

PREPARATION OF SUMMARY MERIT CHART

A summary merit chart containing all faculty (including term) merit evaluations must be submitted to the Dean's Office along with the individual merit materials and recommendations for each faculty member.

The individual faculty materials will be submitted to the Dean's Office via Interfolio. The summary faculty merit evaluation will be submitted to the Dean's Office via email.

The summary faculty merit evaluation shall include a spreadsheet containing the names of all fulltime faculty along with their calendar year rating from the department personnel committee, calendar year rating from the chair and their final three-year rating (Not Proficient, Proficient, Highly Proficient, Exceptional).