In cases where there is a joint or split appointment, a “Home Department” is normally selected at the time of appointment, with the duties in the other department(s)/program(s) specified in the contract. These expectations may change as a result of an ongoing professional development process or departmental need. The Home Department is charged with evaluating performance by criteria in its DEP/PEP. Other departments/programs shall evaluate contributions to their departments/programs using their own procedures, and provide the results of the evaluation to the Home Department DPC/PPC and Chair in a timely fashion. The Home Department shall provide a timeline for the evaluation to the other departments/programs involved in evaluation. Where possible and relevant, the materials gathered by any department or program should be provided to the other departments or programs for use in their evaluation process.

Reviews shall include materials related to a professional development process, where plans for future activities are developed in the context of past performance and departmental or program needs. This may include formal and informal mentoring, including the setting of short and long term plans and goals as an outcome of the evaluation process, or other methods that have as a goal the improvement of performance in any area subject to review. Elements of the professional development process are not limited to the time during a review being conducted, but such efforts should be reflected in the review process in terms of setting goals for future performance. Work that helps in the professional development of others is normally evaluated as a contribution in the area of service during regular evaluations of performance.