

ANNUAL REVIEW OF FACULTY AND ADMINISTRATORS

According to the UNC Charlotte [Academic Personnel Procedures Handbook](#), all faculty and administrators within academic colleges are required to be reviewed annually.

CHHS Annual (Calendar Year) Review of Faculty

All CHHS faculty are provided feedback annually for performance related to track and rank expectations. All data used to compile faculty annual reviews represent accomplishments between January 1 and December 31 of each year.

CHHS faculty populate the [CHHS Faculty Annual Review and Workload Planning Document](#) (FAR/WPD) with data associated with their accomplishments and provide other evidence of performance as needed to their unit Chairs/Directors by **February 1st**.

The FAR/WPD includes a self-evaluation of progress in achieving goals during the review period and a statement of goals for the coming calendar year. By the close of the academic year (typically mid-May), the unit head archives the completed, signed faculty evaluations in faculty personnel files. This review is a written evaluation that addresses each relevant component of a faculty member's assignment (teaching, research, service/administration).

Annual (12-month Appointment, July 01-June 30) Review of Administrators

CHHS adheres to processes for evaluating administrators described in [university policy](#). Administrators are evaluated on their accomplishments between July 1 and June 30 of each year coinciding with their 12-month appointments.

Administrators in the College may use the FAR/WPD to organize their accomplishments, but are not required to do so. CHHS Chairs/Directors and Associate Deans provide their narrative or FAR/WPD designed for their annual review to the appropriate committee (URC or the CRC) and Dean by **March 1st** of each year.

Administrators are also asked to provide a [statement waiving their right](#) to review individual faculty responses and comments received during the review process. This document will be included with the rest in their personnel files. Annual reviews and all data used in the review are then provided to the administrator's supervisors by committees before **May 15th**. The Dean is also reviewed annually. Their annual accomplishments are sent to the CHHS CRC and the rest of the College faculty and staff on or by **April 1st**. All data and the review letter are then forwarded to the Provost

and the Dean by **May 15th**. Additional details that go beyond these deadlines are provided in the governing university policy located [here](#).

The Assistant Dean for Inclusive Excellence is a unique position that is considered a joint faculty appointment with the home/primary unit. The College is considered the secondary unit. Personnel processes, including annual reviews, are informed by Policy Statement on joint appointments located [here](#). The Faculty Annual Review will be conducted through the primary unit. The faculty member will prepare a report by **February 01** every year for the primary unit focused on their research, teaching, and service obligations, as described above. They will also prepare a report by the same deadline for the secondary unit focused on their AD for Inclusive Excellence obligations. This secondary report will be reviewed by the Inclusion, Diversity, Equity, and Acceptance (IDEA) committee. The IDEA committee will prepare a brief statement by **March 01** every year that will be included in the faculty member's FAR annually.

Multi-year, comprehensive reviews may also serve as an annual review for CHHS administrators. Details of those processes are located [here](#).