guidance on goals.~~
532 ~~Faculty can modify their goals during the annual review rating period. Whenever they do~~
533 ~~so, the supervisor will be notified and can review and provide comments about them~~
534 ~~(guidance).~~

535 5.5 Annual Review Procedures and Timeline

536 5.5.1 Faculty members must provide a self-evaluation of their performance in the previous
537 annual review reporting period. The self-evaluation includes a written component and a rating
538 for each of the annual review performance areas.



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539 5.5.2 If a faculty member holds administrative, professional, or other unique assignments during
540 the annual review reporting period, those assignments shall be included in the self-evaluation.
541 Faculty members who have an appointment to two departments must submit their self-evaluation
542 to both supervisors.

543 5.5.3 Supervisors must provide a supervisor evaluation of faculty performance in the previous
544 annual review reporting period. The supervisor evaluation includes a written component and a
545 rating for each of the annual review performance areas.

546 5.5.4 The supervisor and faculty member must meet to discuss the faculty member's
547 performance in the previous year and their respective evaluations of the performance.

548 Second-level supervisors sign off on annual reviews before they are finalized and can provide
549 written comments if desired.

550

551 5.4.1 Each faculty member provides a self-evaluation in accordance with deadlines set forth in
552 this policy. Each supervisor will provide an evaluation of the faculty member's performance
553 according to the deadlines stated in this policy. Each second-level supervisor will sign off on
554 annual reviews and can provide written comments, if desired, according to the deadlines stated in
555 this policy.

556

557 5.4.2 When the supervisor is a department chair, they may delegate preparation of the supervisor
558 evaluation of faculty to an associate or assistant chair or to the faculty member's program
559 coordinator. When the supervisor is a dean, they may delegate preparation of the written
560 supervisor evaluation of faculty to an associate or assistant dean.

561

562 5.2.7 5.4.3 The supervisor and faculty member must meet to discuss the faculty member's
563 performance in the previous year and their respective evaluations of the performance. A
564 supervisor cannot delegate the annual review meeting and should have in attendance the
565 individual who prepared the evaluation if the supervisor delegated that responsibility. Either the
566 faculty member or the supervisor may request that Human Resources or Faculty Relations attend
567 the meeting as support or document the proceedings of the meeting. This meeting should be in-
568 person under normal circumstances. If special consideration is necessary for extenuating
569 circumstances, such arrangements should be discussed with faculty and negotiated in advance.

570

571 5.5.5 5.4.4 The annual review is included in the faculty personnel file.



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<u>Annual Review Timeline</u>	
<u>Faculty prepare and submit their self-evaluation.</u>	<ul style="list-style-type: none"> • <u>The system opens for faculty on April 1.</u> 1) <u></u> 2) <u>Self-evaluations are due no later than by May 30.</u>
<u>Supervisors prepare and submit the supervisor evaluation.</u>	<ul style="list-style-type: none"> 1) <u>Supervisors can review self-evaluations and submit supervisor evaluations soon as faculty share their self-evaluations with the supervisor, beginning on April 1.</u> 2) <u>Supervisor evaluations are due no later than by August 15.</u>
<u>Supervisors conduct annual review meetings.</u>	<ul style="list-style-type: none"> 1) <u>September 1 is the deadline for annual review meetings with faculty who are submitting midterm and tenure review portfolios on September 15. .</u> 2) <u>November 30 is the deadline for annual review meetings with all faculty.</u>
<u>Second-level supervisors sign off on annual reviews and provide written comments, if desired.</u>	<ul style="list-style-type: none"> 1) <u>Second-level supervisors can read annual reviews and provide comments as soon as the annual review meeting is conducted.</u> 2) <u>Second-level supervisor reading of must read annual reviews and comments are due by December 15.</u>

572 5.6 -Addendum Procedures and Timeline

573 5.6.1 Annual reviews may be clarified via addendums and appealed via an additional review.

574 5.6.2 If a faculty member would like to ask questions about the supervisor’s evaluation or
 575 provide additional information or explanation regarding their performance, they may do so at any
 576 time before or during the annual review meeting. If a faculty member would still like to ask
 577 questions or provide additional information or explanation after the annual review meeting, they
 578 may do so via a faculty addendum.

579 5.6.3 If a faculty member submits an addendum, the supervisor must also submit an addendum.
 580 At a minimum, the supervisor addendum must contain a statement of whether the supervisor has
 581 changed anything about their evaluation of the faculty member as a result of the faculty
 582 addendum.

583 5.6.4 If a faculty member has completed the addendum process and believes that there is (1) an
 584 error of fact in their annual review or (2) an evaluation that is inconsistent with the RTP criteria
 585 or the annual review rubric (if one is in use), the faculty member can request an appeal review.
 586 by An -ad hoc committee will complete an evaluation appeal, ~~would be completed by an ad hoc~~
 587 committee, and their recommendation is then ~~would sent go to~~ the faculty member’s second-he



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588 ~~second-level supervisor to make the final decision. –Both the ad hoc appeal report and the~~
589 ~~recommendation would~~ be kept in the annual review file. ~~an ad hoc committee made by the~~
590 ~~Faculty Senate president in cooperation with Academic Affairs and the applicable Dean’s office.~~
591 ~~The ad hoc committee will decide appeal reviews based on the evidence of the case and~~
592 ~~consideration of both the interests of the faculty member and the institution. The committee may~~
593 ~~choose to have the supervisor revise the addendum or maintain it as is. The outcome arrived at~~
594 ~~through this process of appeal review is final.~~

<u>Annual Review Addendum and Appeal Timeline</u>	
<u>Deadline for a faculty addendum after the annual review meeting</u>	<u>10 business days</u>
<u>Deadline for a supervisor addendum after receiving a faculty addendum</u>	<u>10 business days</u>
<u>Deadline for a faculty member to appeal their annual review after receiving the supervisor addendum</u>	<u>10 business days</u>
<u>The ad hoc committee made by the Faculty Senate president in cooperation with Academic Affairs and the applicable Dean’s office -must render their decision</u>	<u>20 business days</u>
<u>If there are to be changes to the annual review or supervisor addendum, the changes must be made</u>	<u>10 business days</u>

595
596 ~~5.2.8 The supervisor will provide an evaluation of the faculty member’s performance for the~~
597 ~~annual review reporting period. The evaluation includes a written component and a rating for the~~
598 ~~performance areas of teaching, scholarship/creative work as applicable, service as applicable,~~
599 ~~and compliance.~~

600 ~~5.2.9 When the supervisor is a department chair, they may delegate preparation of the written~~
601 ~~supervisor evaluation of faculty to an assistant chair or to the faculty member’s program~~
602 ~~coordinator. When the supervisor is a dean, they may delegate preparation of the written~~
603 ~~supervisor evaluation of faculty to an associate or assistant dean.~~

604 ~~5.2.10 The supervisor and faculty member must meet to discuss the faculty member’s~~
605 ~~performance in the previous year and the supervisor’s evaluation of their performance. A~~
606 ~~supervisor cannot delegate the annual review meeting and should have in attendance the~~
607 ~~individual who prepared the supervisor’s evaluation if the supervisor delegated that~~
608 ~~responsibility. Human Resources or Faculty Relations may attend in some circumstances.~~

609 ~~5.2.11 The faculty self-evaluation, the supervisor evaluation, and documentation regarding the~~
610 ~~annual review meeting is included in the faculty personnel file. Addendums, when they exist, are~~
611 ~~also included in the faculty personnel file.~~

612 ~~5.2.12 The annual review process timeline is as follows:~~



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- 613 ~~5.2.12.1 April 1 – May 15— Faculty prepare and submit their self-evaluation of the annual review~~
614 ~~performance period.~~
- 615 ~~5.2.12.2 April 1 – August 15— Supervisors prepare and submit the supervisor evaluation.~~
- 616 ~~5.2.12.3 April 1 – September 1— Supervisors conduct annual review meetings with faculty~~
617 ~~members who are submitting midterm and tenure review portfolios due on September 15.~~
- 618 ~~5.2.12.4 April 1 – November 30— Supervisors conduct annual review meetings with all faculty.~~
- 619 ~~5.2.12.5 If a faculty member would like to provide additional information or explanation in~~
620 ~~response to the supervisor evaluation or the annual review meeting, they must do so no later than~~
621 ~~five business days after the annual review meeting.~~
- 622 ~~5.2.12.6 The supervisor must respond with a supervisor addendum no later than five business~~
623 ~~days after receiving a faculty addendum.~~
- 624 ~~5.2.12.7 If a faculty member would like an additional review, they must request it within five~~
625 ~~business days of receiving the supervisor addendum.~~
- 626 ~~5.2.12.8 The Provost and Faculty Senate President must select the party within 10 business~~
627 ~~days. It is recommended this committee include RTP committee members. The party must render~~
628 ~~their decision within 10 business days of being selected. If there are to be changes to the~~
629 ~~supervisor evaluation or supervisor addendum, the supervisor has 10 business days to complete~~
630 ~~the changes.~~



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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
June 22, 2017	New policy approved.	UVU Board of Trustees

631

Policy Office Draft



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POLICY TITLE	Annual Faculty Reviews	Policy Number	633
Section	Academics	Approval Date	June 22, 2017
Subsection	Faculty	Effective Date	June 22, 2017
Responsible Office	Office the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.21.3 Annual reviews are essential to the meaningful evaluation of tenured, tenure-track, and non-tenure-track faculty members. These reviews are used to help advance faculty members' professional goals and expectations and to foster and support faculty in teaching, scholarship/creative works, service, and compliance with university policies. This policy establishes annual reviews as a mandatory tool to assess each faculty member's performance for retention, tenure, and promotion.

2.0 REFERENCES

2.5 Northwest Commission on Colleges and Universities *Accreditation Standards* 2.B.6: "Human Resources"

2.6 Utah Board of Regents' Policy R481 *Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review*

2.7 UVU Policy 631 *Student Evaluations of Faculty and Courses*

2.8 UVU Policy 632 *Assignment and Advancement in Academic Rank*

2.9 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

2.10 UVU Policy 637 *Faculty Tenure*

2.11 UVU Policy 638 *Post-Tenure Review*

2.12 UVU Policy 641 *Salaried Faculty Workload—Academic Year*

2.13 UVU Policy 644 *Appointment and Responsibilities of Department Chairs*

3.0 DEFINITIONS



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3.253.17 Annual review: An annual assessment that includes a written report and a personal meeting between a supervisor and a faculty member (including chairs) to document and discuss the faculty member's performance in the past year and future goals in teaching, scholarship/creative works, and service.

3.263.18 Annual review improvement plan: A written plan developed by the faculty member and supervisor that identifies areas for improvement and a course of action.

3.273.19 Department: A group of salaried, benefits-eligible faculty members from the same or related disciplines who are authorized by the Senior Vice President of Academic Affairs (SVPAA) to act as an academic unit in evaluating faculty peers for retention, tenure, and promotion.

3.283.20 Faculty member: An employee hired into a faculty position categorized as a full-time, benefits-eligible employee. In this policy, the term "faculty" means a faculty member whether tenured, tenure track, or non-tenure track.

3.293.21 Non-tenure-track faculty: A faculty member in a position ineligible for tenure, including lecturer, appointment in residence, visiting faculty/scholar, senior lecturer, senior appointment in residence, and senior visiting faculty/scholar.

3.303.22 Post-tenure retention review: The period of time after a failed or partially failed post-tenure review, or two annual reviews that do not meet expectations in a three-year period, when a tenured faculty member is subject to remediation under an improvement plan under this policy.

3.313.23 Retention, tenure, and promotion (RTP) criteria: Program/department criteria corresponding to teaching, scholarship/creative works, and service, outlining requirements for the achievement of retention (including post-tenure), tenure, and promotion for tenure track and tenured faculty members, and compliance with university policies.

3.323.24 Supervisor: In the case of a faculty member, the supervisor is the department chair. In the case of a department chair, the supervisor is the dean.

3.333.25 Tenure: A status of continued employment, awarded to qualified faculty members, that promotes academic freedom, attracts professionals of ability, and enhances the quality of the University's academic programs.

3.343.26 Tenure track faculty: A faculty member in a position eligible for tenure, including assistant professor. May include associate professor and professor if hired into such ranks without tenure.

3.353.27 University Annual Review Performance Template: An electronic template, supplied by the SVPAA, which includes the minimum criteria for, and is used for the documentation of,



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faculty members' performance and goals in teaching, scholarship/creative works, service, and compliance with university policies.

4.0 POLICY

~~4.104.8~~ Supervisors of faculty shall conduct an annual review of each faculty member's performance for purposes of retention, tenure, and promotion. The annual review shall be conducted in a consistent, collegial, and nondiscriminatory manner.

~~4.114.9~~ The Office of the Senior Vice President of Academic Affairs (SVPAA) provides oversight and management of the annual review process, and approves and retains copies of all retention, tenure, and promotion (RTP) criteria.

~~4.124.10~~ Annual reviews shall address compliance with university policies and RTP criteria for teaching, scholarship/creative works, and service. The standards against which faculty are evaluated are established by each department in its RTP criteria. RTP criteria establishes differing standards for tenure, post tenure, rank advancement, non-tenure track and merit reviews. Departmental criteria and procedures shall be consistent with the requirements of *University Annual Review Performance Template* and all university policies and RTP requirements.

~~4.134.11~~ Annual reviews must be completed using the *University Annual Review Performance Template* developed by Faculty Senate in consultation with and approved by the SVPAA. Annual reviews include both an evaluation of the last year's performance and establishment of goals for the upcoming year. Annual reviews are developed by the faculty member and agreed upon with the department chair. The annual plan establishes objectives that must reflect RTP criteria standards corresponding with the faculty member's rank and assigned workload. The annual evaluation assesses the faculty member's achievements against the objectives established in the annual plan.

~~4.144.12~~ To ensure equality and fairness, departments or schools/colleges (if applicable) shall use the same evaluation instruments and methods for all faculty members in the department, and shall ensure that the criteria, procedures, and template are available to all faculty members.

~~4.154.13~~ Annual reviews shall be included in school/college personnel files for non-tenure-track, tenure-track, and tenured faculty members, and shall be available to the dean upon request.

~~4.164.14~~ Annual reviews shall be included in tenure-track/tenured faculty members' portfolios for midterm, tenure, rank advancement, post-tenure, and merit purposes.

~~4.174.15~~ For tenured faculty members, annual reviews shall serve as the primary mechanism for



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1) ~~Determining recognition for performance that exceeds expectations. Faculty members who exceed expectations in teaching (which shall weigh more heavily in an annual review), scholarship/creative works, and/or service may be recognized for their achievements. A faculty member's primary responsibility is teaching. Any deviation or reassignment from teaching responsibilities must be approved in writing by the faculty member's dean and the SVPAA.~~

2) ~~Facilitating post-tenure review. A tenured faculty member who receives two annual reviews that do not meet expectations within a three-year period shall participate in the remedial post-tenure review process, per Policy 638 *Post-Tenure Review*.~~

4.184.16 For all faculty members, annual reviews provide opportunities to identify areas for improvement in performance and conduct directly related to the faculty member's role and responsibilities.

5.0 PROCEDURE

5.35.7 Annual Review Process and Key Deadlines

5.3.15.7.1 The evaluation period for annual reviews shall be defined as a calendar year. The evaluation component of the annual review shall be based upon the previous calendar year. The performance plan component of the annual review shall address the current calendar year.

5.3.25.7.2 To assess a faculty member's performance, departments and schools/colleges shall use the *University Annual Review Performance Template* to document the annual review. The template shall include separate areas to address compliance with university policies and compliance with RTP policies and criteria. Departments and/or schools/colleges may supplement the template with additional requirements consistent with specific criteria of the department/school/college. Departments and schools/colleges shall retain university required elements in the template.

5.3.35.7.3 No later than February 7 each year, Faculty members shall submit the self-review portion of the *University Annual Review Performance Template* to their supervisor and schedule a date and time for the annual review meeting.

5.3.45.7.4 At least one calendar week prior to the scheduled annual review meeting, and no later than February 28, the supervisor shall provide a copy of the annual review with any amendments to the faculty member. The supervisor shall not delegate the responsibility for writing or delivering annual reviews.

5.3.4.15.7.4.1 Faculty members' annual evaluations shall be classified as "exceeds expectations," "meets expectations," or "does not meet expectations" based on RTP criteria for teaching, scholarship/creative works, and service established in their previous years' annual plan for the current evaluation period. A failure to meet expectations in teaching will result in an overall



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evaluation of “does not meet expectations.” Faculty members whose evaluation do not meet expectations in any of the three areas must establish objectives in their annual plan that reflect RTP criteria corresponding with their rank and conditions of hire.

~~5.3.55.7.5~~ Annual review meetings shall be conducted no later than March 7 each year. At the conclusion of the annual review meeting, both the faculty member and the supervisor shall sign the annual review. In the case of disagreement on the annual review, an appeals process will be conducted under 5.2 of this policy. By signing the review, the faculty member is not signifying agreement with the assessment of the review but acknowledging receipt and discussion of the review.

~~5.3.65.7.6~~ Department chairs who do not complete annual reviews for each member of their faculty by the specified deadline will receive a “does not meet expectations” rating on their annual review. A faculty member who fail to submit the *University Annual Review Performance Template* by the specified deadline will receive a “does not meet expectations” rating on their annual review. Faculty members shall not be held responsible for their supervisor’s failure to conduct annual reviews.

5.45.8 **Disputing Annual Review Findings**

~~5.4.15.8.1~~ Faculty members who disagree with part or all of their annual review may submit a rebuttal to their supervisor and department/college RTP committee immediately after the annual review meeting but no later than March 14. The department/college RTP committee shall provide a written response to the rebuttal no later than March 19.

~~5.4.25.8.2~~ Resolution of disputes may include observation of teaching or review of scholarship and/or service activities by a faculty member mutually agreed upon by both the disputing faculty member and the supervisor. Any rebuttal and adjudication documentation shall be included with the relevant annual review in the college files and RTP portfolio. If upon adjudication the disputed annual review or any part thereof is determined to be unfounded, the supervisor shall revise the annual review to include only those portions which have been upheld. If the rebuttal or any part thereof is determined to be unfounded, the faculty member shall revise the rebuttal to include only those portions which have been upheld.

~~5.4.35.8.3~~ If an additional level of review is requested by any party to the annual review, the matter shall be heard by an ad hoc university level Faculty Senate committee comprised of full-time tenured faculty and representative(s) of the Office of the SVPAA. The committee shall make a recommendation to the SVPAA. The SVPAA’s decision shall be final.

~~5.4.45.8.4~~ If a tenured faculty member receives a second annual review that does not meet expectations in a three-year period, the tenured faculty member may provide a rebuttal per section 5.2.1. If the tenured faculty member does not provide a rebuttal to the second review that does not meet expectations, or is found deficient by the department/college RTP committee after



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an additional review, the faculty member shall be referred to UVU Policy 638 *Post-Tenure Review* to begin the post-tenure retention review process.

~~5.4.55.8.5~~ If a faculty member has any remaining disagreement with the rebuttal and materials added to the tenure, rank advancement, or post-tenure review portfolio, such disagreement shall be addressed in accordance with UVU Policy 632 *Assignment and Advancement in Academic Rank*, Policy 637 *Faculty Tenure*, or Policy 638 *Post-Tenure Review*, as warranted.

~~5.55.9~~ Annual Review Improvement Plans

~~5.5.15.9.1~~ If an annual review or post-tenure review (including any department/college RTP committee evaluation and response) documents that a tenured or tenure-track faculty member's performance falls below expected program/department RTP criteria and university and departmental standards for teaching, scholarship/creative works, service, and/or compliance with university policies, the supervisor and faculty member shall jointly establish a written, detailed improvement plan no later than April 7. If a faculty member and supervisor cannot agree on an improvement plan, the matter shall be taken to the department/college RTP committee who shall make a final decision on the improvement plan.

~~5.5.25.9.2~~ If an annual review documents that the performance of a non-tenure-track faculty member in a multi-year appointment falls below university and department standards for teaching and/or compliance with university policies, and, if applicable, scholarship/creative works and department service, the supervisor and faculty member shall jointly establish a written, detailed improvement plan no later than April 7. Non-tenure-track faculty in multi-year appointments shall be eligible for annual review improvement plans only with recommendations from the department chair and dean and approval from the SVPAA. Failure of the non-tenure-track faculty member to accept the improvement plan shall result in termination of the appointment at the conclusion of the current academic year.

~~5.5.35.9.3~~ If an annual review documents that the performance of a non-tenure-track faculty member in a one-year appointment falls below university and department standards for teaching, the faculty member shall not be eligible for a faculty appointment for at least one academic year. Non-tenure-track faculty members in one-year appointments shall not be eligible for annual review improvement plans.

~~5.5.45.9.4~~ The annual review improvement plan shall be included in the faculty member's department personnel file and review portfolios for midterm, tenure, rank advancement, or post-tenure review, as applicable. A copy of the improvement plan shall also be included in the faculty member's file in the dean's office and the SVPAA's office.

~~5.65.10~~ Summary of Relevant Dates^z

Annual Reviews



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February 7	Deadline for faculty members to complete the required self-review areas on the <i>University Annual Review Performance Template</i> , and other department/school/college annual review forms, if any, that supplement the template.
February 28; at least one week prior to face to face meeting	Deadline for supervisors to complete and deliver the appropriate sections of the faculty member's <i>University Annual Review Performance Template</i> and any other department annual review forms, if any, which supplement the template.
March 7	Deadline for the annual review face to face meeting between the supervisor and faculty member.
Annual Review Disputes	
March 14	Deadline for faculty member to submit a written rebuttal to the supervisor and department/college RTP committee to request department/college RTP committee's evaluation of the review.
March 19	Deadline for department/college RTP committee's response to faculty member's rebuttal/
Annual Review Improvement Plans	
April 7	If first "does not meet expectations" review in three year period — deadline for an eligible faculty member (per 5.3) and supervisor to create an improvement plan.
March 21	If second "does not meet expectations" review in three year period — deadline for supervisor to supply copies of eligible faculty member's (see 5.3) first and second annual reviews that do not meet expectations to department/school RTP committee to begin post-tenure review. (See Policy 638 <i>Post-Tenure Review</i> .)

* If any due date falls on a weekend or holiday, the due date will be extended to the next business day.

POLICY HISTORY		
June 22, 2017	New policy approved.	UVU Board of Trustees



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POLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

Policy Title: Faculty Performance Evaluation and Feedback	Policy Number: 633
Sponsor: Anne Arendt, Wayne Vaught	Steward: Kat Brown and Suzy Cox
Presentation to: Sponsor and Steward	Date Presented: September 30, 2021

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
Faculty Senate	Overall		x	The faculty senate supports the implementation of this policy if our concerns are addressed. (35 support, 0 do not, 0 abstain)	

Faculty Senate	4.5.5		x	<p>“Meet/report & respond” (for annual reviews) should be defined as an in-person meeting under normal circumstances. Additionally, what constitutes “meeting” and when a meeting is necessary should be clarified (performance issues, discrepancies between the faculty and the chair, etc.) (29 support, 4 do not, 2 abstain)</p>	<p>Added “This meeting should be in-person under normal circumstances. If special consideration is necessary for extenuating circumstances, it should be negotiated in advance.” It already says “meet to discuss the faculty member’s performance in the previous year and their respective evaluations of the performance” in 4.5.5 and section 4.8.1.1 already talks about what to do if there is a discrepancy when it states, “If a faculty member would like to ask questions about the supervisor’s evaluation or provide additional information or explanation regarding their performance after the annual review meeting, they may do so via a faculty addendum.” We do not want to spell out the meeting structure in policy, although colleges and departments may establish their own structure and related procedures as desired.</p>
Faculty Senate	4.5.5		x	<p>Faculty and review committee should agree on the format (F2F/Virtual) of the meeting. The chair and the faculty member should negotiate the format of the meeting in advance. Consideration for items such as health may factor into this decision. (35 support, 0 do not, 0 abstain)</p>	<p>Added “This meeting should be in-person under normal circumstances. If special consideration is necessary for extenuating circumstances, it should be negotiated in advance.”</p>
Faculty Senate	4.5.5(ish)		x	<p>Provide a procedure so that the chair and/or faculty member can have a meeting if requested. Alternatively, by mutual agreement, they can agree that a meeting is not needed. (34 support, 1 do not, 0 abstain)</p>	<p>We do not recommend this as a task force. The meeting can be short but should occur as it gives an opportunity for questions or clarification and to ensure common understanding.</p>

Faculty Senate	4.6		x	<p>Is the “Improvement Required / Meets Expectations / Exceeds Expectations / Significantly Exceeds Expectations” scale really necessary? Shouldn’t “Improvement Required / Meets Expectations” be sufficient? (23 support, 11 do not, 1 abstain)</p>	<p>It should be noted that we got different feedback from Academic Affairs Council which would include “Sometimes Meets” so we would actually end up with the following categories if we went with their preferences: “does not meet, sometimes/mostly meets expectations, meets expectations, sometimes/mostly exceeds, or exceeds expectations”</p> <p>The purpose of the highest category “Significantly Exceeds Expectations” is to allow supervisors to identify truly outstanding faculty and to make a case for them to get dean, presidential, and trustee awards. Otherwise they have to argue that individuals who got the same review as pretty much everyone else is somehow special in actuality. Ideally, policy 654 Faculty Merit Pay will be updated to reference faculty performance reviews as well as perhaps policy 113 University Awards of Excellence and Other University Awards.</p>
Faculty Senate	4.6		x	<p>Are the wordings “Improvement Required / Meets Expectations / Exceeds Expectations / Significantly Exceeds Expectations” appropriate? Consider something like “on track for tenure”, etc. (22 support, 10 do not, 3 abstain)</p>	<p>This policy applies to lecturers, professionals in residence, and already tenured faculty so recommended wording will not work.</p> <p>We have modified the language to be more clear and have adjusted the categories to be: Does not meet expectations, Sometimes meets expectations, Meets expectations, Sometimes exceeds expectations, and Exceeds expectations.</p>

Faculty Senate	4.8.1.2		x	Should the Dean (second-level supervisor) be the default party in the appeal review process? The Senate RTP&A committee should take this role. (22 support, 11 do not, 2 abstain)	RTP&A deals with RTP-level appeals, not day-to-day personnel issues. They aren't equipped to deal with this time sensitive significant addition to workload. Ideally any appeal review party should include individuals with experience setting up and managing faculty with NOINs or PIPs so that they understand performance standards, documentation requirements, etc. Additionally, in some cases there are reasons an external to the department appeal party may be necessary and preferred by all parties.
Faculty Senate	4.8.1.2		x	The faculty member appealing should determine whether the Dean or the RTP&A committee/chair takes this role. (30 support, 4 do not, 1 abstain)	RTP&A deals with RTP-level appeals, not day-to-day personnel issues. They aren't equipped to deal with this time sensitive significant addition to workload. Ideally any appeal review party should include individuals with experience setting up and managing faculty with NOINs or PIPs so that they understand performance standards, documentation requirements, etc. Additionally, in some cases there are reasons an external to the department appeal party may be necessary and preferred by all parties.
Faculty Senate	5.3.4 and 5.4.4		x	Is "the system" referenced Digital Measures or the templates created by them? This should be spelled out. (31 support, 4 do not, 0 abstain)	We do not want to name technological systems by company name or institutional branding names as they are apt to change. Digital Measures, for example, is now being dubbed Watermark Faculty Success by UVU. There is no guarantee this will be the name or system we remain with for the long term.

Policy Title: Faculty Performance Evaluation and Feedback	Policy Number: 633 (delete 638)
Sponsor: Anne Arendt and Wayne Vaught	Steward(s): Suzy Cox and Kat Brown
Presentation to: PACE	Date Presented: 3/16/2021

<https://policy.uvu.edu/getDisplayFile/5f5a555aa1743c4d5fa7642a>

<https://policy.uvu.edu/getDisplayFile/5f5a5612a1743c4d5fa7642b>

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.)

CAMPUS ENTITY	POLICY SECTION	Editorial Comment	Substance Comment	CONCERN	SPONSOR/STEWARD RESPONSE
PACE	Line 223	X		This section does not have a number. It needs one.	The Policy Office has corrected numbering and formatting issues.
PACE	5.2.2	X		Line 249 “feasible but no longer than 12 months the time the NOIN or PIP is finalized”. The word “from” should be inserted between “months” and “the”.	This revision has been made.

PACE	5.4.5.8		X	Must select what party within 10 business days? What party must render their decision?	This section has been removed.
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Policy Title: Faculty Performance Evaluation and Feedback	Policy Number: 633 (delete 638)
Sponsor:	Steward:
Presentation -to: UVUSA	Date Presented:

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
UVUSA				No comments.	

Policy Title: Faculty Annual Reviews (proposed title: Faculty Performance Review)	Policy Number: 633
Sponsor: Wayne Vaught, Hilary Hungerford	Steward: Kat Brown, Suzy Cox
Presentation -to: Academic Affairs Council	Date Presented:

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
AAC	4.6		X	Consider categories: mostly meeting expectations, meeting expectations, exceeding expectations.	There were extensive discussions about the rating scale. The rating scale has been changed to: does not meet expectations, sometimes meets expectations, meets expectations, sometimes exceeds expectations, and exceeds expectations.
AAC	4.8.1.2		X	With regards to evaluation appeals, AAC would prefer that the default approver automatically be the 2 nd level supervisor unless there is a conflict.	Notably, this aspect of the policy is being discussed and deliberated on by the co-sponsors so there may be a change to reflect this comment. If no change is made, then the committee is doubtful that a second-level supervisor would ever disagree with a supervisor, and there is a lack of trust of specific individuals serving as second-level supervisors.

AAC	5.2/5.3		X	Timelines seem confusing for submitting goals and evaluations.	When the policy is implemented in the workflow of Faculty Success by Watermark, the timelines will be clear and both faculty and supervisors will get email reminders of when things are due. Because this is a vendor issue, it is being fixed to clear up any confusion.
AAC	5.4		X	Latitude should be given to schools/colleges for tracking core themes and RTP.	The template will be generic enough for schools/colleges to request that specific information be included in the materials submitted by faculty and supervisors if necessary. The template itself will not be changed for individual units. The schools/colleges can give additional training so they can add supporting materials within those areas.
AAC	5.4 & 5.5		X	Schools/colleges should be able to set some internal deadlines for their areas for supervisors to review and provide feedback.	The stage 3 draft does not allow or prohibit different deadlines for individual units.
AAC	3.19		X	2 nd level supervisor can be the dean or associate dean. Perhaps check with HR for the proper definition?	The language has been changed so that it only refers to “supervisor” or “second-level supervisor” to accommodate reporting line differences in the colleges/schools.
AAC	In general			Consider adding web page on Faculty Senate about post-tenure review.	Thank you for the suggestion.
AAC	In general		X	R481 governs post-tenure review with the State. Be sure 633 aligns with this policy.	We believe the revised policy 633 will fulfill the requirements of R481.

Policy Title: Faculty Annual Reviews (proposed title: Faculty Performance Review)	Policy Number: 633
Sponsor: Wayne Vaught, Hilary Hungerford	Steward: Kat Brown, Suzy Cox
Presentation to: Drafting Committee	Date Presented:

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
Drafting Committee	5.3.2 and 5.6.4		X	The intent of the committee was to have the supervisor make any required revisions as directed by the ad hoc committee. This would be similar to what is described in 5.3.2. In this draft, it gives authority to the ad hoc committee to actually make the changes. I think that is problematic and may create problems with the workflow in Faculty Success by Watermark.	The language has been changed to say that "An ad hoc committee will complete an evaluation appeal, and their recommendation is then sent to the faculty member's second-level supervisor to make the final decision."