

ARTICLE 8
PERFORMANCE EVALUATIONS

8.1 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.~~

~~(e)(b) Performance evaluations shall must fully consider information in the faculty member’s dossier, be consistent with the Evaluation Guidelines, and be consistent with the Review Panel’s guidance. 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, except as described in Section 8.3(g).

For the University

For the UFF

Alexander Landback
Chief Negotiator

Myles Kim
Chief Negotiator

Date

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- 1 (a) The annual evaluation period will cover all employment occurring from February 1
2 through January 31, regardless of the employment start date. Individuals that start in
3 January of the current year will receive a “Meets Expectations” rating unless there is
4 compelling evidence to the contrary.
- 5 (b) The Employee must submit the Evaluation Information Sheet (see Section 8.7) ~~to shall~~
6 ~~be due from~~ the Evaluator, with a copy to the Provost’s Office, Employee no
7 ~~later~~earlier than February 15, ~~following the end of the evaluation period.~~
- 8 (c) On or before ~~Prior to~~ May 1, the Evaluator must:
- 9 1. _____ -complete the performance evaluation;
- 10 2. _____ provide a copy of the Evaluation to the Employee, and;
- 11 3. _____ appraisal, review and offer to discuss the evaluation ~~it~~ with ~~the~~ Employee
12 ~~(unless~~ the Employee ~~(the Employee may choose~~ ~~chooses~~ to not discuss the
13 evaluation), and;
- 14 4. _____ discuss the evaluation with the Employee, if Employee chooses to do so.
- 15 (d) On or before May 1, the Employee must acknowledge receipt of the performance
16 evaluation by signing the evaluation. The Evaluator must sign the evaluation and
17 submit the signed evaluation to the Provost’s Office.
- 18 ~~(e)(e)~~ On or before May 15, the appraisal), and provide a finalized performance evaluation
19 must be added to the Employee’s file in the Provost’s Office. ~~copy to the Employee.~~
- 20 ~~(d)~~ If ~~The Evaluator and Employee shall sign the appraisal no later than May 1, , and a~~
21 ~~copy of the signed appraisal shall be placed in the Employee’s personnel file.~~
- 22 (f) A signed appraisal may be changed if errors, omissions, or other documentable issues
23 with the evaluation appraisal are discovered, the University uncovered. Appraisals may
24 also be changed due to Evaluation Review (see 8.6). A changed appraisal shall be
25 signed again by the Evaluator and Employee. issue a revised performance evaluation
26 to replace the original evaluation. The Evaluator and Employee must acknowledge
27 receipt of the revised performance evaluation by signing the revised evaluation. The
28 University would retain both evaluations and would indicate on the original evaluation
29 that it had been replaced by the revised evaluation.

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1 ~~(e)(g)~~ Annual Performance Evaluations are not required for faculty members that have
2 ~~resigned or that have an expiring employment contract. Upon mutual agreement of~~
3 ~~the faculty member and the Provost or his/her designee, a performance evaluation~~
4 ~~must be completed pursuant to this Article. The Evaluator may choose to not provide~~
5 ~~a performance evaluation at his or her sole discretion.~~

6 8.4 ~~Probationary Evaluation Appraisal.~~ In addition to the annual evaluation, the academic
7 professional ~~shall~~ must receive a probationary ~~evaluation appraisal~~ after ninety (90) days of
8 employment in their position.

9 (a) In the absence of a completed probationary ~~evaluation appraisal~~, a probationary
10 employee will default to a “satisfactory” rating.

11 (b) If the academic professional’s probationary period ends between ~~October 1~~ September
12 ~~30~~ and January ~~30~~5, the employee’s immediately following annual ~~performance~~
13 ~~evaluation appraisal~~ may be skipped. If skipped, the employee ~~shall~~ must be evaluated
14 during the next annual ~~evaluation appraisal~~ period.

15 8.5 Evaluators.

16 (a) Faculty Evaluators are the Department Chair or Division Director that has been
17 assigned personnel management responsibility by the Provost for the Employee’s area.
18 When the evaluator is a Division Director, the Division Director will seek advice and
19 context from a department chair for each of the faculty members in the unit. The
20 Assistant Librarian and Wellness Counselor are evaluated by their immediate
21 supervisor.

22 (b) For faculty, the Provost will appoint an evaluation review panel which will consist of
23 Evaluators, and if the Faculty Representative Council chooses to do so, two faculty
24 members of senior rank (Associate Professor or Professor) appointed by the Faculty
25 Assembly. The purpose of the review is to ensure the Evaluators have applied a
26 consistent standard to all faculty members when conducting the evaluations. ~~The~~
27 ~~reviews prepared by Department Chairs or Division Directors may change as a result~~
28 ~~of panel discussions. This review may produce changes in evaluations.~~ The Provost will
29 serve as chair of the evaluation review panel. All members of the evaluation review
30 panel must agree to the confidentiality of the review process.

31 8.6 Evaluation Review.

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1 (a) Within ~~seven (7)~~~~fourteen (14)~~ calendar days of receipt of the evaluation, the faculty
2 member may request a review, in writing, with the Provost's Office to discuss (with
3 the Provost or Provost's designated administrator) concerns regarding the evaluation
4 which were not resolved in previous discussions with the evaluator.

5 (b) Within ~~seven (7)~~~~fourteen (14)~~ calendar days of receipt of the evaluation, the academic
6 professional may request, in writing, a meeting with the administrator at the next
7 higher level in their line of authority to discuss concerns regarding the evaluation
8 which were not resolved in previous discussions with the evaluator.

9 ~~(e) The evaluation reviews in (a) and (b) above shall~~~~must~~ take place ~~no later than~~~~prior to~~
10 ~~or on~~ May 15 unless ~~both the Provost's Office and~~ the faculty member or academic
11 professional mutually ~~agree to schedule~~ the meeting ~~after May 15.~~~~chooses to have a~~
12 ~~meeting after that date. The administration shall inform employees of their right to a~~
13 ~~meeting prior to May 15 should they request an evaluation review.~~

14 ~~(d)(c) The evaluations reviews in (a) and (b) may take place via phone or other agreed upon~~
15 ~~means (e.g. Skype) at the faculty member's discretion if takes place after the date spring~~
16 ~~grades are due.~~

17 8.7 Evaluation Information Sheet. A sample Faculty Activity Report format is attached to this
18 contract in Appendix B. The Faculty Representative Council may provide the Provost with
19 recommended changes to the information sheet's format no later than December 1 on an
20 annual basis. The Provost will communicate decisions on changes in the format to the Faculty
21 Representative Council by January 15. (See Appendix B).

22 8.8 Other Evaluation Information.

23 ~~(a) Types and sources of information used to evaluate a faculty member other than that~~
24 ~~included in the faculty member's dossier will be disclosed to the faculty member in~~
25 ~~their evaluation.~~

26 ~~(b) The Other Evaluation Information disclosed in the evaluation will be provided to the~~
27 ~~faculty member by the Evaluator during the evaluation~~ ~~appraisal~~~~meeting offered~~
28 ~~pursuant to Section 8.3(c).~~

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1 ~~(c) When information other than that included in the faculty member's dossier is used to~~
2 ~~evaluate a faculty member, that information shall be shared with the faculty member~~
3 ~~upon request and prior to an Evaluation Review meeting if such a meeting is requested~~
4 ~~(see 8.6). Anonymous information, other including than Student Assessments of~~
5 ~~Instruction (SAIs), shall must not be used judiciously and, if the information bears any~~
6 ~~relevant consequence, must be disclosed to evaluate to the~~ faculty members.

7 ~~(a)(d) Information from outside the evaluation period shall must~~ not be considered.

8 ~~8.88.9 Evaluation Guidelines.Evaluation Criteria.~~ The administration will develop a set of evaluation
9 guidelines for each of the faculty ranks that indicates performance characteristics appropriate
10 to each rating for teaching, scholarship, and service. ~~The guidelines will also indicate how an~~
11 ~~overall "rating" will be determined. This overall "rating" shall be weighted by effort as defined~~
12 ~~in the FARE form for faculty members. For example, if a faculty member were assigned~~
13 ~~research for 20% of their time on the FARE form, the research part of their evaluation shall~~
14 ~~contribute 20% of their overall "rating."~~ The guidelines for a review period will be provided
15 to the academic departments by September 15 of the year prior to the beginning of the review
16 period and the departments will provide comment on the guidelines on or before November
17 1 of that year. The comments provided ~~shall must~~ be approved by majority vote of the
18 department. The vote ~~shall must~~ take place anonymously. ~~By In early~~ January ~~15~~, the review
19 evaluation panel will consider the department recommendations and provide a
20 recommendation to the Provost on evaluation guidelines to be used for the next review cycle.
21 The ~~University university~~ ~~shall must~~ provide the final guidelines to faculty before the review
22 period begins.

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

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

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1 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</i>

2 8.10 Evaluation File.

3 (a) -Faculty members ~~shall~~must refer to 6C13-6.008 Personnel Records and Limited-
 4 Access Records regarding access to, and disclosure of, performance evaluations and
 5 other faculty evaluative information.

6 (↔)(b) All employees may provide a written response and/or comments regarding their
 7 evaluation and have it added to the evaluation file within sixty (60) days of the receipt
 8 of the evaluation. All written material used to produce a performance evaluation
 9 ~~shall~~must be included in the evaluation file.

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