

## **Annual Review of Faculty in the School of Biological & Population Health Sciences**

At the conclusion of each academic year, faculty complete and submit their Annual Summary of Academic and Professional Activities. The School's Co-Directors and Personnel Committee independently review the summaries. Faculty are evaluated in each area of responsibility delineated in their position description (teaching, research, service, and, if applicable, administration) and rated in each according to four levels of performance: Extraordinary, Strong and Positive, Satisfactory, Unsatisfactory.

The Personnel Committee provides their evaluations to the Co-Directors, who give careful consideration to the input from faculty peers when developing their Performance Review for each faculty member. The written Performance Review summarizes and evaluates faculty performance in each area of responsibility, in accordance with the proportion of effort (FTE) devoted to each, as delineated in their Position Descriptions.

A Co-Director meets with each faculty member to discuss the Performance Review and to update the Position Description/Plan of Work for the current academic year. Faculty have the option of entering into their personnel files, as an attachment to the Performance Review, written comments, explanations, or rebuttals of the evaluation.