

2009 CHS Appeal Process for Annual Performance Review *Instructions for Faculty*

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

- The Dean will appoint an appeals committee of five faculty members at the beginning of the fall term. Members of this Committee for 2009 APRs are: Lynn English, Gerry Gairola, Linda Gorman, Richie Andreatta, Carl Mattacola, and Tony Wolbarst (alternate). This Committee will be convened in the event of an appeal.

Do you have to sign the form during the review meeting with the Chair?

- No. If you want some time to review the APR before signing, you may do so. However, you must sign and return the evaluation to the Chair no later than **February 19**.
- 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 there are 'errors of fact'

- If there are errors of fact (e.g., information is missing or incorrectly interpreted), you may provide additional material to support your position
- 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 by **February 12, 2010**.
- If you still disagree with the evaluation, you may indicate your desire to appeal by checking the appropriate box on the APR form, signing it, and then 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 12, 2010**.

~ 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 APR 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 12, 2010**.

What happens next?

- The Dean will convene the APR 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., Division Director). 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 **April 5, 2010**.
- 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 26, 2010**.
- Decisions about appeals to the Provost will be completed by **May 10, 2010**.