

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE
FACULTY SENATE

Senate Document Number SD3424S

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Statement of Faculty Senate Action:

FWDC 8 (Editorial Changes): **Annual Evaluation of Chair and Program Directors**
Faculty Handbook [Section 3.4.4](#)

Effective: Immediately

Summary: This document makes several editorial changes to the Annual Evaluation of Chairs and Program Directors.

Rationale: The proposed edits to the Annual Evaluation of Chairs aligns the timeline with the Annual Review of Faculty in [Handbook Section 3.4.2](#), and ensure that the process stays within the fiscal year, mitigating any potential complications from the end of dean and/or CPD terms. The suggestions also include minor grammatical and structural changes.

Revise Section 3.4.4 as follows:

[3.4.4 Annual Evaluation of Chairs and Program Directors \(SD2512S\) \(SD5223S\)](#)

- 1) By ~~the Friday following Commencement~~ ~~May 1~~, each department chair/program director (CPD) completes an Annual Administrative Review, developed by Academic Affairs. This form allows CPDs to report their work. The form is submitted to the Dean who is responsible for that department or program.
- 2) By March 15, the ~~D~~dean will solicit feedback ~~on the CPD's performance~~ from the departmental faculty and staff by means of a ~~survey Google form~~ based on the CPD duties outlined in [3.1.2](#). Faculty and staff should submit the ~~survey Google form~~ to the ~~D~~dean by April 15.

Anonymized results ~~from the survey~~ will be shared with the chair after the chair submits their Faculty Performance Appraisal forms but before June 30 ~~July 1~~ for formative and summative purposes. Chairs will have the opportunity to respond to colleagues' feedback. At the discretion of the dean, the dean and chair will meet to develop a plan to address concerns raised and

share these steps with the department. The dean will use the annual feedback from departmental faculty and staff in the following year to assess progress on the improvement plan ~~if one is implemented~~. The chair's appointment remains at the discretion of the Provost.

~~3)2)~~ By ~~June 30~~ ~~May 15~~, the ~~D~~dean completes an evaluation of the performance of the CPD with both qualitative descriptors and a narrative evaluation. The Annual Administrative Review, ~~with and D~~dean's evaluation, is attached to the ~~CPD's~~ Faculty Record ~~of the CPD~~ before it is submitted according to the procedures outlined in [Section 3.4.2](#). and is incorporated into the annual evaluation of that faculty member by being evaluated as a separate category in addition to teaching, scholarship and scholarly or creative activity, and service.

~~4)3)~~ This administrative evaluation is incorporated in the determination of the merit evaluation of the CPD's work as a faculty member as defined in [Section 3.4.3](#).