



Part 8: Faculty Evaluation

[See also Title 3, Article 3, Part 3, 3-3-303(5) Performance Evaluation and Title 3.]

3-3-801 Implementation of Faculty Evaluation Procedures.

3-3-801(1) Comprehensive Review. A faculty member is entitled to a comprehensive review in any year upon request. The outcome of the comprehensive review serves as the exclusive basis for decisions concerning pre-tenure review, tenure review, promotion review and post-tenure review. For tenured faculty members, any comprehensive review serves as a post-tenure review.

(a) Pre-Tenure Review [See Section 2-3-801(2)(a)].

(I) Review Cycle. Tenure track faculty members shall undergo a comprehensive pre-tenure review in their third year, except in the following circumstances.

1. Faculty members who negotiate one (1) or two (2) years of credit shall undergo a pre-tenure review in their second year.
2. Faculty members who negotiate three (3) years of credit shall undergo a pre-tenure review in their first year. [See BPM Section 2-3-801 (1) Definitions.]

(II) Procedures. Pre-tenure review procedures are the comprehensive evaluation procedures that include scores and reasons based on approved program area criteria, given in the Board Policy Manual Title 1, Part 3, 1-1-307 Faculty Evaluation and Title 2, Article 3, Part 8 Faculty Evaluation.

(III) Evaluation Period and Dossier. Comprehensive pre-tenure review requires a faculty member to prepare a dossier that summarizes and

provides evidence of the individual's accomplishments in the performance areas. The dossier for pre-tenure review should reflect activities accomplished while a member of the UNC faculty. The dossier may include activities accomplished in time periods occurring prior to service at UNC if negotiated at the time of hire.

(b) Tenure Review [See BPM Section 2-3-801(3)(b).]

(c) Promotion Review. [See BPM Section 2-3-801 (3)(c).]

(d) Post-Tenure Review. [See BPM Section 2-3-801(3)(d).]

(I) Review Cycle. Tenured professors must undergo a comprehensive review at least once every five (5) years. Tenured associate professors must undergo a comprehensive review at least once every six (6) years (in addition to at least one (1) subperiod review in a year between comprehensive reviews). If a faculty member requests a comprehensive review (for promotion, or any other reason) this shall establish a new five-year (5) or six-year (6) review cycle. For tenured associate professors, completion of a comprehensive review does not reset or extend the timeline for consideration for promotion to professor.

(II) Procedures. Post-tenure review procedures are described in the Board Policy Manual 1-1-307 Faculty Evaluation and 2-3-801 Faculty Evaluation.

(III) Evaluation Period and Dossier. The dossier for post-tenure review without promotion should include only activities accomplished since the last comprehensive review (for the case of post-tenure review with promotion, see 2-3-801(3)(d)). If hired with tenure, the dossier for the first comprehensive review should include activities since time of hire.

(IV) Evaluation Areas. A faculty member is evaluated on assigned workload over the evaluation period.

(V) Post-Tenure Review Decision. The result of a post-tenure review is either satisfactory or unsatisfactory. A faculty member's post-tenure review is satisfactory if they receive an overall evaluation of level III or higher with a level III or higher evaluation in teaching. If the overall evaluation is below level III, or if the evaluation is below level III in teaching, then the result of the post-tenure review is unsatisfactory. If evaluated as unsatisfactory in a post-tenure review, the faculty member, unit leader and the program area faculty shall meet to develop a performance plan, based on the approved program area criteria, within 30 calendar days of the start of the next academic contract period. The plan shall be approved by the program area faculty, unit leader, and the dean, and agreed to by the faculty member. The faculty has two years from the unsatisfactory evaluation period to achieve a satisfactory comprehensive evaluation. Failure to do so shall constitute grounds for disciplinary action. [See BPM 1-1-310 and BPM 2-3-1101].

3-3-801(2) Subperiod Review. Procedures for the subperiod review (annual/biennial/ triennial review) are conducted for the purpose of performance evaluation.

- (a) Criteria. Evaluation criteria are developed by each program area and approved as described in 2-3-801(4)(a).
- (b) Procedures. Subperiod Review procedures are described in the Board Policy Manual Title 1, Article 1, Part 3 Faculty Evaluation, and Title 2, Article 3, Part 8 Faculty Evaluation. A subperiod review shall not include an evaluation period already included in previous subperiod reviews.
- (c) Evaluation Period. The calendar year is used as the review period for all subperiod reviews notwithstanding that the faculty member may not have worked the entirety of the calendar year. Each review time period includes faculty activities from January 1 through December 31 of a calendar year. Evaluations are conducted during the period of January 1 through May 31 of the following year.

- (I) **Annual Review.** One calendar year.
 - (II) **Biennial Review.** A consecutive two-year period.
 - (III) **Triennial Review.** A consecutive three-year period.
- (d) Evaluation Areas. Faculty are evaluated in each applicable performance area and their contributions in each area may vary according to the workload assigned by unit leader. [See Faculty Workload 2-3-401].
- (e) Employment Status and Subperiod Review
- (I) Adjunct Faculty. Adjunct faculty are evaluated by the program area faculty in consultation with the unit leader. Each College shall develop procedures for evaluating its adjunct faculty.
 - (II) Contract-Renewable Faculty. Contract-Renewable faculty must complete a subperiod review at least once every two years and may request a subperiod review in any year.
 - (III) Tenure-Track Faculty. Tenure-track faculty must complete a subperiod review in all years that do not include a comprehensive review (pre-tenure or tenure). If the faculty member receives, in their pre-tenure comprehensive review, “exceeds expectations” or higher in either instruction or professional activity, and “meets expectations” or higher in the other areas, they may opt out of the annual review the following year.
 - (IV) Tenured Associate Professors. Tenured Associate Professors must complete a subperiod review once every three years, and they may request a subperiod review in any year.
 - (V) Tenured Professors. Tenured Professors are not required to complete a subperiod review. They may request a subperiod review in any year.

3-3-801(3) Calendar for Faculty Evaluation. Colleges shall establish calendars for the review of evaluation materials as described in the Board Policy Manual 1-1-307 Faculty Evaluation, and 2-3-801. Faculty Evaluation.

(a) Reappointment Recommendations for Tenure-Track Faculty. [See Board Policy Manual 2-3- 202(3).]

(b) Reappointment upon Denial of Tenure. Faculty members who do not receive tenure in year six (6) shall be given a terminal contract in year (7).

(c) Contract-Renewable Faculty Member Position Notification. Decisions to offer a subsequent contract-renewable agreement should be communicated on an annual basis to the faculty member by April 1.

3-3-802 Confidentiality and Professional Ethics. Except as otherwise authorized under the terms and provisions of this procedure, or when used to administer the affairs of the University, or to comply with the law, all information reviewed, evaluation data collected, committee deliberations, decisions, and other materials generated during the course of evaluations conducted in accordance with this procedure shall be maintained as confidential.

Policy History

3-3-801 IMPLEMENTATION OF FACULTY EVALUATION PROCEDURES.

Section 3-3-801 amended (Aug 2026)

Subsection 3-3-801(2)(b)(c)(III)(f)(V) amended (Jun 2021)

Subsection 3-3-801(2)(f)(IV) Tenured Faculty amended (Feb 2021)

Subsection 3-3-801(2)(b)(c)(I)(II)(e)(f)(I)(II)(III)(IV) amended (May 2017)

Subsection 3-3-801(3)(a)(b)(c) amended (May 2017)

Subsection 3-3-801(1)(2)(3) amended (Jun 2016)

Subsection 3-3-801(1)(2)(3) amended (Dec 2014)

Subsection 3-3-801(2)(VI) Promotion and/or Tenure Recommendation amended (May 2012)

Subsection 3-3-801(1) Annual Review (g)(I)(g)(II)(g)(III) amended (Nov 2011)

Subsection 3-3-801(1) Annual Review (a)(g)(ii) amended (Sept 2011)

Subsection 3-3-801(2) Comprehensive Review (a)(III)(a)(VI) amended (Sept 2011)

Subsection 3-3-801(3) Calendar for Faculty Evaluation amended (Sept 2011)

Subsection 3-3-801(1) Annual Review amended (Oct 2010)

Subsection 3-3-801(3)(b) Calendar for Faculty Evaluation chart deleted due to conflict with Board Policy Manual. (Dec 2010)

3-3-802 RESPONSIBILITIES OF THE FACULTY IN THE EVALUATION PROCESS.

Section 3-3-802 amended (Jan 2022)

Section 3-3-802 amended (May 2017)

Section 3-3-802 amended (Jun 2016)

Section 3-3-802 amended (Sept 2011)

3-3-803 RESPONSIBILITIES OF THE DEPARTMENT CHAIR/SCHOOL DIRECTOR IN THE EVALUATION PROCESS.

Section 3-3-803 amended (Sept 2011)

Section 3-3-803 introductory paragraph amended (Oct 2010)

3-3-804 RESPONSIBILITIES OF THE COLLEGE DEAN IN THE EVALUATION PROCESS.

Section 3-3-804 amended (Sept 2011)

Section 3-3-804 amended (Oct 2010)