

UNIVERSITY MANUAL, SECTION 305

305 Performance Evaluations

305.12 Performance Review (RTP Evaluation)

RTP evaluations shall follow the provisions of Appendix 16 and shall be reported on the faculty performance review form (RTP package) which comprises Appendix 27 of this manual.

The RTP committee elected by the probationary and tenured faculty members of each department has the principal responsibility for performance review of faculty members in its department.

The university shall develop and specify a timeline for conducting performance reviews (RTP evaluations). At each level of evaluation, the appropriate committee or administrator may develop their own timeline for conducting the evaluation. Evaluation at all levels shall be completed within the time period specified by the university.

The criteria and procedure for performance review of faculty members must provide the opportunity for the Department RTP Committee to actively solicit and obtain statements from other faculty unit employees, students, and administrators regarding qualifications and work of the faculty member being evaluated. All information provided by these sources should be in writing and identify the contributor by name. A copy of all statements must be provided to the faculty member being evaluated. The faculty member being evaluated shall have the right to respond or submit a rebuttal statement in writing no later than ten (10) calendar days following the receipt of the statements. All statements obtained and the faculty member's response or rebuttal statements shall become part of the evaluation file.

At the completion of the first level of evaluation, the performance review evaluation file shall be declared complete with respect to the documentation of performance. Insertion of additional material after this declaration must have the approval of the University RTP Committee.