

**3359-20-03.1 Salaries (full-time faculty).**

- (A) Generally, faculty members are on the academic year schedule, and administrative officers are on the twelve-months' schedule.
- (B) Although salary adjustments may be considered at any necessary time, the deans, after conferences with their department chairs, normally review and recommend

- (H) Each academic unit shall establish procedures and criteria for annual evaluations.
- (1) Annual evaluation procedures and criteria shall be established in writing by the academic unit faculty in consultation with the dean.
    - (a) These procedures and criteria shall be approved by at least a simple majority of the eligible faculty.
      - (i) The dean shall not vote as a member of the regular faculty.
      - (ii) Any other individuals, beyond the level of the academic unit, directly involved with the approval process for these procedures and criteria are ineligible and shall not vote.
      - (iii) In extenuating circumstances, individual unit's guidelines may allow for absentee ballots for faculty who have been participants in the deliberations.
    - (b) These procedures and criteria shall be approved by the dean.
    - (c) These procedures and criteria shall be approved by the senior vice president and provost and chief operating officer.
  - (2) Annual evaluation procedures and criteria shall include a process for amendment.
  - (3) Annual evaluation procedures and criteria shall be accessible to all faculty members. A copy of the procedures shall be available in the department, the school, the college, and the office of the senior vice president and provost and chief operating officer.
  - (4) A written copy of the completed annual evaluation shall be provided to the faculty member in a timely manner.
  - (5) Annual evaluation procedures shall include an opportunity for the faculty member to meet with the initial evaluation(s) prior to the forwarding of the evaluation beyond the academic unit.
  - (6) Annual evaluation procedures shall include an appeals process.
  - (7) The annual evaluation shall cover the period defined by the calendar year.
  - (8) Annual evaluation criteria shall address all components of the faculty member's responsibility and shall be suited to the distinctive mission and role of the academic unit.



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Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

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