

IX. ANNUAL REVIEW OF FACULTY.

- A. **Purpose and Scope of Annual Review.** Faculty members of the College of Medicine - Tucson are reviewed annually with respect to all personnel matters based on excellence in performance. Faculty required to participate in annual reviews include full-time (0.5 FTE or higher) tenure-track or career-track faculty, and all DCC Affiliate faculty.
- B. **Annual Review Departmental Criteria.** Written evaluation criteria for the annual performance review will be developed by faculty of the department or unit, together with the unit head, to document the performance expectations for faculty members. The proposed criteria will be adopted by majority vote of the affected faculty. The stated criteria must align with the mission of the department or unit, the college or division, and the norms of the discipline. These expectations must be approved by the college dean and the Provost.
- C. **Annual Review Process Step 1 – Faculty.** The faculty member must provide annual information on all areas identified in their annual workload. The type and format of the information will be indicated by the Office of the Provost and the unit level annual review criteria.
- D. **Annual Review Process Step 2 – Peer Review.** A departmental peer review committee is either elected by faculty vote or appointed by the department head if appointment is approved by a faculty majority vote. Peer reviewers will consider departmental criteria and will provide written feedback for faculty. They will indicate if the faculty member “meets or exceeds expectations” or “does not meet expectations” for each workload category, as well as overall.
- E. **Annual Review Process Step 3 – Administrative Head.** The immediate administrative head (Department Head, Division Chief, or Section Chief) makes the final decision on the annual review rating based on information provided by the faculty member, peer reviewers, students, and other information as available
- F. **In-Person Meetings.** In-person meetings are only required for the following: all tenure-eligible faculty; all career-track faculty who are at their initial rank (e.g., Assistant Professor, Lecturer); when the rating in any category is “needs improvement” or “unsatisfactory”; or as requested by the faculty member. In cases where the performance is “unsatisfactory” in any category, the immediate administrative head and faculty member must meet within 30 days of the written evaluation date.
- G. **Appeals.** Faculty members who disagree with their performance review may appeal the review to the next administrative level, the Dean of College of Medicine – Tucson. Such appeals must be made in writing to the Dean within 30 days from the date of the written annual performance review and must state with specificity: (a) the findings to be appealed; (b) the points of disagreement; (c) the facts in support of the appeal; and (d) the corrective action sought. The Dean will consider the facts in support of the appeal and develop any additional facts deemed necessary. The decision on the appeal will be completed in writing within 30 days, with copies provided to the faculty member and the unit or other immediate administrative head involved in the initial annual performance review. This decision is final and not subject to further appeal.