

## **Annual Performance Reviews (Term, Grant/Contract)**

All term, grant/contract, and part-time instructors not on tenure-track appointments must receive annual performance reviews.

Deans will conduct the final review, writing to each candidate. The files will not be forwarded to the Provost for review. The forms for these reviews are attached. Please note that evaluations for part-time instructors are to be submitted on a different schedule.

### **ANNUAL PERFORMANCE REVIEWS FOR TERM AND GRANT/CONTRACT FACULTY:**

**Annual performance reviews for term and grant/contract faculty must be completed by the unit faculty no later than March 15 and forwarded to the department chair. The review by the department chair must be completed no later than April 1 (Article 16.§6).** Term faculty should only be evaluated on their performance in the areas of professional competence and service unless the term faculty member requests an evaluation of professional recognition (Article 16, Section 6). Grant/contract faculty should be evaluated on their performance related to grant activities. **Submit one copy of Form A for each person**, with the department committee originating the form and with the recommendation of the department chair/director attached. Please attach summaries of teaching evaluations and any supporting documentation.

Department committees, department chairs/directors, and deans must make positive or negative recommendations based on the performance of the faculty member reviewed. The sample recommendations presented below may be used.

- The faculty member has performed well and merits continuation of the appointment or merits another appointment, if a position is available, and if the person can be reappointed (See Article 14, Section 2.1).
- The faculty member has not performed at the level required for continuation of the appointment or to qualify for another appointment.