

GCSU Foundation Account Request Form

Please fill out completely. Completion of form does not guarantee Foundation approval of account. For specific questions, please contact Advancement Services at Campus Box 113 or by email kim.taylor@qcsu.edu

Requester:		Department/Unit:		Extension / Campus Box:		Date:	
Type of Request:							
Name of Account: (Please include Fund ID number if updating an account)							
Type of Account (i.e., endowment, scholarship, departmental operating, unrestricted, etc.):							
Purpose of Account (description of how the account will be used):							
Donor / Fund Representative (if applicable. Note: please include current address, relationship, etc.):							
Department / Unit (if applicable):							
Academic: (please select from drop-down list below)							
Non-Academic (including Athletics): (please select from drop-down list below)							
Specific Unit: _____							
Authorized Signers (must have 2) / Report Recipients:							
Name				Name			
Title				Title			
Campus Box #		Extension		Campus Box #		Extension	
Report Recipient? (please select from drop-down list below):				Report Recipient? (please select from drop-down list below):			
Additional Information (Specific instructions, Notes, etc.):							
Approvals:							
Supervisor Approval (If not VP):						Date:	
Dean Approval:						Date:	
Vice President Approval:						Date:	
Executive Director of Foundation Approval:						Date:	
For Advancement Services Only:							
Fund Category (VSE):		Fund Type:		Campaign (FSR):		Solicitor:	
Appeals:		Relationships:		Attributes (Fund Dept.):		Attributes (Capital Campaign):	

Faculty Review System, Philosophy and General Procedures

Policy: Board of Regents Policy Manual, Section 8.3.5.3, <http://www.usg.edu/policymanual/section8/>

The Faculty Review System is a summative review of faculty performance, the major purpose of which is to provide information for administrative decision making in areas such as salary, retention, tenure and promotion. It may also be used for formative purposes by the faculty member. The Faculty Review System gives greatest weight to teacher effectiveness as the primary area of a faculty member's duties.

The department chairperson is responsible for evaluating the performance of each faculty member in his or her department. During their last year, retiring faculty are exempt from the faculty evaluation process. In addition, non-tenured faculty on a terminal contract will also be exempt from this process. Each of these performance evaluations is subsequently reviewed by the college dean. The college dean is responsible for the performance evaluation of each department chairperson in his/her role as a faculty member and evaluates department chairpersons with the same procedures used by the department chairpersons in administering a performance evaluation of their faculty. This evaluation of a chairperson by a dean is performed in addition to the Dean's Performance Evaluation of the chairperson in his/her role as an administrator. The annual review of the faculty is timed in order to be of use in counseling and decisions regarding salary, retention, tenure, and promotion and is based on the performance during the prior calendar year.

This policy is the minimum faculty evaluation policy for the whole university. Colleges and

departments may adopt higher requirements with the prior written approval of the Provost. In the performance of their instructional duties as contained in this policy, faculty members will be evaluated only on the criteria and in accordance with the procedures set forth in this faculty review system.

General Procedures

1. The faculty member completes the Individual Faculty Report (IFR) and submits it to the chairperson on March 15 [or the first business day following March 15 should March 15 be a Saturday or Sunday] of the academic year to which it applies.
2. The chairperson reviews the IFR, and, along with other relevant information writes the Department Chairperson's Evaluation of Faculty Performance (DCEFP), and sends it to the faculty member.
3. The chairperson discusses the content of the IFR and DCEFP with the faculty member in the annual scheduled conference no later than May 1 [or the first business day following May 1 should May 1 fall on a Saturday or Sunday], following the academic year to which this evaluation applies.
4. The faculty member signs a statement to the effect that he or she has read the DCEFP.
5. The faculty member is given the opportunity to respond in writing to the DCEFP; this response is attached to the IFR/DCEFP.
6. The chairperson acknowledges in writing his or her receipt of this response, noting changes, if any, in the DCEFP made as a

result of either the conference or the faculty member's written response. This acknowledgement will also become a part of the record.

7. The entire Performance Evaluation of a Faculty Member is comprised of the following parts and is assembled in a packet in this order:
 - a. Department Chairperson's Evaluation of Faculty Performance (DCEFP)
 - b. Signature Sheet
 - c. Individual Faculty Report (IFR)
 - d. Faculty Member's Self-Evaluation of Performance (optional)
 - e. Faculty Member's Response to Chairperson's Evaluation (if any)
 - f. Department Chairperson's Acknowledgement of Faculty Member's Response and Statement of Change (if any)
 - g. Student Opinion Survey (SOS) Computer Summary Sheet(s)
 - h. Adviser Rating Forms Received for Faculty Member
 - i. Other Documentation (optional)
8. The department chairperson sends this packet, in time for review for decisions involving merit salary increases, retention, tenure, and promotion, to the college dean who, after review as signified by his/her signature on the Signature Sheet. The college dean who keeps it if the faculty member is a department chairperson or returns it to the department chairperson of the home department for faculty members without administrative

assignments. The Provost will evaluate annually the administrators report directly to him/her and review the evaluations of the administrators who report directly to the administrators who report to that position.

9. Faculty members have the right to a) review their own personnel files that are used by department chairpersons, deans, and the Provost in personnel decisions, b) place in the file information that explains their position on any matter contained in the file and e) appeal their evaluations. Such appeals will follow the grievance procedures.

Forms/Materials:

[Faculty Performance Review Timetable](#)

[Individual Faculty Report Format Form Link](#)

[Department Chair's Evaluation of Faculty Performance Link](#)