**FACULTY PERFORMANCE APPRAISAL**

Please complete the following faculty performance appraisal form. It is important to save your progress often. We recommend drafting your responses in Microsoft Word and then copying/pasting them into the form when they are ready to avoid timing out of the system.

**\*\*\* IMPORTANT\*\*\*** Once you have completed this form and saved it, please use the 'Share' feature to share it with your faculty member. It is important to share this with your faculty member BEFORE sending their case forward to the Dean. Specific instructions for this step can be found [here](https://docs.google.com/document/d/1HgmVsGe4nz0kYsx_1TEUdHJs9ig6K_u5HZEihtd3_xg/edit#bookmark=id.bsg9sija3spu). Per Section 3.4.2 of the UNCA Faculty Handbook, The faculty member has the right to discuss the evaluation with the Chair prior to it being submitted to their Dean. Because you are sharing this document with the faculty member through the system and allowing them time to discuss it with you, they no longer need to sign it acknowledging they've received it.

Name: Appraisal year: 2021-2022

**I. EVALUATION PROFILE:** Circle the phrase which best describes the faculty member’s performance in the following areas:

**Teaching**

*Improvement Plan Needed Some Attention Needed Meets Expectations Exceeds Expectations*

**Scholarship and Scholarly or Creative Activity**

*Improvement Plan Needed Some Attention Needed Meets Expectations Exceeds Expectations*

**Service**

*Improvement Plan Needed Some Attention Needed Meets Expectations Exceeds Expectations*

**Department Chair or Program Director Review (if applicable)**

*Improvement Plan Needed Some Attention Needed Meets Expectations Exceeds Expectations*

I concur with the faculty member's goals for the upcoming academic year. \_\_\_ yes \_\_\_no (explain below)

**II. EVALUATION NARRATIVE:** The purpose of the narrative is to explain and support the ratings assigned above. It is not necessary to summarize the faculty member's record. Instead, evaluate the quality of the faculty member's work as a teacher, scholar/artist, and community member in the context of departmental norms relative to your departmental values statement, standards in the profession, and faculty workload (e.g. teaching, advising). Evaluate the faculty member's progress on last year's goals and use of reassigned time, if provided, and comment on the faculty member's goals for the upcoming year. Because annual evaluation is formative as well as summative, please indicate any areas for improvement and any recommendations for specific actions that should be taken. The evaluation narrative should also provide feedback on the faculty member’s progress toward the next personnel review (reappointment, tenure, promotion, or post-tenure review, as appropriate).

 **CHAIR’S OR PROGRAM DIRECTOR’S MERIT RECOMMENDATION**

The merit recommendation should be consistent with the description of merit categories described in the [faculty handbook](https://www3.unca.edu/aa/handbook/3.htm#3.4.3). If applicable, it should also incorporate performance as a chair or program director.

|  |  |  |  |
| --- | --- | --- | --- |
| Improvement Plan Needed | Some Attention Needed | Meets Expectations | Exceeds Expectations |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 Chair or Program Director

Request conference with Dean: \_\_\_\_\_ (required in the event of non-concurrence with faculty goals)

**DEAN’S RECOMMENDATION**

When a Dean has a concern about a Chair’s recommendation, the Chair will be consulted. The Dean will provide written notice to both the Chair and the faculty member of their recommendation, with clear explanation if there is disagreement with the Chair’s recommendation. A copy of this written notice will be placed in the faculty member’s personnel file.

\_\_\_ I concur with the Chair's recommendation. \_\_\_ I do not concur with the Chair's recommendation.

Final recommendation:

|  |  |  |  |
| --- | --- | --- | --- |
| Improvement Plan Needed | Some Attention Needed | Meets Expectations | Exceeds Expectations |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**APPEAL TO THE PROVOST**

A faculty member may appeal the Dean’s recommendation to the Provost within ten working days of receipt.