

ARTICLE 8

PERFORMANCE EVALUATIONS

- 8.1 Policy. 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. 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.
- (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. The annual evaluation process will approximately follow the sample schedule below:

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

- (b) This process does not align with the academic semesters but provides for evaluation during the spring semester while all Employees are on campus. 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 copy to the Employee prior to May 15. The Evaluator and Employee shall sign the appraisal, 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.

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 31 and 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. The Provost shall designate an administrator to meet with the
- (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.

- 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). Information used to evaluate a faculty member other than that included in the faculty member's dossier will be disclosed to the faculty member.
- 8.8 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. 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 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.

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 basically sound and within reasonable expectations for the person's job description.</i>
Exceeds Expectations	<i>Performance is basically 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 basically sound and above reasonable expectations for the person's job description. The individual has truly done something that is outstanding.</i>

- 8.9 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.