

## **Policies and Procedures for the Evaluation of Faculty Holding Joint Appointments**

The following evaluation policies and procedures apply to CAS tenure-track faculty holding joint appointments in which one of the Departments or Units will not be granting tenure. The appropriate ratifications to the Department's and/or Unit's Operating Papers regarding these reviews should be made.

At the time of hire and at the end of each calendar year the Department Chair(s), Unit Director(s), and faculty member holding the joint appointment will meet and set expectations regarding such activities as course load, scholarship, and service commitment within each department/unit during the following calendar year. This written understanding will then become part of the faculty member's official record.

Each Department and/or Unit, in accordance with their approved Operating Papers' guidelines, shall independently evaluate and/or review their faculty members holding joint appointments for the purpose of annual retention, performance and salary increases. The tenure granting Department will be responsible for preparing the initial four month retention review. Each evaluation will be conducted within the timeframe set forth by CAS. After the Department's and Unit's reviews are completed, the Chair and Director will then review the department's and unit's recommendations, and make additional recommendations regarding the faculty member. A faculty member's evaluation must be communicated confidentially to that person orally and in writing by the Chair and Director. Both the department's and unit's evaluation of the faculty member will then be forwarded to CAS as part of the candidate's official record.

The following additions and/or modifications in the evaluation policies and procedures apply for the purposes of Midpoint, Tenure, and Promotion review of the faculty member. The non-tenure granting Unit shall review the candidate's record and portfolio first, and then forward its evaluation and recommendation as part of the candidate's dossier to the tenure granting department. The evaluation forwarded shall be used as supporting material to assess the candidate's performance. During the evaluation process the department review committee may seek clarification from the Unit Director and/or the candidate regarding the Unit's written expectations and the candidate's record. At the conclusion of the tenure granting department's evaluation, both the Chair and Director shall meet and then write separate evaluations of the faculty member's performance. Copies of the evaluations shall be provided to the candidate and review committees. All evaluations and recommendations will then be forwarded to CAS with the candidate's portfolio to be used at subsequent levels of review.

At the time of hiring, the Chair, Director, and the Dean of CAS shall communicate in writing to the faculty member a suitable timeframe for their evaluations. The only differences in timing from that of other tenure-track faculty members shall be the timing for Midpoint, Tenure, and Promotion reviews. Earlier deadlines will ensure that the non-tenure granting unit forward its evaluations and recommendations to the tenure granting department within the timeframe necessary for its evaluations.