

reflect his/her productivity may appeal his/her summary rating as described in Section 6.

1.05 The “FES Summary Report” is to reflect faculty activity for the twelve-month period beginning January 1 of each calendar year and ending December 31 of the same calendar year. Should a faculty member change his/her workload during this twelve-month period, he/she will negotiate with his/her academic dean and chair to determine the weights from Table I to be used.

1.06 Should a faculty member receive an administrative FES X assignment (see APS 790601), the faculty member will receive a separate evaluation for the FES X assignment by the supervisor of the assignment as well as the FES 5 evaluation. The weights for FES 1, 2, 3, and 4 are not adjusted and the faculty member receives an FES 5-based merit recommendation as if he/she does not have a separate FES X assignment. In a like manner, the faculty member’s performance of the FES X responsibility is evaluated and a merit recommendation is made as if the FES X assignment is the faculty member’s sole responsibility. The final merit recommendation is the weighted average of the two merit recommendations. The weight for FES X is the proportional reduction in the teaching load and the weight for FES 5 “one minus the FES X weight.”

1.07 The timelines for the completion of the forms are to be established by the Provost and Vice President for Academic Affairs.

1.08 Evaluation for merit pay purposes should be based on data covering only the specific time period.

## 2. CHAIR’S EVALUATION OF FACULTY TEACHING EFFECTIVENESS

2.01 A department/school chair may decide to use a faculty committee to assist him/her in evaluating faculty teaching effectiveness.

2.02 Teaching may include, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; and supervision of undergraduate and graduate students. The chair’s rating of faculty teaching effectiveness should be based on as much information as can be reasonably obtained. FES 1 Worksheet (see