

**Annual Review**  
**College of Health Sciences**  
**(Adopted May 2002; Revised August 2015; April 2016)**

References

UW Regulation 5-807, Faculty Workload Policy (5b. Documentation of Accountability)

Procedures

All tenured and tenure track faculty, clinical faculty and academic professionals in the College of Health Sciences will have annual performance evaluations, based on individual job descriptions. The annual review should be completed by April 1<sup>st</sup> if feasible, but no later than the end of the spring semester.

Academic units in the college should develop and administer a process to assess the performance of tenured and post-probationary faculty during non-post-tenure/probationary review years, including a protocol for appealing a “performing below expectations” evaluation. Results from these benchmark assessments may be included in the regularly scheduled post-tenure review. Faculty may submit a request to the dean of the college for special consideration regarding an appeal on non-post-tenure/probationary review years. Prior to appealing the evaluation, faculty should exhaust all channels of relief at the unit level. Faculty members can only appeal a rating of “performing below expectations” on one or more major job duties which are defined as teaching, research, and service. If granted, the dean may render a decision, refer the case back to the administrative unit for peer review, or refer the case to the CHS Tenure and Promotion committee for review. If the timing of the appeal is not consistent with the college’s regular reappointment, tenure and promotion procedures or it occurs when peer review is not available (e.g., holidays, summer), the dean may delay the start of an appeal until the following academic semester.

Annual reviews and any subsequent appeals do not alter the formal post-tenure review process.