

SCHOOLCRAFT COLLEGE PROCEDURE FOR APPEAL OF FACULTY EVALUATION RESULTS

Faculty may appeal his or her evaluation results.

STEP 1

Within ten working days of receipt of the evaluation results, faculty member must seek to resolve concerns informally with his or her Designated Administrator. Designated Administrator notifies Faculty Evaluation Coordinator that there may be an appeal if informal meeting did not resolve the faculty members' evaluation results concern.

STEP 2

Within 5 working days after the informal meeting, if warranted, the faculty member files an appeal over the unresolved issue over his or her evaluation results. Faculty member completes the Faculty Evaluation Appeal Form, Appendix N₂, which identifies which forms from the evaluation the faculty member is in disagreement with. This form is to be submitted to the Faculty Evaluation Coordinator. The Faculty Evaluation Coordinator, upon receiving the appeal form picks up the faculty member's packet and retains it until a final decision is reached.

STEP 3

Upon receipt of a Faculty Evaluation Appeal Form, the FEC will acknowledge receipt via email to the faculty member

Within 10 working days of receipt of the appeal the FEC will request the FECC to review the case, including the faculty packet and all evaluation results, and make a decision on the appeal. Results of the appeal will be sent to the faculty member and the Designated Administrator. Any changes in the annual evaluation made as a result of either the FECC recommendation or the faculty member's written appeal must be noted in writing by the Designated Administrator. This written acknowledgment of change will be appended to the original evaluation and all copies become a part of the evaluation record along with the Faculty Evaluation Appeal Form. Note, if an extension is required by the FECC to go beyond the 10 days for the review the faculty member is to be notified within the required 10 days of the need for the extension.

STEP 4

Within 5 days of the receipt of the FECC appeal decision, if the issue is not resolved to the faculty member's satisfaction, they may file an appeal to the Vice President and Chief Academic Officer. The appeal must be made in writing and include all information given in Step 3 and submitted to the FEC. The FEC will notify the VP of the appeal. The VP-CAO will have 10 working days to investigate the issue which may include meetings with key stakeholders. Once the investigation is completed a written decision is sent to the faculty member with a copy to the FECC and FEC. This decision is final and concludes the appeal process.

All appeal responses and any changes to the evaluation form(s) will be submitted to the Human Resources department where they will become a part of the faculty member's permanent file.

If the appeal is denied the faculty member can ask the FEC to schedule his/her next evaluation sooner than when it is scheduled to occur.

FACULTY EVALUATION APPEALFORM

FacultyName

Daytime Phone

Date of Appeal (Must be submitted within five [5] days of Step 1 meeting)

Component of Evaluation Under Appeal:

☐

Teaching **Content** Expertise by Peer

☐

Teaching Design Effectiveness by Designated Adm

☐

Teaching **Design** Expertise by Peer

☐

Professional Development Activities Course

☐

Service by Peer

☐

Management/Session

☐

Service by Designated Administrator

☐

IDEA® Student Ratings

Did you discuss this matter with the Designated Administrator?

☐

Yes. Date _____

☐

No. (If no, please explain.) _____

Description of Concern

When describing the appeal, be objective and give specific details.

Desired Outcome:

Faculty signature

Date

This form should be submitted to the Faculty Evaluation Coordinator, Liberal Arts Building with a copy sent to the designated administrator.