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**Date:** March 18, 2015 at 1:00:23 PM EDT  
**Subject:** URGENT: Faculty Evaluations must be completed  
**Reply-To:** "Rafael L. Bras" <[OfficeOfTheProvost@carnegie.gatech.edu](mailto:OfficeOfTheProvost@carnegie.gatech.edu)>

Colleagues,

As you may be aware, the SACSCOC accreditation team that was on campus last week found Georgia Tech not in compliance with the standard on faculty evaluation. Based on our policies and those of the Board of Regents, the SACSCOC visiting committee instructed us to evaluate all faculty members, regardless of contractual status.

Links to related policies can be found below. Their recommendation was based on data provided for a sample of academic and research faculty, which showed that some instructors, lecturers, and part-time instructional faculty members were not evaluated in Spring 2014. Further, a large number of research faculty members, including nearly 90% of postdoctoral scholars were not evaluated this past year.

This situation must be corrected in this Spring's annual evaluations. The requirement of annual written evaluations extends to all academic and research faculty in your college, regardless of funding source, including non-tenured, part-time, temporary, visiting, research faculty and post-docs. A straight-forward and simple sample evaluation form for a research faculty member or postdoctoral scholar is attached. You are not required but are welcome to follow this format.

We must clear this negative finding of the SACSCOC committee in our response to the on-site visit later this spring. **If any evaluations are missing within your academic units, please provide them to your department's Human Resources representative no later than March 31, 2015.**

Thank you for your rapid cooperation in this essential task.

Rafael L. Bras  
Provost and Executive Vice President for Academic Affairs

Related Policies:

BOR Policy 8.3.5.1  
([www.usg.edu/policymanual/section8/policy/C245/#p8.3.5\\_evaluation\\_of\\_personnel](http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.5_evaluation_of_personnel))

GT Faculty Handbook 3.1.2 (<http://www.policylibrary.gatech.edu/faculty-handbook/3.1.2-faculty-salaries-and-evaluations>)

GT Faculty Handbook 3.3.2 (<http://www.policylibrary.gatech.edu/faculty-handbook/3.3.2-salary-determinations-tenure-track-faculty>), closing section on "annual reviews"