

## **ARTICLE 8**

### **PERFORMANCE EVALUATIONS**

#### 8.1 ~~Policy~~ General Principles.

(a) Performance evaluations are used to assess, recognize, and facilitate improvement in Employees' performance. This strengthens the University's workforce by providing a periodic and formal exchange of information between supervisors and employees regarding progress, accomplishments, and when applicable, areas needing improvement. Performance evaluations also provide an opportunity to clarify work standards, discuss training and development needs, set goals for the next year, and identify the support needed to reach such goals.

(b) Every employee will be fairly evaluated and the integrity of the evaluation process will be maintained to the highest degree.

~~(a)~~(c) Performance evaluations shall not be arbitrary nor capricious.

#### 8.2 Purpose and Scope of Evaluation.

(a) Purpose. Annual evaluations for faculty members focus on performance in functions such as teaching, research, service, and other duties that may be assigned. Annual evaluations for academic professionals focus on performance of all assigned duties. In addition, all Employees are evaluated based on their contributions to the orderly and effective functioning of the University and their academic department/unit. Faculty members shall not be evaluated on work they were not assigned on their FARE form unless they could have been reasonably expected to perform that work in the normal course of fulfilling the requirements of their position.

(b) Scope. Evaluators should endeavor to assist the Employee in correcting any performance deficiencies reflected in the annual evaluation. Employees are encouraged to accept and seek such assistance, if needed. The evaluation should also state goals for the upcoming year and address progress toward promotion.

#### 8.3 Annual Evaluation. Employees are evaluated at least once annually.

~~(a)~~ The annual appraisal period will cover all employment occurring from February 1 through January 31, regardless of the employment start date.

~~(a)(b)~~ The Evaluation Information Sheet (see 8.7) shall be due from the Employee no earlier

DATE/DATE RANGE	ACTIVITY
<b>February 1—January 31</b>	<i>Performance appraisal time period</i>
<b>February 1—February 15</b>	<i>Employee evaluation materials completed by Employee and transmitted to their evaluator</i>
<b>February 16—March 30</b>	<i>Evaluators complete draft evaluations and submit faculty evaluations to Panel for review</i>
<b>April 1—April 7</b>	<i>Panel reviews faculty evaluations</i>
<b>April 8—May 15</b>	<i>Evaluations revised if necessary, and distributed to Employees</i>
<b>May 15—May 29</b>	<i>Evaluations discussed with employees</i>
<b>May 30</b>	<i>Evaluations submitted to HR</i>

~~than February 15 following the end of the evaluation period. The annual evaluation process will approximately follow the sample schedule below:~~

~~(c)~~ This process does not align with the academic semesters but provides for evaluation during the spring semester while all Employees are on campus. ~~Prior to May 1,~~ The Evaluator must complete the appraisal, review and discuss it with the Employee (unless the Employee chooses to not discuss the appraisal), and provide a finalized copy to the Employee.

~~(d)~~ ~~prior to May 15.~~ The Evaluator and Employee shall sign the appraisal prior to, ~~and the Evaluator shall submit the signed appraisal to Human Resources by~~ May 30, and a copy of the signed appraisal shall be placed in the Employee's personnel file.

~~(b)(e)~~ A signed appraisal may be changed if errors, omissions, or other documentable issues with the appraisal are uncovered. Appraisals may also be changed due to an Evaluation Review (see 8.6). A changed appraisal shall be signed again by the Evaluator and Employee.

8.4 Probationary Appraisal. In addition to the annual evaluation, the academic professional shall receive a probationary appraisal after ninety (90) days of employment in their position.

(a) In the absence of a completed probationary appraisal, a probationary employee will default to a "satisfactory" rating.

(b) If the academic professional's probationary period ends between ~~October-September 30~~ and January 5 ~~January 30~~, the employee's immediately following annual appraisal may be skipped. If skipped, the employee shall be evaluated during the next annual appraisal period.

8.5 Evaluators.

- (a) Faculty Evaluators are the Department Chair or Division Director that has been assigned personnel management responsibility by the Provost for the Employee's area. When the evaluator is a Division Director, the Division Director will seek advice and context from a department chair for each of the faculty members in the unit. The Assistant Librarian and Wellness Counselor are evaluated by their immediate supervisor.
- (b) For faculty, the Provost will appoint an evaluation review panel which will consist of Evaluators, and if the Faculty Representative Council chooses to do so, two faculty members of senior rank (Associate Professor or Professor) appointed by the Faculty Assembly. The purpose of the review is to ensure the Evaluators have applied a consistent standard to all faculty members when conducting the evaluations. This review may produce changes in evaluations. The Provost will serve as chair of the evaluation review panel. All members of the evaluation review panel must agree to the confidentiality of the review process.

8.6 Evaluation Review.

- (a) Within fourteen (14) calendar days of receipt of the evaluation, the faculty member may request a review, in writing, with the Provost's Office to discuss (with the Provost or Provost's designated administrator) concerns regarding the evaluation which were not resolved in previous discussions with the evaluator.
- ~~(b)~~ Within fourteen (14) calendar days of receipt of the evaluation, the academic professional may request, in writing, a meeting with the administrator at the next higher level in their line of authority to discuss concerns regarding the evaluation which were not resolved in previous discussions with the evaluator.
- ~~(c)~~ The evaluation reviews in (a) and (b) above shall take place prior to or on May 15 unless the faculty member or academic professional chooses to have a meeting after that date. The administration shall inform employees of their right to a meeting prior to May 15 should they request an evaluation review.
- ~~(b)(d)~~ The evaluations reviews in (a) and (b) may take place via phone or other mutually agreed upon means (e.g. Skype) at the faculty member's discretion if the meeting takes place after the date spring grades are due.

~~8.7~~ Evaluation Information Sheet. A sample Faculty Activity Report format is attached to this contract in Appendix B. The Faculty Representative Council may provide the Provost with recommended changes to the information sheet's format no later than December 1 on an annual basis. The Provost will communicate decisions on changes in the format to the Faculty Representative Council by January 15. (See Appendix B).

~~8.78.8~~ Other Evaluation Information. ~~Types and sources of~~ information used to evaluate a faculty member ~~o~~ther than that included in the faculty member's dossier will be disclosed to the faculty member in their appraisal. When information other than that included in the faculty member's dossier is used to evaluate a faculty member, that information shall be shared with the faculty member upon request and prior to an Evaluation Review meeting if such a meeting is requested (see 8.6). Anonymous information other than Student Assessments of Instruction (SAIs) shall not be used to evaluate faculty members. Information from outside the evaluation period shall not be considered

8.88.9 Evaluation Criteria. The administration will develop a set of evaluation guidelines for each of the faculty ranks that indicates performance characteristics appropriate to each rating for teaching, scholarship, and service. The guidelines will also indicate how an overall “rating” will be determined. This overall “rating” shall be weighted by effort as defined in the FARE form for faculty members. For example, if a faculty member were assigned research for 20% of their time on the FARE form, the research part of their evaluation shall contribute 20% of their overall “rating.” The guidelines for a review period will be provided to the academic departments by September 15 of the year prior to the beginning of the review period and the departments will provide comment on the guidelines on or before November 1 of that year. The comments provided shall be approved by majority vote of the department. The vote shall take place anonymously. In early January, the review evaluation panel will consider the department recommendations and provide a recommendation to the Provost on evaluation guidelines to be used for the next review cycle. The university shall provide the final guidelines shall be provided to faculty before the review period begins.

Annual evaluations for February 1, 2018 through January 31, 2019 period will use the evaluation guidelines that were used for the 2017-2018 evaluations.

Annual evaluations for February 1, 2019 through January 31, 2020 period will use the evaluation guidelines that were used for the 2017-2018 evaluations. The university shall provide the final guidelines to employees before classes begin for the fall 2019 semester.

The scale for the evaluations is provided in the following table:

EVALUATION KEY	
<b>Unsatisfactory</b>	<i>Performance that is clearly substandard.</i>
<b>Needs Improvement</b>	<i>Performance that is below a reasonable expectation for the person’s job description.</i>
<b>Meets Expectations</b>	<i>Performance is <del>basically</del>-sound and within reasonable expectations for the person’s job description.</i>
<b>Exceeds Expectations</b>	<i>Performance is <del>basically</del>-sound and within reasonable expectations for the person’s job description. The individual has distinguished themselves in some way by performing at a level that is above a normal expectation for their job description.</i>
<b>Exemplary</b>	<i>Performance is <del>basically</del>-sound and above reasonable expectations for the person’s job description. The individual has truly done something that is outstanding.</i>

8.98.10 Evaluation File. Faculty members shall refer to 6C13-6.008 Personnel Records and Limited-Access Records regarding access to performance evaluations. All employees may provide a written response and/or comments regarding their evaluation and have it added to the evaluation file within sixty (60) days of the receipt of the evaluation. All written material used to produce a performance evaluation shall be included in the evaluation file.