

Procedures for Annual Evaluation in NHS

Annual evaluation will be accomplished at the faculty level of review by an Evaluation Committee (EC) consisting of no fewer than four (4) full-time faculty members who are identified through appointment or election at the School's discretion. The EC composition will differ in Schools consisting of multiple program areas and those consisting of a single program area; in the former case, the Program Coordinator will serve as a member of the EC. The Chair of the EC will be selected by EC members or the faculty within the unit (that is, the program area in Schools consisting of multiple programs and the School in single discipline schools).

Each full-time faculty member will submit to the Evaluation Committee a report on his/her activities in the three performance areas and an updated *curriculum vitae* in UNC format. The report should be brief (for example 2-3 pages), although supporting materials (e.g. student course evaluations, publications, and service documentation) may be attached. All full-time faculty members in the program area may review these materials and individually assign ratings for each area; these ratings will be advisory to the EC. They should also provide comments that support their ratings. The EC will then calculate a Committee rating for each area by averaging the individual ratings. The overall rating will be determined by performing a weighted average of the area ratings. The weights are those that were agreed upon by the faculty member and School Director for that evaluation year.

The Chair of the EC will prepare a report for each individual being evaluated, which will include a summary of the faculty comments. In keeping with University policy, the report must also include an assessment of the progress towards tenure or promotion, if appropriate. After evaluation by the School Director and prior to submission to the Dean the results of the evaluation are shared with the faculty member who will indicate his/her review by signing the report. A signature does not connote agreement with the evaluation. Within ten (10) working days of the evaluation meeting with the Director, a faculty member may provide a response to the Director's or EC's evaluation which will be appended to that document. Formal appeals will be submitted to the School Director, and then addressed through the School's designated appeals process prior to submission to the Dean.