

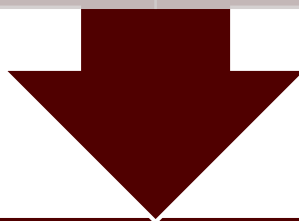
TAMUG FACULTY ANNUAL EVALUATION FLOWCHART

Faculty member submits annual evaluation report to the Dept Head

By **January 31st** each year unless otherwise specified by the Dept Head. Dept Head must notify faculty of the deadline each year.

Process for annual evaluation is to be documented in the departmental bylaws and/or evaluation guidelines.

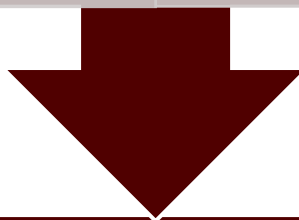
Reminder: **Post tenure reviews** require a peer review element in the process no less than once every 6 years to be completed no later than May 31st of the 6th year.



Faculty member and Dept Head meet "face to face" for the annual evaluation

Should occur annually between **February - April**
The annual evaluation form should be signed by both the faculty member and Dept Head to acknowledge the review took place.

Departments may customize their annual evaluation forms (G1/G2) to address discipline-appropriate criteria, provided the general categories of teaching; research, scholarship or creative work; service; and other assigned responsibilities are included.



Dept Head will supply a written annual evaluation of the faculty member

By **May 31st** each year
Noting overall accomplishments of the faculty member
Copies provided to the faculty member and the Chief Academic Officer; original retained in departmental personnel files

Faculty must be fully compliant with all System mandated training in order to be eligible for merit. Faculty who supervise employees must have completed the annual evaluations of their direct reports by May 31st each year to be eligible for merit.
Faculty member may choose to submit a written response to the annual evaluation for inclusion in her/his personnel file.

For more information regarding the faculty annual evaluation process, please visit the Academic Affairs website at <http://www.tamug.edu/AcademicAffairs/FacultyEvaluation.html>.