

ANNUAL EVALUATION OF FACULTY/ UPDATE OF PROFESSIONAL ACTIVITIES

PURPOSE

The Update of Professional Activities form is used as the annual evaluation of a faculty member. It is to be completed for recurring visiting faculty on one-year contracts and multi-year contract faculty as part of the annual review process. This is also a part of the reappointment evaluation process for multi-year contract faculty.

POLICY

- Section 8.1.3: Annual Review of Faculty, Faculty Manual
<http://www.uncsa.edu/vcprovost/FacultyManual.pdf>.

FORM

- Update of Professional Activities Form
<http://www.uncsa.edu/faculty/facultyforms.htm>.

PROCEDURE

1. Using Part I of the form, the faculty member will provide a thorough annual report of work at UNCSA and related professional activities to the Dean **by May 1**.
2. The Dean will meet with each faculty member annually to discuss his/her work based on the student evaluations, the self-evaluation and the Dean's knowledge of the faculty member's contributions.
3. Using Part II of the form, the Dean will formulate a written report of the faculty member's work. The Dean's report will note important achievements and accomplishments of the faculty member that are worthy of being documented for their ongoing file. It will also include a summary of any discussions concerning needed improvement in the faculty member's performance. This report will constitute the completed record of the faculty member's annual evaluation. *A copy of Part II will be given to the faculty member by the dean.*
4. Part I and Part II are due to the Provost **by June 1** for review and inclusion in the faculty member's personnel file. The forms should be submitted in hard copy format to the Academic Personnel Officer.
5. A copy of the form (Part I & Part II) should be kept by the school/division and the faculty member for inclusion in the reappointment evaluation file.