

APPEALS PROCESS  
Faculty Performance Review  
College of Engineering

1. Faculty member sends written request for appeal to Dean's Office by set deadline.
2. Dean's Office acknowledges receipt. If not included in original request for appeal, faculty member is asked to identify in writing the area(s) of effort on the review they wish to appeal and to submit the grounds for appeal in each area being appealed.
3. Dean's Office sends e-mail to appellant to determine if they have any objection to their chair being provided a copy of appeal request letter and any supporting attachments.
4. Dean's Office requests from department chair the original Faculty Performance Review complete with all attachments and Teaching Portfolio (if teaching area of effort is being appealed). Dean's Office also requests from department chair their rationale for the ratings given in the areas of effort being appealed to be shared with the Faculty Advisory Council in advance of their meeting. If appellant has allowed, send department chair a copy of appeal letter and supporting attachments.
5. Dean's Office contacts Engineering Faculty Advisory Council (EFAC) members, appellant and appellant's chair to schedule date and time for appeal meeting. EFAC member from appellant's department should be excluded from all correspondence, meetings, consultations, and decision making in the appeal.
6. Dean's Office announces meeting date and place and specifies time for each participant to meet individually with the EFAC
  - 30 minutes EFAC meets alone to discuss procedure and documents provided
  - 60 minutes Appellant meets with EFAC alone
  - 60 minutes Department Chair meets with EFAC alone
  - 60 minutes EFAC meets alone to discuss, vote, and draft letter to Dean
7. In advance of meeting, EFAC members are provided copy of performance review and grounds for appeal as provided by appellant as well as department chair's rationale for the ratings given. Teaching Portfolio (if not electronic) is kept in Dean's Office for review if teaching area of effort is being appealed.
8. EFAC Chair sends letter to Dean with recommendation
9. Dean makes a decision based on review of the written documents and the Council recommendation. Dean communicates the decision, in writing, to the faculty member, with a copy to the EFAC chair.