

SUBSTITUTE POLICY FOR
FACULTY PERFORMANCE REVIEW

Each member of the faculty will receive an annual written evaluation of his/her performance. This evaluation shall be based on the specific criteria for tenure and promotion approved by the unit of which the individual being evaluated is a member. Each member of the faculty will meet with the unit head to discuss his/her written evaluation, and will then with the unit head, sign this evaluation. A faculty member may provide a written response to the evaluation. The evaluation, and any written response by the faculty member, shall become a permanent part of the faculty member's file; and a copy of the evaluation will be given to the faculty member.

For those faculty who will in the future be eligible for tenure or promotion (i.e., all faculty except tenured full professors), the written evaluation prepared by the unit head shall also include an attachment of a written evaluation prepared by the members of the local unit promotion and tenure committee or a subcommittee, consisting of at least five members of the local unit promotion and tenure committee chosen by that committee.¹

¹ In those cases where no local unit promotion and tenure committee exists, or where the number of individuals on this committee is less than five, a committee of at least five faculty members (including as necessary faculty from other units in the University) shall be selected by the unit head and his/her immediate administrative superior (e.g., Dean).

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