

**Attachment 4**  
**Proposed Revision to**  
**University Handbook, Appendix Q**  
**Guidelines for Evaluating Faculty and Unclassified Professionals**  
**Recommendation from University Handbook and Policy Committee**  
**Approved by Faculty Affairs Committee on May 17, 2022**

**Rationale:** The Change proposed to Appendix Q.C.1. is to correct an oversight regarding the date for when a unit head prepares a written evaluation for regularly appointed faculty and/or unclassified professionals.

**C. Responsibilities of Unit/Department Heads/Chairs**

1. The unit head will prepare, by ~~January 31~~February 28, a written evaluation for each regularly appointed faculty and/or unclassified professionals. Quantitative ratings may be used to summarize evaluative judgments, but the basis for these judgments must be explained by a narrative account. The evaluation shall provide succinct assessments of effectiveness in performing each responsibility and these statements must include summaries of the achievements/evidence which support these assessments.