



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>Proposed Policy Number and Title:</b> Policy 633 Faculty Performance Evaluation and Feedback		
Current Policy Number and Title: Policy 633 Faculty Performance Evaluation and Feedback		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision—Limited Scope
<input checked="" type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Deletion
<small>*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.</small>		

<b>Draft Number and Date:</b>	Stage 1 Regular, December 10, 2025
<b>President's Council Sponsor:</b>	Wayne Vaught
<b>Policy Steward:</b>	Kat Brown

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
<b>Drafting and Revision</b> Entrance Date: <u>Completed</u>	<b>Drafting and Revision</b> Entrance Date: _____	<b>President's Council Approval</b> Approval Date: _____
<b>University Entities Review</b> Entrance Date: <u>1/8/26</u> Close Feedback: <u>2/6/26</u>	<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____	<b>Board of Trustees Ratification</b> Ratification Date: _____
<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____		



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

Page 2 of 20

<b>POLICY TITLE</b>	Faculty Performance Evaluation and Feedback	<b>Policy Number</b>	633
<b>Section</b>	Academics	<b>Approval Date</b>	September 3, 2025
<b>Subsection</b>	Faculty	<b>Effective Date</b>	September 3, 2025
<b>Responsible Office</b>	Office of the Provost/Senior Vice President of Academic Affairs	<b>Last Review</b>	September 3, 2025

### 1.0 PURPOSE

1    **1.1** To foster excellence in teaching and to support the University's educational mission, each  
2    full-time faculty member at Utah Valley University is comprehensively evaluated on teaching,  
3    scholarship/creative work, service, and compliance with institutional policies and other written  
4    institutional expectations as conveyed by supervisory authorities in accordance with UVU and  
5    the Utah System of Higher Education (USHE) policies.

6    **1.2** This policy establishes types of non-disciplinary supervisor feedback that can be used  
7    throughout the year, an annual goal-setting process, an annual review process, and processes for  
8    clarifications and appeals.

### 2.0 REFERENCES

9    **2.1** *Duties and Responsibilities of the President of a Degree-granting Institution of Higher  
10   Education—Approval by Board of Trustees*, Utah Code § 53B-2-106.1

11   **2.2** Utah Board of Higher Education Policy R481 *Academic Freedom, Professional  
12   Responsibility, Tenure, Termination, and Post-Tenure Review*

13   **2.3** UVU Policy 165 *Discrimination and Harassment, and Affirmative Action*

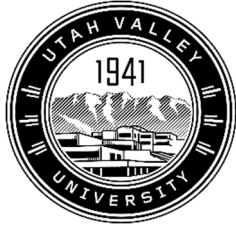
14   **2.4** [UVU Policy 632 Academic Rank Advancement](#)

15   **2.42.5** UVU Policy 635 *Faculty Rights and Professional Responsibilities*

16   **2.6** [UVU Policy 637 Faculty Tenure](#)

17   **2.7** [UVU Policy 638 Post-Tenure Review](#)

18   **2.52.8** UVU Policy 641 *Salaried Faculty Workload—Academic Year*



19 [\*\*2.62.9\*\* UVU Policy 648 \*Faculty Personnel Reduction\*](#)

20 [\*\*2.72.10\*\* UVU Policy 649 \*Faculty Sanction, and Dismissal for Cause\*](#)

### 3.0 DEFINITIONS

21 **3.1 Academic year:** The Fall and Spring semesters combined.

22 **3.2 Annual review reporting period:** The annual review reporting period begins the first day of summer term each year and ends at the start of summer term the following year. Faculty who do not perform work for the University during the summer will report only on their work performed during the academic year.

26 **3.3 Annual goal-setting template:** A template supplied by Academic Affairs for use during the annual goal-setting process.

28 **3.4 Annual review template:** A template supplied by Academic Affairs for use during the annual review process.

30 **3.5 Compliance:** Adherence to policies and other written institutional expectations as conveyed by supervisory authorities per UVU and USHE policies.

32 **3.6 Faculty addendum:** An optional document submitted by the faculty member after the annual review meeting that asks questions about the supervisor's evaluation or that provides additional information or explanation regarding their performance.

35 **3.7 Faculty member:** For the purposes of this policy, the terms *faculty* and *faculty member* mean an employee hired into a full-time, benefits-eligible faculty position, whether tenured, tenure-track, or non-tenure track (e.g., lecturer, appointment in residence, visiting faculty/scholar, or similar).

39 **3.8 Notice of improvement needed (NOIN):** A non-sanction type of feedback regarding a minor or first-time performance issue that includes a plan developed by a faculty member and their supervisor.

42 **3.9 Performance:** The faculty member's actions in the areas of teaching, scholarly/creative work as applicable, service as applicable, and compliance with policies and other written institutional expectations as conveyed by supervisory authorities.

45 **3.10 Professional Improvement Plan (PIP):** A non-sanction type of feedback regarding a more serious or repeated minor performance issue or clear violation of policy that includes a plan developed by a faculty member and their supervisor.



48 **3.11 Retention, Tenure, and Promotion (RTP) criteria:** Program/department criteria that  
49 establish expectations for teaching, scholarship/creative work, and service for the purposes of  
50 retention, tenure, and promotion.

51 **3.12 Second-level supervisor:** For a faculty member, the second-level supervisor is the dean or  
52 associate dean. For a department chair, the second-level supervisor is the Provost.

53 **3.13 Self-reflection:** The portion of the annual review process completed by the faculty member  
54 in which they reflect on their performance in the previous annual review reporting period.

55 **3.14 Supervisor:** The direct or first-level supervisor of a faculty member. For most faculty, the  
56 supervisor is the department chair. If the faculty member is a department chair or was a  
57 department chair during the previous year, the dean or associate dean is the supervisor for the  
58 purpose of conducting the annual reviews.

59 **3.15 Supervisor addendum:** A document submitted by the supervisor in response to a faculty  
60 addendum which indicates whether the supervisor is making a change to their evaluation of the  
61 faculty member as a result of the faculty addendum.

62 **3.16 Supervisor evaluation:** The portion of the annual review process completed by the  
63 supervisor in which they evaluate the performance of the faculty member in the previous annual  
64 review reporting period.

## 4.0 POLICY

### 65 **4.1 Policy Statement and Scope**

66 **4.1.1** This policy establishes the following:

67 **4.1.1.1** Types of non-disciplinary supervisor feedback that can occur throughout the year and  
68 during the annual review process;

69 **4.1.1.2** An annual goal-setting process that facilitates yearly faculty planning and supervisor  
70 guidance about those plans;

71 **4.1.1.3** An annual review process in which the faculty member and supervisor formally evaluate  
72 faculty performance from the previous year in the areas of teaching, scholarship/creative work as  
73 applicable, service as applicable, and compliance with policies and other written institutional  
74 expectations conveyed by supervisory authorities; and

75 **4.1.1.4** Processes for clarifications and appeals.



### 76 4.2 Supervisor Feedback Levels

77 **4.2.1** Supervisors may use three levels of non-sanction feedback for faculty members: (a)  
78 guidance, (b) notice of improvement needed (NOIN), and (c) professional improvement plan  
79 (PIP).

80 **4.2.1.1** *Guidance* is provided to faculty about how they can develop and improve professionally  
81 or, if they are already performing at an acceptable or high level, how they can maintain or  
82 enhance that level of performance. Supervisors must document guidance given as part of the  
83 annual goal-setting process.

84 **4.2.1.2** *Notice of Improvement Needed* is used when a supervisor becomes aware of a minor or  
85 first-time performance issue.

86 **4.2.1.3** *Professional Improvement Plan* is used when a supervisor becomes aware of a more  
87 serious or repeated minor performance issue. Faculty members with two or more performance  
88 issues that resulted in PIPs during a five-year period may be subject to discipline.

### 89 4.3 Annual Goal Setting Requirements

90 **4.3.1** Faculty members create goals once a year for the upcoming annual review reporting period.

91 **4.3.2** Faculty should set professional goals, which will help them meet expectations and pursue  
92 meaningful activities and opportunities during the annual review reporting period. Goals should  
93 focus on high-stakes and high-level accomplishments that the faculty member intends to achieve.  
94 A strong starting point for defining high-stakes goals are the departmental RTP criteria and UVU  
95 Policies 632 *Advancement in Academic Rank* [\*Advancement\*](#), 635 *Faculty Responsibilities and*  
96 *Professional Responsibilities*, 637 *Faculty Tenure*, and 638 *Post-Tenure Review*.

97 **4.3.3** Goals should incorporate feedback from supervisor, peers, students, and others with  
98 knowledge of the faculty member's performance. Goals may be modified during the year as  
99 needs change and opportunities arise. Faculty members may consult with their faculty mentor,  
100 immediate supervisor, and the department RTP committee as they develop their annual goals.

101 **4.3.4** If a faculty member holds administrative, professional, or other unique assignments during  
102 the annual review reporting period, those assignments should be included in their goals. Faculty  
103 members who have an appointment to two departments must submit their goals to both  
104 supervisors.

105



106 **4.3.5** Supervisors must review and provide guidance regarding faculty member goals. When a  
107 faculty member modifies their goals, the supervisor will again be able to review and provide  
108 guidance on the modified goals. Supervisors will not be held responsible for the goals set by  
109 faculty members.

110  
111 **4.3.6** Faculty members will not be held responsible for their supervisor's failure to offer  
112 guidance on their goals, provided that the faculty member submitted their goals on time.

### 113 **4.4 Annual Goal-Setting Template**

114 **4.4.1** Academic Affairs creates and maintains the annual goal-setting template within the  
115 institutionally adopted system. At a minimum, it contains the following: (1) a place for faculty  
116 members to set goals for teaching, scholarship/creative work as applicable, service as applicable,  
117 and compliance; (2) a place for the supervisor to provide guidance regarding those goals; (3) a  
118 place for faculty members to modify their goals during the annual review reporting period, if  
119 necessary; and (4) a place for the supervisor to provide guidance regarding modified goals.  
120 Supervisors and faculty members must use the annual goal-setting template.

121 **4.4.2** The Faculty Senate, Academic Affairs Council, and relevant technological support staff  
122 shall be given the opportunity to provide input on the goal template each time Academic Affairs  
123 considers revisions.

### 124 **4.5 Annual Review Requirements**

125 **4.5.1** Consistent with the principles established in UVU Policy 641 *Salaried Faculty  
126 Workload—Academic Year*, expectations of a faculty member's performance correspond to their  
127 formally tracked and not formally tracked workload.

128 **4.5.2** At a minimum, an annual review must address the following: (1) the expectation inferred  
129 from department/program RTP criteria for teaching, scholarship/creative work as applicable, and  
130 service as applicable, but reflecting what might reasonably be accomplished in a single year in  
131 light of the faculty member's workload; (2) compliance with policies and other written  
132 institutional expectations conveyed by supervisory authorities, and (3) the details specified in a  
133 NOIN or PIP, when such exist.

134 **4.5.3** The supervisor is not expected to make findings or conclusions regarding faculty member  
135 compliance with policies and other written institutional expectations outside their purview. In  
136 these cases, the supervisor will rely on information from the responsible institutional office.

137 **4.5.4** Faculty will not be held responsible for their supervisor's failure to complete the supervisor  
138 evaluation or conduct the annual review meeting, provided the faculty member submitted their  
139 self-reflection on time and made themselves available for a meeting with the supervisor.



140 **4.5.5** When the supervisor is a department chair, they may delegate preparation of the supervisor  
141 evaluation of faculty to an associate or assistant chair or to the faculty member's program  
142 coordinator. When the supervisor is a dean, they may delegate preparation of the written  
143 supervisor evaluation of faculty to an associate or assistant dean.

144 **4.5.6** The supervisor and faculty member must meet to discuss the faculty member's  
145 performance in the previous year and their respective evaluations of the performance. A  
146 supervisor cannot delegate the annual review meeting. The individual who prepared the  
147 evaluation should attend the meeting if the supervisor delegated that responsibility. Either the  
148 faculty member or the supervisor may request that Human Resources or Faculty Relations attend  
149 the meeting to support or document the proceedings of the meeting. This meeting should be in-  
150 person under normal circumstances. If special consideration is necessary for extenuating  
151 circumstances, such arrangements should be negotiated between faculty and supervisor in  
152 advance.

153 **4.5.7** The annual review is included in the faculty personnel file.

### 154 **4.6 Annual Review Rating Scale**

155 **4.6.1** Faculty performance in each of the annual review performance areas (teaching,  
156 scholarship/creative works, service, and compliance) is rated using one of two ratings:

157 **4.6.1.1** *Does Not Meet Expectations*, which is used when a faculty member must ~~improve~~ their  
158 performance in order to meet the expectations of their job.

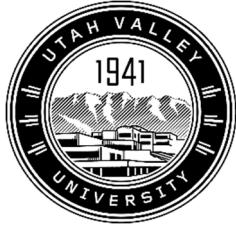
159 **4.6.1.2** *Meets Expectations*, which is used when a faculty member consistently meets the  
160 expectations of their job and there are no areas of concern. Most faculty members at the  
161 University will receive a rating of Meets Expectations.

162 **4.6.2** Faculty members who have an unremediated behavior that warrants a PIP must be given a  
163 Does Not Meet Expectations rating for the relevant area(s).

164 **4.6.3** Annual review must be tied to portfolio activity reports and student ratings of instruction,  
165 not statement of accomplishments alone.

166 **4.6.4** The rating of a faculty member who has completed a PIP during an annual review cycle  
167 should be based on their overall performance in that area, including the fact that they  
168 successfully completed the PIP.

169 **4.6.5** The faculty member may not receive Meets Expectations if the faculty member has an  
170 uncompleted sanction.



### 171 **4.7 Faculty Annual Review Template and Rubric**

172 **4.7.1** Academic Affairs creates and maintains the faculty annual review template within the  
173 institutionally adopted system. At a minimum, this template contains the following: (1) a place  
174 for a faculty member's self-reflection of their teaching, scholarship/creative work as applicable,  
175 service as applicable, and compliance; (2) a place for annual goals and related comments; (3) a  
176 place for the supervisor evaluation; (4) a place for NOINs, PIPs and sanctions if any; (5) a place  
177 for the second-level supervisor to sign off and provide optional written comments; and (6) a  
178 place for additional review and an appeal if needed. Supervisors and faculty members must use  
179 the annual review template.

180 **4.7.2** The Faculty Senate, Academic Affairs Council, and relevant technological support staff  
181 shall be given the opportunity to provide input on the annual review template each time  
182 Academic Affairs considers revisions.

183 **4.7.3** At the discretion of the dean, a college/school may elect to use an annual review rubric as a  
184 supplement to department/program RTP criteria to (1) make more explicit the criteria by which  
185 faculty will be evaluated in their annual reviews and (2) ensure equality and fairness in the  
186 evaluation of faculty members across the college. If a dean does not choose to use an annual  
187 review rubric for the college/school, then departments, at the discretion of the department chair  
188 and faculty and in cooperation with the dean, may elect to use an annual review rubric as a  
189 supplement to the department/program RTP criteria. Annual review rubrics should be based on  
190 and consistent with relevant RTP criteria and must be compatible with the annual review  
191 template.

### 192 **4.8 Merit Pay**

193 **4.8.1** All full-time faculty in good standing are eligible for merit pay.

194 **4.8.2** Merit awards are limited to the top 25% of full-time faculty, excluding placeholder  
195 lecturers, in the school or college.

196 **4.8.3** In order to be in good standing for merit, a faculty member must have met the following:

197 **4.8.4** Must have met expectations in all three areas if tenured or tenure-track, and have met  
198 expectations in teaching if non-tenure track;

199 **4.8.5** Must have completed all mandatory trainings and conflicts of interest disclosures (and have  
200 a conflicts management plan, if applicable); and

201 **4.8.6** Must not be on an incomplete NOIN, PIP, or discipline.



### 5.0 PROCEDURES

#### 202 **5.1 Guidance Procedures and Timeline**

203 **5.1.1** Supervisors must give each faculty member guidance at least once a year during the annual  
204 goal-setting process. Guidance can be given during onboarding, when mentoring a faculty  
205 member, and at other times throughout the year.

#### 206 **5.2 NOIN and PIP Procedures and Timeline**

207 **5.2.1** When a faculty member falls short in performance on a minor or first-time issue (NOIN) or  
208 a more serious or repeated issue (PIP), the supervisor will inform them of the issue and begin the  
209 process of developing a NOIN or PIP with them to help them improve. The supervisor will  
210 inform the faculty member as soon as they become aware of an issue, regardless of whether the  
211 issue arises during the year or during the annual review process.

212 **5.2.2** When a supervisor develops a NOIN or PIP with a faculty member, they are responsible for  
213 (1) clearly indicating how the faculty member is not meeting expectations; (2) establishing a plan  
214 with the faculty member to help them meet expectations; (3) offering reasonable resources or  
215 training for the faculty member if needed and consistent with established practices; (4) setting a  
216 timeline by which the faculty member must meet expectations that is as short as feasible but no  
217 longer than 12 months from the time the NOIN or PIP is finalized; and (5) identifying how the  
218 faculty member's performance will be documented for the duration of the NOIN or PIP.

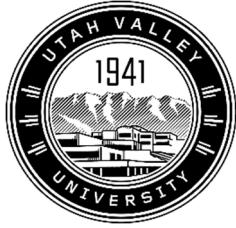
219 **5.2.3** After a supervisor informs a faculty member of an issue that warrants a NOIN or PIP, the  
220 collaborative process begins between the faculty member and the supervisor to develop the  
221 NOIN or PIP. If a faculty member is not collaborative or responsive, the supervisor can develop  
222 the NOIN or PIP and issue it as a directive.

223 **5.2.4** NOINs and PIPs, when they exist, are included in the faculty personnel file and must be  
224 included in the annual review for the annual review period during which they were in effect.

225 **5.2.5** When developing a NOIN or PIP, supervisors and faculty members should respond  
226 substantively to the other within two business days to ensure timely resolution.

#### NOIN and PIP Timeline

NOIN – Total time to develop	20 business days
PIP – Total time to develop	40 business days



231 **5.3 NOIN and PIP Appeal Timeline**

232 **5.3.1** A NOIN or a PIP may be appealed via additional review.

233 **5.3.2** If a faculty member requests an additional review at the conclusion of the process of  
234 developing the NOIN or PIP, the dean or designee will complete an evaluation appeal. The  
235 dean's decision is final. Both the dean's appeal report and the recommendation will be kept in  
236 the annual review file in the university-approved system.

237 **5.3.3** The dean may ask for additional information to help make a final decision.

238 **5.3.4** The dean may determine to keep the NOIN or PIP as is, change or eliminate the PIP,  
239 recommend a NOIN instead, or recommend additional sanctions

240 **5.3.5** If the dean or designee determines that changes are to be made to the NOIN or PIP, the  
241 supervisor must complete the changes.

<b>NOIN and PIP Appeal Timeline</b>	
The dean or designee must render their decision	20 business days
If there are to be changes to the <u>NOIN</u> or PIP, the changes must be made	10 business days

242 **5.4 Annual Goal-Setting Procedures and Timeline**

243 **5.4.1** Each faculty member sets goals for the upcoming annual review reporting period in  
244 accordance with the details set forth in this policy.

245 **5.4.2** The supervisor reviews the faculty member's goals and provides guidance on those goals in  
246 accordance with the details set forth in this policy.

<b>Annual Goal-Setting Timeline</b>	
Faculty submit goals for the upcoming annual review reporting period.	1) The system opens for faculty on April 1. 2) Goals are due no later than May 31.
Supervisors review goals and provide guidance on goals.	1) Supervisors can review goals and provide guidance as soon as faculty share their goals with the supervisor, beginning on June 1. 2) Supervisor review of goals and guidance must be completed no later than August 15.
Faculty can modify their goals at any time during the annual review reporting period. Faculty should notify their supervisor of their modified goals, but do not need to submit the modified goals in the template.	



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

Page 11 of 20

#### 247 **5.5 Annual Review Procedures and Timeline**

248 **5.5.1** Faculty members must provide a self-reflection of their performance in the previous annual review reporting period.

250 **5.5.2** If a faculty member holds administrative, professional, or other unique assignments during the annual review reporting period, those assignments shall be included in the self-reflection.

252 **5.5.3** Supervisors must provide a supervisor evaluation of faculty performance in the previous annual review reporting period. The supervisor evaluation includes a written component and a rating for each of the annual review performance areas.

255 **5.5.4** The supervisor and faculty member must meet to discuss the faculty member's performance in the previous year and their respective evaluations of the performance.

257 **5.5.5** Second-level supervisors sign off on annual reviews before they are finalized and can provide written comments if desired.

Annual Review Timeline	
Faculty prepare and submit their self-reflection.	The system opens for faculty on April 1. Self-reflections are due by May 31.
Supervisors prepare and submit the supervisor evaluation.	<ol style="list-style-type: none"><li>1) Supervisors can review self-reflections and submit supervisor evaluations soon as faculty share their self-reflections with the supervisor, beginning on April 1.</li><li>2) Supervisor evaluations are due by August 15.</li></ol>
Supervisors conduct annual review meetings.	<ol style="list-style-type: none"><li>1) September 1 is the deadline for annual review meetings with faculty who are submitting midterm and tenure review portfolios on September 15.</li><li>2) November 30 is the deadline for annual review meetings with all faculty.</li></ol>
Second-level supervisors sign off on annual reviews and provide written comments, if desired.	<ol style="list-style-type: none"><li>1) Second-level supervisors can read annual reviews and provide comments as soon as the annual review meeting is conducted.</li><li>2) Second-level supervisor must read annual reviews and comments are due by December 15.</li></ol>

#### 259 **5.6 Addendum and Appeal Procedures and Timeline**

260 **5.6.1** Annual reviews may be clarified via addendums and appealed via an additional review.



261 **5.6.2** If a faculty member would like to ask questions about the supervisor's evaluation or  
262 provide additional information or explanation regarding their performance, they may do so at any  
263 time before or during the annual review meeting. If a faculty member would still like to ask  
264 questions or provide additional information or explanation after the annual review meeting, they  
265 may do so via a faculty addendum.

266 **5.6.3** If a faculty member submits an addendum, the supervisor must also submit an addendum.  
267 At a minimum, the supervisor addendum must contain a statement of whether the supervisor has  
268 changed anything about their evaluation of the faculty member as a result of the faculty  
269 addendum.

270 **5.6.4** If a faculty member has completed the addendum process and believes that there is (1) an  
271 error of fact in their annual review or (2) an evaluation that is inconsistent with the RTP criteria  
272 or the annual review rubric (if one is in use), the faculty member can request an appeal review.

273 **5.6.5** The dean will review the evaluation appeal, and then make the final decision.

274 **5.6.6** Both the appeal report and the decision will be kept in the annual review file.

275 **5.6.7** The outcome arrived at through this process of appeal review is final.

<b>Annual Review Addendum and Appeal Timeline</b>	
Deadline for a faculty addendum after the annual review meeting	10 business days
Deadline for a supervisor addendum after receiving a faculty addendum	10 business days
Deadline for a faculty member to appeal their annual review after receiving the supervisor addendum	10 business days
The dean must render their decision	20 business days
If there are to be changes to the annual review or supervisor addendum, the changes must be made	10 business days

276 **5.7 Merit Pay**

277 **5.7.1** Based on guidance from the Provost's office, deans will determine merit pay awardees and  
278 the amounts in collaboration with department chairs.

279 **5.7.2** Deans must submit a list of their faculty receiving merit pay and the amount the faculty  
280 member is receiving to the deputy provost for review.

281 **5.7.3** The deputy provost may not add faculty or significantly alter the amounts awarded but may  
282 eliminate any faculty member who is found to not be in good standing.



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

Page 13 of 20

283    **5.7.4** Faculty cannot appeal the decision to be awarded merit pay or the amount of merit pay  
284    awarded.

POLICY HISTORY		
<b>Date of Last Formal Review:</b> September 3, 2025		
<b>Due Date of Next Review:</b> September 3, 2030		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>
June 22, 2017	New policy approved.	UVU Board of Trustees
March 31, 2022	Revised policy approved.	UVU Board of Trustees
April 25, 2024	Compliance change, mandated by HB 438, Utah Legislature, approved.	UVU President's Council
May 6, 2024	Compliance change ratified.	UVU Board of Trustees
September 3, 2025	Revised policy approved	UVU Board of Trustees



### POLICY 633 EXECUTIVE SUMMARY

**Policy Number and Title:** 633 Faculty Performance Evaluation and Feedback

<b>Date:</b>	May 13, 2020
<b>Sponsor:</b>	Wayne Vaught
<b>Steward(s):</b>	Kathren Brown
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	Revision—Limited Scope
<b>Policy Office Editor:</b>	Amanda Cooke
<b>Embedded Attorney:</b>	Cathy Jordan

#### **Issues/Concerns (including fiscal, legal, and compliance impact):**

In the current policy, a PIP (Professional Improvement Plan) may be appealed (see Section 5.3 “PIP Appeal Timeline”). However, the policy does not indicate that a NOIN (Notice of improvement needed) is also appealable.

*Note: A NOIN is a non-sanction type of feedback regarding a minor or first-time performance issue that includes a plan developed by a faculty member and their supervisor.*

#### **Suggested Changes:**

Revise these sections as follows to clarify that faculty can appeal a NOIN:

- Change 5.3 to read “NOIN and PIP Appeal Timeline”;
- Just before PIP, add “NOIN or a” to sections 5.3.1, 5.3.2, 5.3.4., and 5.3.5.

**Requested Approval from President’s Council:** Entrance to Stage 1

**Proposed Drafting Committee:** Kat Brown, Nizhone Meza, TBD

**Target Date for Stage 1 Draft to Enter Stage 2:** TBD

**Target Date for Board of Trustees Review:** TBD