

information. Faculty members needing improvement should be encouraged to seek appropriate assistance in creating and implementing a development plan.

- 6.03 Once completed, the “FES Summary Report” is to be signed by the chair and by the faculty member. The signature of the faculty member represents merely an indication that the completed report has been reviewed with the faculty member by the chair and does not necessarily indicate concurrence with the report’s contents. The faculty member’s signature does not preclude the faculty member from appealing the summary rating report. A faculty member who fails to sign the “FES Summary Report” is ineligible for any merit increases based on productivity in the time period covered by the unsigned “FES Summary Report.” The final score on the “FES Summary Report” will serve as the basis for recommendations to the dean for merit pay.

- 6.04 A faculty member may appeal his/her FES Summary Rating Report score to the chair and/or academic dean. The faculty member must submit in writing his/her rationale for the appeal accompanied by appropriate documentation. If not satisfied with the dean’s decision, the faculty member may appeal to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final.

APPROVED: \_\_\_\_\_/signed/  
James F. Gaertner, President

DATE: \_\_\_\_\_ 11/10/09