



### I. 3.2.4 Evaluation of Faculty Members

Chapter 3 - Faculty	Original Effective Date: February 2000
Section: 3.2 Rights, Responsibilities, and Duties of the Faculty	Date Last Reviewed: March 2012
Responsible Entity: Vice President of Academic, Faculty, and Student Affairs	Date Last Revised: March 2012

#### II. Purpose

To establish the criteria for evaluating faculty employees of UT Health San Antonio.

#### III. Scope

This policy applies to any UT Health San Antonio faculty member (tenured or nontenured).

#### IV. Policy

##### A. General Policy

As a result of the policy established by the Board of Regents, UT Health San Antonio (UTHSA) has subscribed to and implemented a written personnel evaluation program for all faculty employees. The faculty will be evaluated annually. The evaluation will provide information to administrators and faculty that will enhance faculty development. Section 3.6, of the Handbook of Operating Procedures, “Guidelines for Establishing Rank and Tenure” of faculty at UTHSA, may be used as a guide for performance standards. The personnel evaluation is applicable to tenure track and non-tenure track faculty, as well as postdoctoral fellows (if the fellows do not meet the student status criterion). The faculty member has the option of signing the evaluation. The document must be signed and dated by the evaluator and by the Chair if that is a different individual.

##### B. Records

Each Dean will by memo inform the Vice President for Academic, Faculty and Student Affairs whether it is that School’s policy to place the original evaluation form in the faculty member’s departmental file or in the Dean’s Office. If the School policy is to retain the original evaluation from in the Dean’s Office, then a copy of the evaluation must be placed in the faculty member’s departmental file. If a school’s policy is amended after the initial memo is submitted to the Vice President for Academic, Faculty and Student Affairs, another memo must be submitted.

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**V. Definitions**

*There are no defined terms used in this Policy.*

**VI. Related References**

*There are no related documents associated with this Policy.*

**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
02/2000	Policy Origination		
03/2012	Policy Review		