

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.2	Rights, Responsibilities, and Duties of the Faculty	Revised:	May 2005
Policy 3.2.4	Evaluation of Faculty Members	Responsibility:	Vice President for Academic Administration

EVALUATION OF FACULTY MEMBERS

Policy

As a result of the policy established by the Board of Regents, the Health Science Center has subscribed to and implemented a written personnel evaluation program for all faculty employees. The faculty will be evaluated annually. The evaluation will provide information to administrators and faculty that will enhance faculty development. [Section 3.6](#), of the *Handbook of Operating Procedures*, "Guidelines for Establishing Rank and Tenure" of faculty at the Health Science Center, may be used as a guide for performance standards. The personnel evaluation is applicable to tenure track and non-tenure track faculty, as well as postdoctoral fellows (if the fellows do not meet the student status criterion). The faculty member has the option of signing the evaluation. The document must be signed and dated by the evaluator and by the Chair if that is a different individual.

Records

Each Dean will by memo inform the Vice President for Academic Administration whether it is that School's policy to place the original evaluation form in the faculty member's departmental file or in the Dean's Office. If the School policy is to retain the original evaluation from in the Dean's Office, then a copy of the evaluation must be placed in the faculty member's departmental file. If a School's policy is amended after the initial memo is submitted to the Vice President for Academic Administration, another memo must be submitted.
