

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE

FACULTY SENATE

Senate Document Number SD5324S

Date of Senate Approval 04/04/2024

Statement of Faculty Senate Action:

FWDC 6: **Revise Faculty Handbook Procedure for Annual Evaluation of Faculty
Faculty Handbook [Section 3.4.2](#)**

Effective Date: Immediately

Summary:

This document updates the procedure for annual evaluation of faculty to include a process for leaves of absence.

Rationale:

The existing procedure for the annual evaluation creates uncertainty for a faculty member on a leave of absence. The proposed revisions introduce language to the annual review procedure indicating that faculty on full leaves are not expected to complete a faculty record for the duration of their leave. Consequently, their annual evaluation will not be based on this period.

These revisions permit faculty members on leave during a spring semester to submit their faculty records by August 1st. This timeline accommodates the end of the fiscal year, which coincides with the conclusion of the leave term, and provides the faculty member with one month to finalize and submit their faculty record after the conclusion of the leave period.

Revise Section 3.4 as follows:

3.4.2 Procedure (revised by Provost and VCAA, Spring 2011) ([SD4512S](#))

For the purpose of this section, the words "Department Chair" and "Chair" refer to any faculty member who directly evaluates faculty for merit, reappointment, tenure or promotion.

1 a. By the Friday following Commencement, each continuing faculty member submits a completed Faculty Record and supporting materials to his/her Department Chair covering activities from the previous fall and spring semesters. **Faculty on full leave are not expected or required to complete a Faculty Record for the period of the leave. If a faculty member is on full leave during a spring semester, they must submit their Faculty Record by August 1 of the calendar year in which they are on leave.**

b. By the Friday following Commencement, Department Chairs will submit their Faculty Record and supporting materials to their Program Area Dean.