

**Attachment 2**  
**Proposed Changes to University Handbook**  
**Section C41.4: Annual Merit Salary Evaluations for Faculty and Unclassified Professionals**  
**Approved by Faculty Affairs on September 15, 2009**

**C41.4a** ~~Annual p~~Performance evaluations of all heads/chairs/directors and other administrative supervisors in academic and non-academic departments/units are completed annually for merit increases. ~~will be accompanied by the opportunity for i~~Input from individuals under their supervision or ~~Outside~~ input may also be solicited from other faculty, unclassified professionals ~~and~~ classified staff, and clientele as specified in the department's/unit's evaluation system. The purpose of this input ~~is~~ would be to identify strengths and weaknesses and issues relevant to the administrator's annual performance.

**C41.4b** At least once every five years, ~~the~~ responsible dean, vice-provost, vice-president, provost or president (~~See Note 1~~), as appropriate, depending upon the department's/unit's reporting structure, ~~will, in conjunction with the annual evaluation process,~~ issue a ~~written~~ request for input from these individuals regarding the performance of their department/unit administrator(s). ~~The mechanisms and frequency for soliciting outside input on the department/unit administrator's performance will be specified in the department's/unit's evaluation system, but should occur at least once every five years. Outside input should include an appropriate representative spectrum of persons outside the department/unit, i.e. clientele, faculty, unclassified professionals, other classified staff, and students whose input could be beneficial in establishing performance of the department/unit administrator. The department/unit administrator and dean, vice president, provost, or president as appropriate, depending upon the department's/unit's reporting structure should ensure that those eligible for providing input are informed about the context of the mission and objectives of the department/unit. The specific source of all input will be held in absolute confidence by the dean or vice president who should edit verbatim comments to preserve confidentiality, before transmitting them to person being evaluated. For reappointment of academic department heads/chairs, see B123. Please follow the process outlined in B123.~~