

Policy Number	Subject	Effective Date	Revised Date
4.0190P	Faculty Assignment and Evaluations	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

The purpose of this policy is to establish the parameters of non-unit Faculty assignment and performance evaluation.

II. STATEMENT OF POLICY

- A. A non-unit faculty member shall, at the beginning of employment and each year thereafter, be apprised in writing by his or her departmental chair or other appropriate University administrator of the duties and responsibilities in teaching, research/scholarship and other creative activities, service, and any other specific duties and responsibilities assigned for that year.
- B. The annual performance evaluation of a non-unit faculty member is designed to provide a qualitative and quantitative assessment of the assigned duties and responsibilities in teaching, research/scholarship and other creative activities, service, and any other specific duties and responsibilities assigned for that year. When a non-unit faculty member is not meeting performance standards, a performance improvement plan may be developed to assist in correcting deficiencies.
- C. The annual performance evaluation shall be given adequate consideration for purposes of salary adjustments, promotions, reemployment, and tenure.

Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.