**Tenured Faculty Member Evaluation**

**Appeal Request**

**Routing Instructions**

1. A TFM may appeal the PRC’s recommendation for a Corrective Action Plan or an additional evaluation during the next academic semester/year, or rating of Unsatisfactory.
2. Appellants shall complete an appeal form and submit it to the ARC chair within ten calendar days of the written notification of the PRC’s recommendation that generated the appeal. The TFM may consult the TREC chair regarding the appeals process.
3. The ARC chair shall record the committee’s recommendation on the appeal form. The chair of ARC shall notify the appellant and PRC of the outcome of any appeal. A copy of the appeal form, and any written rationale from ARC, shall be forwarded to Human Resources for inclusion in the appellant’s personnel file.
4. For a complete description of the appeals process, see H.5.10 in “Article H: Evaluation and Tenure Review.”

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| **Tenured Faculty Member Information** |  |
| Tenured Faculty Member |  |
| Classroom or Non-Classroom Faculty |  |
| Evaluation Semester |  |
| Date |  |

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| **Peer Review Committee Composition** |  |
| TFM Peer |  |
| Department Chair/TFM Peer (if TFM is Chair) |  |
| Dean |  |
| Optional TFM Peer (Non-Voting) |  |
| Optional TFM Peer (Non-Voting) |  |
| PRC Chair |  |

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| **Grounds for Appeal – Place an “X” in the appropriate box.** |
| [ ] PRC recommendation for a Corrective Action Plan |
| [ ] PRC recommendation for an additional evaluation |
| [ ] PRC recommendation of Unsatisfactory |

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| **Appellant Rights** |
| Both the appellant and a representative chosen by the PRC have the right to provide a personal presentation of their case to ARC. The position of each party shall be heard separately. The appellant has the right to have a peer representative present in this meeting if they so desire, and this person shall be an observer. The representative of the PRC shall be accompanied by a separate member of the PRC, and this person shall be an observer. |
| **Place an “X” in the appropriate box.** |
| Yes [ ] No [ ] - Do you wish to provide a personal presentation of your case to ARC? |
| Yes [ ] No [ ] - Do you wish to have a peer representative present during the hearing? |

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| **Appellant Explanation** |
| In the space below, please provide an explanation of the basis for the appeal, including any information that you feel relevant to ARC’s understanding of the appeal. The table will expand as you type. |
| Explanation: |

**Appeals and Review Committee Response**

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| **Appeals and Review Committee Responsibilities** |
| ARC’s recommendation shall be made by consensus whenever possible. Where consensus is not possible, decisions shall be made by majority vote. ARC may modify or augment Corrective Action Plans to ensure clarity, fairness, and equitability in the evaluation process. In cases where ARC modifies or augments an Corrective Action Plan, the committee must provide substantial written rationale, and the chair of the committee must provide the PRC with specific written instructions for modification or development of the plan. Valid concerns expressed by the PRC must be addressed by the Corrective Action Plan. The ARC chair shall record the committee’s recommendation on the appeal form. The chair of ARC shall notify the appellant and PRC of the outcome of any appeal. A copy of the appeal form, and any written rationale from ARC, shall be forwarded to Human Resources for inclusion in the appellant’s personnel file. |

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| **Appeals and Review Committee Composition** |
| Faculty Member |  |
| Faculty Member |  |
| TREC Chair |  |
| Administrator |  |
| Administrator |  |
| ARC Chair |  |

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| **Appeals and Review Committee Decision**  |
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| **Appeals and Review Committee Chair Acknowledgment Statement** |
| [ ] By adding my initials to this box, I acknowledge this decision has been made by consensus or majority vote. |
| Date |  |