

UME Faculty Evaluation Appeals Process

Updated April 2012, June 2013, April 2015, April 2021

Within 10 working days of **receiving the final faculty evaluation**, a faculty member may submit a written appeal for review of his or her evaluation to the Associate Director of UME, and a copy of that letter to AGNR Director of Human Resources Management and UME Assistant Director of Operations, citing reasons for the appeal. Appeals will be heard for matters concerning:

1. Procedural Issues
2. Consistency
3. Fairness

The Associate Director will acknowledge receipt of the appeal in writing, request the official documents to be reviewed and appoint an Appeal Review Committee. This is a **confidential** process for all parties concerned.

Documents

The appropriate documents must be provided to the Committee for their review and deliberation; they include but are not limited to:

1. Prior year's IEP
2. Prior year's IEP with AED and PL comments
3. Prior year's C.V.
4. PL review
5. Current review year's IEP
6. Current review year's IEP AED and PL comments
7. Current C.V. with impact statement(s) (document under appeal)

The Committee

The Associate Director will appoint an Appeal Review Committee consisting of:

1. AGNR Director of Human Resources Management, Chair
2. UME Assistant Director of Operations
3. Program area peers (2)

Procedure and Timeline

The appeal review will be carried out in accordance with the policies and procedures for Annual Faculty Reviews in University of Maryland Extension. Within 30 days of appointment and access to necessary documentation, the committee will provide a report of their findings to the Associate Director. The Associate Director will render a final decision and communicate that decision in writing to the faculty member with a copy to the faculty members' supervisor.