



Faculty Evaluation Appeals Process

Transparency

COEHP faculty members must understand both the evaluation process and its connection to potential merit raises. Thus, each Department Head should outline the following details to faculty in a written form, first at the beginning of the new academic year and again in the spring as evaluations approach:

1. Annual peer evaluation process
2. Methods by which ratings will be translated to financial raises (regardless of the raise pool)
3. Appeals process for faculty evaluations

It is important that similar levels of transparency exist across COEHP departments, and the Dean should ensure that Department Heads' communication are consistent.

Faculty Evaluation Appeals Process

Guiding Philosophies:

- Evaluation of faculty members and their diverse workloads is a challenging task and one of the primary responsibilities of Department Heads.
- The goal of the faculty evaluation process is to encourage faculty members to continuously improve their research, teaching, and service in order to bring inter/national visibility to their program, department, college, and university.
- Faculty members must provide adequate information on the annual evaluation form for the Department Head to properly evaluate their record.
- In order to successfully appeal the evaluation, a faculty member must demonstrate that a reasonable, informed observer would not award the appealed score.

Appeals Process:

1. Within 10 working days of receiving and discussing their annual evaluation with the Department Head, a faculty member may appeal their annual evaluation by asking the department head in writing to reconsider their annual evaluation and providing any relevant materials to support the reconsideration.
 1. (Given the timeline for raise pools, the faculty member will not know the exact effect of the evaluation on their annual merit pay, but the faculty member should have an idea of how a specific percentage pool would result in a raise given the transparent process of informing faculty members about how merit raises are calculated.)
2. Within 10 working days of receiving the appeal, the Department Head should revisit the peer evaluations and annual evaluation, thoughtfully consider the appeal, and either

adjust the annual evaluation score(s) or provide written explanation of how the scores were arrived at and why they will remain unchanged.

3. Within 10 working days of receiving the Department Head's response, a faculty member may appeal their annual evaluation to the Dean.
4. Within 10 working days of the appeal, if either the Dean or faculty member desire, an ad hoc committee of four COEHP faculty members, two appointed by the dean and two appointed by the College Council chair, will be established. These faculty members should be individuals familiar with the complexity of faculty evaluations, with at least two tenured and no more than two from the appellant's department.
5. Within 20 working days, the committee should make a recommendation regarding the faculty member's annual evaluation to the Dean. The committee may be provided with relevant evaluations of other departmental faculty members.
6. Within 10 working days of receiving the committee's recommendation (or within 10 working days of receiving the appeal if no ad hoc faculty committee is established), the Dean will either adjust the annual evaluation score or deny the appeal.

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