

**Faculty annual evaluation Process**

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| **The following recommendations apply to committees REVIEWING: Tenure Track, Non-tenure track or Clinical faculty packages.** |

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| **Composition & Size** |
| 1. To ensure that the workload is not onerous, and that each faculty member gets careful review, the ad-hoc committee should have adequate number of faculty so that each member reviews no more than 3 primary, 3 secondary and 3 tertiary packages.
2. Ad-hoc committee should be from diverse subject areas, academic programs, and ranks to ensure fair representation for all faculty being reviewed.
3. Each ad-hoc personnel committee first reviews packages in small groups. These small review groups should be composed as follows:
	1. Primary reviewer from faculty’s subject area (self-identified by faculty)
	2. Secondary/Tertiary reviewer from faculty’s academic program area
	3. Secondary/Tertiary reviewer of rank at or above the faculty being reviewed
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| **Process & Format** |
| 1. **Sub-Committee or Small Review Group Functioning**
	1. Chair assigns a three person review sub-committee for each faculty being reviewed taking into consideration recommendations in #1 above.
	2. Sub-committee members independently review before small group meeting
	3. Sub-committee meet and discuss scoring prior to the full group meeting
		1. Meetings can be via zoom or in-person (not via email)
		2. Sub-committee does not necessarily come to consensus, i.e. members can score differently on each criteria.
	4. All discussion should focus on faculty packages, committee members can provide context, but not fill gaps with new information.
2. **Full Committee (presentation and discussion)**

We recommend that full committee meet in person to discuss faculty packages previously reviewed by the sub-committee in the following cases: * Sub-committee member score discrepancies larger than 0.5 points in any area
* Scores of 3 or less in any area
* Cases where there are not subject area/academic area representation on subcommittee
* Any subcommittees who want a case heard by full committee
* Chair has discretion to bring additional packages to the full committee
* Flag scores of 2 or less for administrative review
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