

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE
FACULTY SENATE

Senate Document Number 5813S

Date of Senate Approval 4/11/13

Statement of Faculty Senate Action:

FWDC 7: Including Dean's and Provost's Evaluations in Personnel Reviews
(Faculty Handbook Sections: [Section 3.5.4.1](#), [Section 3.5.4.2](#), and
[Section 3.7.2](#))

Effective date: Fall 2013

Summary: This document specifies that the written explanation reporting the final evaluation of the Dean or the Provost, and the results of an appeal to the Provost, is to be included in dossiers assembled for personnel evaluation, both for the department and the evaluation committee.

Rationale: While copies of the Dean's final evaluation of the faculty record (and the Provost's final evaluation of the faculty record of Department Chairs) go to the faculty member being reviewed, the Department Chair, and the personnel file, it is not included in the materials made available to either the members of the department or the appropriate evaluation committees for reappointment, tenure, promotion, or post tenure review. Similarly, the results of an appeal to the Provost are not included in these materials.

We believe that these materials should be included in the materials used for personnel evaluation, particularly when the Dean's evaluation differs from that of the Chair (or, for evaluation of Department Chairs, the Provost's from that of the Dean). This would add additional information to decision-making bodies as they make their recommendations.

1) Replace [Section 3.5.4.1](#), item 4, describing materials made available to the tenured members of the Department for review:

4. The Chair adds copies of the candidate's annual Faculty Records and Merit Evaluations, student evaluation rating summaries and comments, and peer reviews of the faculty member's teaching to this file. These additional materials should cover the full period of time between the faculty member's last review and the current review. The Chair makes these materials available to the tenured members of the Department for their review.

With:

4. The Chair adds copies of the candidate's annual Faculty Records and Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal), student evaluation rating summaries and comments, and peer reviews of the faculty member's teaching to this file. These additional materials should cover the full period of time between the faculty member's last review and the current review. The Chair makes these materials available to the tenured members of the Department for their review.

2) Replace the first sentence of [Section 3.5.4.1](#), item 10, describing materials made available to the Committee of Tenured Faculty:

The materials listed in # 9, along with the faculty member's annual Faculty Records and Merit Evaluations (provided by the Office of Academic Affairs) and student evaluation rating summaries (provided by the Office of Institutional Research) are made available to the Committee of Tenured Faculty.

With:

The materials listed in # 9, along with the faculty member's annual Faculty Records and Merit Evaluations (including Dean's or Provost's written explanation of final evaluations and Provost's response to any appeal) (provided by the Office of Academic Affairs) and student evaluation rating summaries (provided by the Office of Institutional Research) are made available to the Committee of Tenured Faculty.

3) Replace [Section 3.5.4.2](#), item 9:

9. All appropriate annual Merit Evaluations (collected by Provost and VCAA)

With:

9. All appropriate annual Merit Evaluations (including Dean's or Provost's written explanation of final evaluations and Provost's response to any appeal) (collected by Provost and VCAA)

4) Replace [Section 3.7.2](#), item 7, section A, item 6, describing materials made available for Post-Tenure Review:

6) Merit Evaluations (past five years, collected by Provost and submitted to the Chair)

With:

6) Merit Evaluations (including Dean's or Provost's written explanation of final evaluations and Provost's response to any appeal) (past five years, collected by Provost and submitted to the Chair)