

III. Procedures for Processing of Evaluation Forms¹

1. The dean fills out Section B of the Evaluation Form and turns it over to the faculty member.
2. The faculty member then fills out Section A of the Evaluation Form listing his/her activities during the past academic year.
3. The faculty member then meets with his/her chair for discussion and clarification of his/her entries on the form.
4. The chair enters his/her evaluation of the faculty member's activities in Section C.
5. The chair shows the form, now containing his/her recommendation, to the faculty member, who signs, either with agreement or disagreement. If the faculty member chooses, he/she may make comments in the space provided to which the chair may respond. (Section D)
6. In the event of disagreement a three-way review of the case will be held among the academic dean, chair, and faculty member, each of whom shall sign at Section E.1, or waived in which case the faculty member shall sign at section E.2.
7. The Dean shall either: (a) sign the form without comment and forward it to the Provost with a copy to the faculty member; or (b) add comments (required in the case of a three-way review) and return the form to the faculty member for signature and possible comment. If (b), the faculty member shall sign the form, add comments (if desired) and return it to the Dean, who shall forward it to the Provost.

¹ Extracted from FPS 14.