

**Name of Faculty Member:**

**Rank:**

**Department:**

**Location:**

**Date:**

*Please note that USU Policies require departments to establish faculty evaluation procedures. This template is meant to facilitate that process, though its use by departments is not required as long as they develop a process that provides an annual, written, evaluation as required by policy. Please consult Policy 405.12.1-5 for a full explanation of evaluation requirements and processes. The excerpt below is meant as a guide only. The college encourages departments to base their annual evaluations on data pulled from Digital Measures.*

**USU Policy 405.12.1 Annual Review of Faculty for Salary Adjustments and Term Appointment Renewal**

Each department shall establish procedures by which all faculty shall be reviewed annually. This evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, this evaluation shall encompass a multi-year window of performance that covers a five-year span. Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position. The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.

**For All Faculty Members (please circle):**

**Basic standard:** The faculty member under review (please check one)      does      does not discharge conscientiously and with professional competence the duties appropriately associated with his or her position.

**For Term Appointments ONLY:**

**Recommendation:** (please check one)      Renewal      Nonrenewal

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**Department Head Review Comment**

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Department Head

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Date