

Process for the Review of an Appeal of an Annual Evaluation

(Approved 10/14/20)

Pursuant to §III.E.4.g of the *Faculty Handbook* (2019), a faculty member has the right to appeal an annual evaluation before it is submitted to the Dean. The Department of Computer Science has designated the Administrative and Appeals Subcommittee (AAS) of the Academic Unit Personnel Advisory Committee (AUPAC) as the body that will hear such appeals. This document describes what is required of the individual making the appeal and the process that will be used by the AAS.

Requirements of the Individual Making the Appeal

Pursuant to §III.E.4.g of the *Faculty Handbook* (2019), the faculty member has a maximum of seven days following receipt of the official written evaluation to make the appeal in writing. Failure to file a timely written appeal will result in the evaluation being sent forward to the dean, and no further appeal rights are available.

The faculty member making the appeal must transmit a letter to the chair of the AAS that describes:

1. The part or parts of the annual evaluation that are being appealed.
2. Why each part of the evaluation is thought to be incorrect.

The faculty member making the appeal should **not** transmit either the Faculty Activities Report (FAR) or the supporting materials submitted along with that report to the AAS.

Criteria to be Applied During the Review

As described in §III.E.4.h of the *Faculty Handbook* (2019), the reviewing body should consider:

- “[W]hether all relevant information was objectively reviewed by the AUH in accordance with evaluation criteria established by the academic unit.”
- “[W]hether the AUH evaluated similar achievements among similarly situated academic unit members using the same standard of judgment.”

Review Process

Upon receipt of the appeal, the AAS will:

1. Identify 2-3 similarly situated members of the academic unit.
2. Ask the Academic Unit Head (AUH) to supply them with the FAR of the faculty member making the appeal and the 2-3 similarly situated members of the academic unit.
3. Determine whether or not the FAR was objectively reviewed by the AUH.
4. Determine whether or not same standards of judgment were used by the AUH.
5. Provide a written recommendation (to either uphold or modify the evaluation) to the AUH (with a copy to the faculty member making the appeal and the Dean).

The AAS must complete this process by the deadline specified in §III.E.4.h of the *Faculty Handbook* (2019).