Faculty Performance Evaluation Procedure

The procedure provides for participation by all appropriate campus academic units and includes notification of status throughout the process as well as provision for review and reconciliation.

**Faculty Member**
- Submits Individual Evaluation Folder including the following:
  - Faculty Activity Report and Evaluation Form
  - IDEA summary forms
  - Current vita
  - Annual Professional Achievement Record, if applicable
  - Cumulative Professional Achievement Record, if applicable
  - Other materials as required by the department

**Department Peer Review Committee [DPRC]**
- Reviews Faculty Evaluation Folder
- Completes Department Peer Evaluation Form

**Department Head**
- Reviews Faculty Evaluation Folder
- Completes Department Peer Evaluation Form
- Forwards Faculty Activity Report and Evaluation with Re-employment Recommendation and IDEA Summary Forms to Dean

**Dean**
- Reviews Faculty Activity Report and Evaluation and IDEA Summary
- Forwards Recommendation Memorandum to Provost

**Provost**
- Reviews Recommendation of Dean
- Recommends Reappointment or Termination

**Notification of Status**

**Letter of Appointment or Notification of Termination**

**Copy of Completed Faculty Activity Report and Evaluation**