

ARTICLE 8
PERFORMANCE EVALUATIONS

8.1 General Principles. 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.

8.2 Purpose and Scope of Evaluation.

(a) Purpose. An annual evaluation is a subjective assessment of an individual's performance based on objective criteria.

1. Annual evaluations for faculty members focus on performance in functions such as teaching, research, service, and other duties that may be assigned.
2. Annual evaluations for academic professionals focus on performance of all assigned duties.
3. In addition, all Employees are evaluated based on the terms of their individual contract, duties under the Collective Bargaining Agreement, and on their contributions to the orderly and effective functioning of the University and their academic department/unit.

(b) Scope.

1. 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.
2. Performance evaluations must:
 - a. fully consider information in the faculty member's dossier and any other faculty evaluative information that is provided and disclosed to the Evaluator, and;

For the University



Alexander Landback
Chief Negotiator

7/31/19
Date

For the UFF



Myles Kim
Chief Negotiator

7/31/2019
Date

- 1 (e) On or before May 15, the finalized performance evaluation must be added to the
2 Employee's file in the Provost's Office.
- 3 (f) If errors, omissions, or other documentable issues with the evaluation are discovered,
4 the University may issue a revised performance evaluation to replace the original
5 evaluation. The Evaluator and Employee must acknowledge receipt of the revised
6 performance evaluation by signing the revised evaluation. The University would retain
7 both evaluations and would indicate on the original evaluation that it had been
8 replaced by the revised evaluation.
- 9 (g) The performance of an Employee must be evaluated annually, with the following
10 permissible exceptions:
- 11 1. Employees that have resigned;
 - 12 2. Faculty members in the terminal year of the contract, or;
 - 13 3. Faculty members whose employment began less than ninety (90) days prior to
14 the end of the evaluation period.

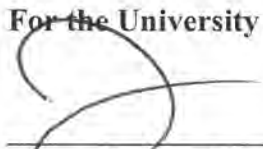
15 8.4 Probationary Evaluation. In addition to the annual evaluation, the academic professional must
16 receive a probationary evaluation after ninety (90) days of employment in their position.

- 17 (a) In the absence of a completed probationary evaluation, a probationary employee will
18 default to a "satisfactory" rating.
- 19 (b) If the academic professional's probationary period ends between October 1 and
20 January 30, the employee's immediately following annual performance evaluation may
21 be skipped. If skipped, the employee must be evaluated during the next annual
22 evaluation period.

23 8.5 Evaluators.

- 24 (a) Faculty Evaluators are the Department Chair or Division Director that has been
25 assigned personnel management responsibility by the Provost for the Employee's area.
26 When the Evaluator is a Division Director, the Division Director will seek advice and
27 context from a department chair for each of the faculty members in the unit. The
28 Assistant Librarian and Wellness Counselor are evaluated by their immediate
29 supervisor.


For the University



Alexander Landback
Chief Negotiator

7/31/19
Date

For the UFF



Myles Kim
Chief Negotiator

7/31/2019
Date

1 (b) For faculty, the Provost will appoint an evaluation review panel which will consist of
2 Evaluators, and if the Faculty Representative Council chooses to do so, two faculty
3 members of senior rank (Associate Professor or Professor) appointed by the Faculty
4 Assembly. The purpose of the review is to ensure the Evaluators have applied a
5 consistent standard to all faculty members when conducting the evaluations. The
6 reviews prepared by Department Chairs or Division Directors may change as a result
7 of panel discussions. The Provost will serve as chair of the evaluation review panel.
8 All members of the evaluation review panel must agree to the confidentiality of the
9 review process.

10 8.6 Evaluation Review.

11 (a) Within seven (7) calendar days of receipt of the evaluation, the faculty member may
12 request a review, in writing, with the Provost's Office to discuss (with the Provost or
13 Provost's designated administrator) concerns regarding the evaluation which were not
14 resolved in previous discussions with the Evaluator.

15 (b) Within seven (7) calendar days of receipt of the evaluation, the academic professional
16 may request, in writing, a meeting with the administrator at the next higher level in
17 their line of authority to discuss concerns regarding the evaluation which were not
18 resolved in previous discussions with the Evaluator.

19 (c) The evaluation reviews in (a) and (b) above must take place no later than May 15 unless
20 both the Provost's Office and the faculty member or academic professional mutually
21 agree to schedule the meeting after May 15.

22 8.7 Evaluation Information Sheet. A sample Faculty Activity Report format is attached to this
23 contract in Appendix B. The Faculty Representative Council may provide the Provost with
24 recommended changes to the information sheet's format no later than December 1 on an
25 annual basis. The Provost will communicate decisions on changes in the format to the Faculty
26 Representative Council by January 15. (See Appendix B).

27 8.8 Sources of Faculty Evaluative Information. Evaluations are intended to be comprehensive and
28 not based on a single or limited number of sources of information.

29 (a) The Evaluator may consider all appropriate and available information that is relevant
30 to the Employee's performance. This includes information provided by the Employee
31 and information provided from the following sources: Immediate supervisor(s), peers,
32 students, other University officials who have responsibility for supervision of the
33 faculty member, and members of the University community.

For the University



Alexander Landback
Chief Negotiator
7/31/19

Date

For the UFF



Myles Kim
Chief Negotiator
July 31, 2019

Date

- 1 1. Any materials or information used to evaluate a faculty member other than
2 that included in the faculty member's dossier will be provided or explained to
3 the faculty member by the Evaluator during the evaluation meeting offered
4 pursuant to Section 8.3(c).
- 5 2. Any materials or information that have not been disclosed to the faculty
6 member as described in 8.8(a)(1) cannot be used in the evaluation process.
- 7 (b) Records maintained for the purposes of any investigation of Employee misconduct,
8 including but not limited to a complaint against an Employee, including anonymous
9 complaints, and any final conclusions reached pursuant to the investigation of such
10 complaint may not be used or considered in the evaluation process until they are
11 considered final, pursuant to Section 1012.91, Florida Statutes. Information that has
12 been validated that is a part of an investigation may be used, regardless of complaint
13 finding and the status of the complaint.
- 14 (c) Information from outside the evaluation period must not be considered in the
15 determination of the Employee's evaluation rating.
- 16 (d) All employees may provide a written response and/or comments regarding their
17 evaluation and have it added to the evaluation file within sixty (60) days of the receipt
18 of the evaluation. All written material used to produce a performance evaluation must
19 be included in the evaluation file.
- 20 8.9 Evaluation Guidelines. The administration will develop a set of evaluation guidelines for each
21 of the faculty ranks that indicates performance characteristics appropriate to each rating for
22 teaching, scholarship, and service.
- 23 (a) Judgments of academic excellence are complex. Evaluation guidelines cannot easily
24 be reduced to a quantitative formula, nor can the considerations that must be applied
25 in each individual case be completely described in general terms or by numbers alone,
26 separate from necessary qualitative assessments. Therefore, the guidelines are used to
27 create consistency in ratings across the range of evaluators and are specifically not a
28 scoring rubric.

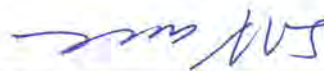
For the University



Alexander Landback
Chief Negotiator

7/31/19
Date

For the UFF



Myles Kim
Chief Negotiator

7/31/19
Date

- 1 (b) The guidelines for a review period will be provided to the academic departments by
 2 September 15 of the year prior to the beginning of the review period and the
 3 departments will provide comment on the guidelines on or before November 1 of that
 4 year. The comments provided must be approved by majority vote of the department.
 5 The vote must take place anonymously. By January 15, the review evaluation panel
 6 will consider the department recommendations and provide a recommendation to the
 7 Provost on evaluation guidelines to be used for the next review cycle. The University
 8 must provide the final guidelines to faculty before the review period begins.
- 9 (c) Annual evaluations for February 1, 2019 through January 31, 2020 period will use the
 10 evaluation guidelines that were used for the 2017-2018 evaluations. The University
 11 must provide the final guidelines to Employees before the start of classes in the Fall
 12 2019 semester.
- 13 (d) The scale for the evaluations is provided in the following table:

EVALUATION KEY	
Unsatisfactory	<i>Performance that is clearly substandard.</i>
Needs Improvement	<i>Performance that is below a reasonable expectation for the person's job description.</i>
Meets Expectations	<i>Performance is sound and within reasonable expectations for the person's job description.</i>
Exceeds Expectations	<i>Performance is 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>
Exemplary	<i>Performance is sound and above reasonable expectations for the person's job description. The individual has truly done something that is outstanding.</i>

- 14 8.10 Evaluation File. Faculty members must refer to 6C13-6.008 Personnel Records and Limited-
 15 Access Records regarding access to, and disclosure of, performance evaluations and other
 16 faculty evaluative information.

For the University



Alexander Landback
 Chief Negotiator

Date

7/31/19

For the UFF



Myles Kim
 Chief Negotiator

Date

7/31/19