

Section III, A, page 4:

14. Change period to semicolon
- add 15. ensure that all personnel actions are in accordance with Appendix C of the Faculty Manual.

## Section IX. Appendices

### A. Annual Evaluation of Faculty Members

Each faculty member in the Department except those holding part-time temporary appointments shall receive annually an evaluation of his or her performance for the year by the Chairman. Following Appendix C, this evaluation shall be based on the faculty member's performance in the areas of teaching, research and/or creative activity, service, and other responsibilities appropriate to the assignment. The general criteria for performance evaluations within the Department are those explained in Appendix C of the Faculty Manual as well as any approved by the Department and the Vice Chancellor for Academic Affairs.

The relative weight assigned to the areas of faculty performance may vary among faculty members in the Department but must be determined in accordance with the following guidelines:

1. In no case may service be weighed more heavily than either teaching or research and/or creative activity.
2. For all full-time faculty members performance in research and/or creative activity and teaching must be assigned a value of at least twenty-five percent each in the annual evaluation.

In consultation with the faculty member, using the recommendations of the Personnel Committee and the procedures stated in this Appendix as guidelines, it is the responsibility of the Chairman of the Department to assign relative weights to the areas of faculty performance. Relative weights shall be

determined in a reasonable manner that takes into consideration such factors as the nature of the faculty member's appointment, his or her academic training and interests, professional standards and expectations in his or her teaching field(s), the professional development of the faculty member (including progress towards tenure and/or promotion), and the goals of the Department and the University.

The determination of relative weights during the annual evaluation must agree with the guidelines above and must be stated when the Chairman makes the evaluation known to the faculty member prior to sending it to the Dean. If the faculty member disagrees with the determination, he or she may attach a statement to the evaluation explaining what he or she feels the proper determination should be, given the departmental guidelines above.

Determination of relative weights prior to or during the fall semester of the academic year may be made. The determinations must agree with the guidelines, and a form stating the assignment of relative weights and including the signatures of both the faculty member and the Chairman may be placed in the faculty member's personnel file. This assignment of relative weights may be changed later in the year, however, if the change is mutually agreeable to both the faculty member and the Chairman.