

## **APPENDIX C (Appeal of Dean's Evaluation)**

Bargaining Unit members may appeal a dean's evaluation through a memorandum sent to the Chief Academic Officer not later than April 30 of the same year in which the evaluation was received. The memorandum should be sent as an attachment electronically to the CAO inbox ([cao@udc.edu](mailto:cao@udc.edu)) with the subject "Appeal of Dean Evaluation" and formatted as follows:

### **MEMORANDUM**

TO: Dr. April Massey, Ph.D., Chief Academic Officer  
FROM: (Bargaining Unit Member Name, Dept/Div, Discipline, and College/School)  
RE: Annual Evaluation Appeal  
DATE: April xx, xxxx

**PARAGRAPH 1:** States reason(s) for the appeal and the rating the Bargaining Unit member is seeking (i.e., Successful or Successful with Stipulations). States whether the dean's evaluation contained a "clear statement of goals and/or recommendations which remain undocumented in the portfolio narrative and/or undemonstrated by evidence" (Article 15.E.1). If not, the basis of the appeal becomes the lack of justification for the evaluation given by the dean. If so, then this paragraph states what performance elements are being appealed (i.e., teaching, scholarship/artistic accomplishments, or service).

**PARAGRAPH 2:** Provides evidence and explanation for success in the domain under dispute (e.g., teaching). This paragraph details what evidence provided by the Bargaining Unit member merits reconsideration and why. Evidence should be connected to the specific goals and/or recommendations in the Evaluation Form. If evidence was not initially provided in the portfolio for review, the Bargaining Unit member explains the circumstances for its absence.

**PARAGRAPH 3:** If needed, each subsequent paragraph should address a specific domain and follow the procedure stated above for Paragraph 2.

**FINAL PARAGRAPH:** Addresses any relevant extenuating circumstances that may have negatively affected the Bargaining Unit member's ability to achieve stated goals or recommendations in the Evaluation Form and notes whether these circumstances were previously documented.