

Appeals Form

To appeal Department Chair comments on Faculty Annual Report

Submit completed form to the Dean's Office, and send a copy to your Department Chair.

Name of Faculty member: _____

Date of written statement: _____

Date of final discussion with Chair*: _____

Brief description of the misunderstanding or disagreement leading to the appeal:

Provide a concise statement explaining your concern with the Department Chair's evaluation of your work. This statement should outline evidence that supports your claims. As appropriate, evidence can be attached to this form.

*The normal process for appealing the Department Chair's evaluation of a faculty member should begin with a discussion between the faculty member and the chair to determine whether a resolution to the matter can be found in advance of the annual report packet being forwarded to the college. If this discussion was not possible, the faculty member must explain the circumstances preventing such a discussion.