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A. ANNUAL PERFORMANCE EVALUATION AND SALARY DETERMINATION FOR FACULTY MEMBERS.

A-1. PERFORMANCE EVALUATION. Annual evaluation of the performance of each member of the faculty is, primarily, the responsibility of the faculty member and the unit administrator concerned. The provost is responsible for preparing supplementary instructions each year, including the schedule for completion of the successive steps. The forms to be used (#1, "Teaching-Research"; #2, "Extension and Service"; #3, "Administration"; #4, "Summary Evaluation"; and #5, "Salary Recommendation") are appended to this section. [See also 3380 C.]

a. Forms Distributed. Supplies of the forms to be used in the evaluation process are procured by deans and unit administrators. The immediate administrative officer is responsible for ensuring that each faculty member receives the proper form(s) together with a copy of the supplementary instructions. [rev. 7-01]

b. Performance levels in each criterion evaluated are described as follows:

i. Exceptional Performance (5) is extraordinary performance well beyond that required relative to the position description.

ii. Above Expectations (4) represents performance which is better than that expected relative to the position description.

iii. Meets Expectations (3) is the performance expected of a faculty member relative to the position description that can be defined as normative.

iv. Below Expectations (2) denotes performance that is less than that expected and means improvement is necessary. A rating of this type triggers procedures outlined in 3320 B.

v. Unacceptable Performance (1) is performance that is not acceptable and/or is inconsistent with the conditions for continued employment with the institution. Failure to meet these standards in any of the following ways will result in a rating of unacceptable performance:

a) received a “1” rating the previous period but did not make the improvements required.

b) consistently violated one or more of the institution’s standards for meeting the expectations of the position.

c) violated one or more standards of conduct as specified in the Faculty/Staff Handbook.

[The remaining material is Part A of Section 3320 remains unchanged except for the change in lettering sequence caused by the addition of the new Part A-1-b. stated above.]