**APPENDIX C:**

**FAYETTEVILLE STATE UNIVERSITY**

**FACULTY PERSONNEL ACTION FORM**

**PERFORMANCE REVIEW OF TENURED FACULTY MEMBER**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Most Recent Successful Personnel Action (check one):**

**\_\_\_\_ Awarded tenure and promoted to rank of Associate Professor**

**\_\_\_\_ Awarded tenure at rank of Associate Professor**

**\_\_\_\_ Promoted from Associate Professor to Professor**

**\_\_\_\_ Post Tenure Review**

**\_\_\_\_ Transitioned Administrative Role to Faculty; Rank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year in which above personnel action was completed (i.e., 2015-16): \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If appropriate, academic year in which administrator resumed faculty role, i.e., (2015-16): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIT-LEVEL RATINGS\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Departmental Tenured Faculty (Number eligible \_\_\_\_\_\_\_\_\_)** | | | |
|  | **Teaching** | **Research/Creative Activities** | **Service** |
| **Exceeds Expectations (#)** |  |  |  |
| **Meets Expectations (#)** |  |  |  |
| **Needs Improvement (#)** |  |  |  |

***Rating shall be determined by simple majority vote.***

**Unit-Level Rating (See attached table):**

**Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_**

**I.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Chair, Departmental Tenured Faculty Committee***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Department Chair** | | | |
|  | **Teaching** | **Research/Creative Activities** | **Service** |
| **Exceeds Expectations** |  |  |  |
| **Meets Expectations** |  |  |  |
| **Needs Improvement** |  |  |  |

**Unit-Level Rating (See attached table):**

**Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_**

**II.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Department Chair***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **College/School Tenured Faculty Committee (Number eligible \_\_\_\_\_\_\_\_\_)** | | | |
|  | **Teaching** | **Research/Creative Activities** | **Service** |
| **Exceeds Expectations (#)** |  |  |  |
| **Meets Expectations (#)** |  |  |  |
| **Needs Improvement (#)** |  |  |  |

***Rating shall be determined by simple majority vote.***

**Unit-Level Rating (See attached table):**

**Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_**

**III.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Chair, College/School Tenured Faculty Committee***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **College/School Dean** | | | |
|  | **Teaching** | **Research/Creative Activities** | **Service** |
| **Exceeds Expectations** |  |  |  |
| **Meets Expectations** |  |  |  |
| **Needs Improvement** |  |  |  |

**Unit-Level Rating (See attached table):**

**Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_**

**IV.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***College/School Dean***

**OVERALL EVALUATION\*\*:**

**Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Provost and Vice Chancellor for Academic Affairs***

**Guidelines for Ratings**:

**Unit-level ratings** shall be based on the assessment of each area (teaching, scholarly/creative activities, service) as summarized below.

Exceeds Expectations – Faculty member must exceed expectations in teaching and in at least one other area.

Meets Expectations – Faculty member must at least meet expectations in all three areas.

Needs Improvement – Faculty member is found to need improvement in one area, regardless of evaluations in other areas.

**Overall Rating**

The Provost shall determine the overall evaluation of the faculty member on the basis of the following guidelines:

1. Exceeds Expectations (overall) – The faculty member receives three (3) or more unit-level ratings of exceeds expectations with no unit-level rating of needs improvement.
2. Meets expectations (overall) – The faculty member received a combination of unit-level ratings of Exceeds Expectations and Meets Expectations and has no more than two unit-level rating of needs improvement.
3. Needs improvement (overall) – The faculty member receives three (3) or more unit-level ratings of needs improvement, regardless of the other unit-level ratings. The faculty member who receives overall evaluation of needs improvement will be required to complete an improvement plan as outlined in Section VI below.

In determining the overall evaluation of a faculty member, the Provost shall consider any written responses of the faculty member to unit-level reviews and may adjust the overall evaluation if a written response provides compelling evidence that one or more unit-level ratings is unfair.