

ARTICLE 8
PERFORMANCE EVALUATIONS

[Tied to promotion, compensation, and appointment]

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, 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- Process.

(a) Employees are evaluated at least once annually.

~~(b) — 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 to January 31	Performance appraisal time period
February 1 to February 15	Employee evaluation materials completed by Employee and transmitted to their evaluator
February 16 to March 30	Evaluators complete draft evaluations and submit faculty evaluations to Panel for review
April 1 to April 7	Panel reviews faculty evaluations

April 8 to May 15	Evaluations revised if necessary, and distributed to Employees
May 15 to May 29	Evaluations discussed with employees
May 30	Evaluations submitted to HR

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~~(e)(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.

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~~(c) The annual evaluation process will approximately follow the sample schedule below:~~

<u>Date/Date Range</u>	<u>Activity</u>
<u>February 1 to January 31</u>	<u>Performance evaluation time period</u>
<u>February 1 to February 15</u>	<u>Employee evaluation materials completed by Employee and transmitted to their evaluator</u>
<u>February 16 to March 30</u>	<u>Evaluators complete evaluations.</u>
<u>April 1 to April 7</u>	<u>Evaluations distributed to Employees.</u>
<u>April 8 to April 23</u>	<u>Employees may contest evaluations.</u>
<u>April 24 to May 15</u>	<u>Appeals committee and Provost consider appeals.</u>
<u>May 30</u>	<u>Evaluations submitted to HR</u>

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~~(d) Each university department shall develop and maintain written clarification of the evaluation criteria and procedures to each evaluate each employee according to criteria specified in Article 8.3 (e) below. The faculty members of each department shall participate in the development and revision of these procedures and shall recommend implementation by vote of a majority of at least a quorum of those employees~~

~~i. The proposed written clarification, or revisions thereof, shall be reviewed by the President or representative to ensure that they are consistent with the~~

- 58 mission and goals of the university and that they comply with this
59 agreement.
- 60 ii. If the President or representative determines that the recommended criteria
61 or procedures do not meet the conditions in 8.3.(d).i above, the proposal
62 shall be referred to the department for revision with a written statement of
63 reasons for non-approval.
- 64 iii. Approved criteria and procedures, and revisions thereof, shall be kept on
65 file in the Provost's office. A copy of that department's current criteria and
66 procedures for annual evaluation will be available to employees either in
67 hard copy or electronic format.
- 68 iv. The written criteria shall be part of this Agreement upon final approval.
69 Each university department must have approved written clarification by
70 November 1st 201__ and the revision can be performed annually between
71 June 1st and November 1st including the final approval.
- 72 (e) Criteria.
- 73 i. The annual performance evaluation shall be based upon assigned duties.
- 74 ii. The annual performance evaluation shall carefully consider the nature of
75 the assignments, in terms, where applicable, of:
- 76 1) Teaching effectiveness, including effectiveness in presenting
77 knowledge, information, and ideas by means or methods such as
78 lecture, discussion, assignment and recitation, demonstration,
79 laboratory exercise, practical experience, and direct consultation
80 with students. The evaluation shall include consideration of
81 effectiveness in imparting knowledge and skills, and effectiveness in
82 stimulating students' critical thinking and/or creative abilities, the
83 development or revision of curriculum and course structure, and
84 adherence to accepted standards of professional behavior in meeting
85 responsibilities to students. The evaluator may take into account
86 class notes, syllabi, student exams and assignments, and any other
87 materials relevant to the employee's teaching assignment. The
88 teaching evaluation must take into account any relevant materials
89 submitted by the employee, including the results of peer evaluations
90 of teaching, and shall not be based solely on student evaluations.
- 91 2) Contribution to the discovery of new knowledge, collaboration with
92 industry partners, development of new educational techniques, and
93 other forms of creative activity. Evidence of research and other

94 creative activity shall include, but not be limited to, published books,
95 articles and papers in professional journals, patents and disclosures,
96 technical reports, ongoing industry collaborations, musical
97 compositions, paintings, sculptures, works of performing art, papers
98 presented at meetings of professional societies, and research and
99 creative activity that has not yet resulted in publication, display, or
100 performance. The evaluation shall include consideration of the
101 employee's productivity, including the quality and quantity of what
102 has been done during the year, and of the employee's research and
103 other creative programs and contributions; and recognition by the
104 academic or professional community of what is done.

105 3) Public service that extends professional or discipline-related
106 contributions to the community; the State, including public schools;
107 and the national and international community. This public service
108 includes contributions to scholarly and professional organizations
109 and governmental boards, agencies, and commissions that are
110 beneficial to such groups and individuals.

111 4) Participation in the governance processes of the institution through
112 significant service on committees, councils, and senates, beyond that
113 associated with the expected responsibility to participate in the
114 governance of the institution through participation in regular
115 departmental or college meetings.

116 5) Other assigned university duties, such as advising, counseling,
117 supervision of interns, and academic administration, or as described
118 in a Position Description, if any, of the position held by the
119 employee.

120 iii. The annual performance evaluation shall not consider evidence from an
121 anonymous source except Student Assessments of Instruction (SAIs).

122 iv. The annual performance evaluation shall be based only on evidence
123 included in the employee's evaluation file.

124 (f) Faculty Evaluators are the Department Chair. Academic/Professionals are
125 evaluated by their immediate supervisor.

126 (g) Evaluation Scale

<u>Needs</u> <u>Improvement</u>	<u>Performance that is below a reasonable expectation</u> <u>for the person's job description.</u>
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<u>Satisfactory</u>	<u>Performance is basically sound and within reasonable expectations for the person’s job description.</u>
<u>Exceeds Expectations</u>	<u>Performance is basically sound and above reasonable expectations for the person’s job description.</u>

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128 (h) Contesting Evaluations.

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i. Any employee who wishes to contest their evaluation may request a review, in writing, within fourteen (14) calendar days of receipt of the evaluation. All appeals of annual evaluations will be reviewed by a single committee consisting of three faculty members chosen by the Provost, three faculty members elected by the Faculty Assembly, and the director of Institutional Effectiveness. The director of Institutional Effectiveness will chair the committee. The Provost shall choose three faculty members by Oct 31 and the Faculty Assembly shall choose the three faculty members by Nov 30 for the appeal process that occurs in April next year. If no committee member is also a member of an appealing employee’s department, then a member of the appealing employee’s department may be nominated by the appealing employee to serve on the committee for the appealing employee’s review. If no member of the appealing employee’s department is available to serve on the committee, the appealing employee may nominate any available unit member to serve on the committee for the appealing employee member’s review. This additional committee member will be a non-voting participant in the appeal decision.

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ii. Any employee who wishes to contest the result of this appeal may request an additional review, in writing, within fourteen (14) calendar days of receipt of the results of the appeal. The Provost shall consider this appeal and make a final evaluation decision.

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iii. Any employee, regardless of whether they appeal the evaluation, may request that a response to the evaluation, written by the employee, be included with the evaluation. The letter must be included with the annual performance evaluation.

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

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160 (a) In the absence of a completed probationary appraisal, a probationary employee
161 will default to an “satisfactory” rating.

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163 (b) If an Academic/Professional’s probationary period ends between
164 ~~October~~September 31 and ~~January~~December 30, the employee’s immediately
165 following annual appraisal may be skipped. If skipped, the employee shall be
166 evaluated during the next annual appraisal period.

167 ~~8.5 — Evaluators.~~

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169 ~~(d)(a) — (a) — Faculty Evaluators are the Department Chair or Division Director that has~~
170 ~~been assigned personnel management responsibility by the Provost for the~~
171 ~~Employee’s area. Academic/Professionals are evaluated by their immediate~~
172 ~~supervisor.~~

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174 ~~(b) For faculty, the Provost will appoint an evaluation review panel which will consist of~~
175 ~~Evaluators, and if the Faculty Assembly chooses to do so, two faculty members of~~
176 ~~senior rank (Associate Professor or Professor) appointed by the F.A. The purpose of~~
177 ~~the review is to ensure the Evaluators have applied a consistent standard to all faculty~~
178 ~~members when conducting the evaluations. This review may produce changes in~~
179 ~~evaluations. The Provost will serve as chair of the evaluation review panel. All~~
180 ~~members of the evaluation review panel must agree to the confidentiality of the review~~
181 ~~process.~~

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183 ~~(e)(a) — 8.6 — Contesting Evaluations.~~

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185 ~~— (a) Faculty that wish to contest their evaluation may request a review, in writing, within~~
186 ~~fourteen (14) calendar days of receipt of the evaluation, where the Provost, the faculty~~
187 ~~member, and the evaluator will discuss the evaluation. The Provost shall make the final~~
188 ~~evaluation decision.~~

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190 ~~(b) Within fourteen (14) calendar days of receipt of the evaluation,~~
191 ~~Academic/Professionals may request, in writing, a meeting with the administrator at~~
192 ~~the next higher level in their line of authority, to discuss concerns regarding the~~
193 ~~evaluation which were not resolved in previous discussions with the evaluator. Such~~
194 ~~administrator shall make the final evaluation decision.~~

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196 ~~8.7 — Evaluation Information Sheet. A sample faculty information sheet format is attached to~~
197 ~~this contract. The Faculty Assembly may provide the Provost with recommended changes~~
198 ~~to the information sheet’s format no later than December 1 on an annual basis. The Provost~~
199 ~~will communicate decisions on changes in the format to the Faculty Assembly by~~

200 ~~January 15. See Appendix __.~~

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202 ~~The scale for the evaluations is provided in the following table.~~

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204 **Evaluation Key:**

Unsatisfactory	Performance that is clearly substandard
Needs Improvement	Performance that is below a reasonable expectation for the person's job description.
Satisfactory-	Performance is basically sound and within reasonable expectations for the person's job description. The minus indicates that an improvement in some area is strongly encouraged.
Satisfactory	Performance is basically sound and within reasonable expectations for the person's job description.
Satisfactory+	Performance is basically sound and within reasonable expectations for the person's job description. The individual has distinguished themselves in some way within the parameters for their job description.
Exceeds Expectations	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.
Exemplary	Performance is basically sound and above reasonable expectations for the person's job description. The individual has truly done something that is outstanding.

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206 **8.8** Evaluation File. ~~Faculty members~~Employees shall refer to 6C13-6.008 Personnel
207 Records and Limited-Access Records regarding access to performance evaluations.
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