

UNIVERSITY OF NEVADA, LAS VEGAS
SCHOOL OF ALLIED HEALTH SCIENCES

POLICY AND PROCEDURES FOR STORAGE OF ANNUAL WORK REPORT BINDERS

POLICY: Annual Work Reports and supporting materials will be returned to faculty after annual evaluations are completed, except for faculty who have submitted a rejoinder and/or requested a peer evaluation. In these cases, the Annual Work Report and supporting materials will be stored by the school until the president (or designee) makes his/her final annual evaluation determination.

RATIONALE: The Annual Work Report and supporting materials only need to be stored by the school as annual evaluations are conducted.

DEFINITIONS:

Annual Work Report: Standard work report form submitted by all faculty.

PROCEDURE:

1. Faculty members submit the Annual Work Report with supporting material to the Department Chair.
2. The Department Chair prepares the Annual Evaluation (see Annual Evaluation Policy and Procedure) and submits the Annual Evaluation with the Annual Work Report to the Dean.
 - a. The Faculty Review Committee can access the Annual Work Report and supporting materials in their evaluation of faculty for merit.
3. When the Annual Evaluation process is complete, the supporting materials will be returned to the faculty.
 - a. The Annual Work Report (only) will be stored by the School.