

# **UIC** FACULTY AFFAIRS POLICIES AND PROCEDURES

**SECTION: FPP 700 - Reviews**

**NUMBER: 701**

**SUBJECT: Annual Evaluation of Faculty at UIC**

**APPROVED BY: UIC Senate**

**EFFECTIVE DATE: April 29, 1999**

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**OBJECTIVE:** The performance of all faculty at UIC with at least fifty percent (50%) appointments shall be evaluated annually through a formal procedure that is open and equitable. The purpose of the annual evaluation is to recognize and record the accomplishments of each member and to make judgments regarding the significance of these accomplishments, which judgments shall form part of the basis for assigning salary increases, recommending promotion and the awarding of tenure.

**POLICY:** The faculty in each unit shall clearly document in writing the unit's mission and its expectations as to faculty contributions to that mission. This document shall be approved by unit faculty and thereafter, supplied to all new faculty, and filed with the College, or with the Provost's office in the case of units reporting directly to that office.

The Provost shall implement these policies and procedures, following the approval of the Senate, through appropriate communications with Deans, Directors, and Department Chairs and Heads.

Every academic unit's policies and procedures for annual evaluations of faculty shall be reviewed every five to seven years to assure that: (1) it has conveyed a clear sense of its expectations for faculty performance; (2) it has conducted its annual evaluations in conformity with policy governing the manner and content of such evaluations; and (3) it has applied its standards equitably.

**APPLICABILITY:** All UIC faculty with at least a fifty percent (50%) appointment or those least than 50 percent time who have indefinite tenure.

**PROCEDURE:** The following steps should be taken during the annual review of faculty members:

1. All faculty members regardless of rank or tenure status shall annually report in writing to their unit executive officer (UEO) describing their performance during the preceding year in the areas of teaching, research, and service. The faculty member shall include a self-assessment of how well unit expectations are being met.

2. Each faculty member shall receive in writing from UEO an evaluation of the faculty member's performance for the preceding year including a judgment of how well unit expectations are being met.

3. For each faculty member, a permanent file shall be maintained to contain the annual reports, the written evaluations, summaries of any discussions, and the reports from any broader reviews. The contents of this file shall be accessible to the faculty member.

4. In those departments organized under a chair the UEO together with the Executive Committee or with another committee elected by the faculty shall conduct the evaluation of the unit faculty. If the UEO renders a judgment separate from the faculty committee both judgments shall be transmitted to the faculty member.

5. In those departments or equivalent units organized under a head, director or dean the UEO shall make the evaluation of the unit faculty with advice from the unit Advisory Committee or from another committee elected by the faculty for the purpose of giving advice to the UEO regarding the evaluation of the unit faculty.

**REFERENCES:**

Approved by UIC Senate April 29, 1999