



CHS Appeal Process for 2019 Faculty Performance Review *Instructions for Faculty*

Faculty members have the right to appeal the ratings given by the Chair on the Faculty Performance Review (FPR). The following process will be used to guide these appeals.

- The Dean appoints an appeals committee of five faculty members at the beginning of the fall term. Members of this Committee for 2019 FPRs are: Robert Marshall, Kevin Schuer, Travis Thomas, and Tim Uhl.
- The Department Chair will meet with faculty members to review the content and final ratings on the FPR.

Do you have to sign the form at the review meeting with the chair?

- No. If you want some time to review the FPR before signing, you may do so. However, you must sign and return the evaluation to the chair no later than **February 21, 2020**. You must also check the box that applies to your decision: 'I accept this evaluation' or 'I disagree and may appeal this evaluation.' *Signing the document does not indicate agreement with the evaluation; the checked box indicates whether or not you agree.*

What recourse do I have if I disagree with the rating?

- There are two possible reasons you might disagree with the rating: 1) There are errors of fact that may impact the rating; or 2) The facts may be correct, but there is disagreement about the Chair's judgment of the rating. If the disagreement cannot be resolved during the FPR meeting and you want to appeal the rating, you may choose among the following options based on the reason for the disagreement:

If there are 'errors of fact'

- If there are errors of fact (e.g., you failed to provide information or it is incorrectly entered), you may provide the information or correct the errors.
- The Department Chair will review the additional information and make a judgment.
- The Department Chair's judgment will represent the final evaluation and will be completed prior to the **February 20, 2020** deadline, unless the Chair and faculty member agree on a different date.
- If you still disagree with the evaluation, you should indicate the desire to appeal by checking the appropriate box on the FPR and signing it. You must then write a letter to the Dean indicating the reasons for your appeal.

- The deadline for a faculty member to file an appeal at the college level is **March 6, 2020**.

If I disagree with the Chair's judgment

- If you disagree with the Chair's judgment of your rating, you may appeal the rating by checking the appropriate box on the FPR form, signing it, and writing a letter to the Dean indicating the reasons for your appeal.
- The deadline for a faculty member to file an appeal at the college level is **March 6, 2020**.

What happens next?

- The Dean will convene the FPR Appeals Committee. If members of the committee have a conflict of interest, alternate members will be asked to serve
- The committee will meet with you, the Department Chair, and other involved parties (e.g., Program Director if applicable). They will review the documentation provided by you and the Chair. After deliberations, the committee will provide a recommendation to the Dean. No new documentation can be provided at this point in the process.
- The Dean will convey the result of the appeal to you and the Department Chair. Appeals at the college level must be completed by **March 20, 2020**.
- If you disagree with the outcome of the appeal, you may appeal to the Provost. The deadline for an appeal to the Provost is **April 17, 2020**.