

## **Annual Review of Faculty in the School of social & Behavioral Health Sciences**

The annual evaluation of faculty performance is performed by the Co-Directors and is based on the Periodic Review of Faculty (PROF) document. The PROF is completed by each faculty member once per year and is submitted to the Co-Directors. The PROF report includes the individual's activity for the year as well as their goals for the next evaluation period. The Co-Directors prepare a written evaluation, which summarizes and evaluates faculty performance in each area of responsibility (teaching, research, service, and, if applicable, administration), in accordance with the proportion of effort (FTE) devoted to each, as delineated in their Position Description or the annual Plan of Work. For each area of responsibility, Co-Directors rate faculty performance as either Extraordinary, Strong and Positive, Satisfactory, or Unsatisfactory. The Co-Directors hold individual meetings with each faculty member to review the evaluation and discuss the plan of work, which is developed by the Co-Directors, for the next evaluation period.