

**Revision to
University Handbook, Appendix Q
Guidelines for Evaluating Faculty and Unclassified Professionals
Recommendation from University Handbook and Policy Committee
Approved by Faculty Affairs Committee on May 17, 2022
Approved by Faculty Senate on June 14, 2022**

Rationale: The Change proposed to Appendix Q.C.1. is to correct an oversight regarding the date for when a unit head prepares a written evaluation for regularly appointed faculty and/or unclassified professionals.

C. Responsibilities of Unit/Department Heads/Chairs

1. The unit head will prepare, by ~~January 31~~February 28, a written evaluation for each regularly appointed faculty and/or unclassified professionals. Quantitative ratings may be used to summarize evaluative judgments, but the basis for these judgments must be explained by a narrative account. The evaluation shall provide succinct assessments of effectiveness in performing each responsibility and these statements must include summaries of the achievements/evidence which support these assessments.