

ARTICLE 8
PERFORMANCE EVALUATIONS

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4 8.1 Policy. Performance evaluations are used to assess, recognize, and facilitate improvement
5 in Employees' performance. This strengthens the University's workforce by providing a
6 periodic and formal exchange of information between supervisors and employees
7 regarding progress, accomplishments, and when applicable, areas needing improvement.
8 Performance evaluations also provide an opportunity to clarify work standards, discuss
9 training and development needs, set goals for the next year, and identify the support needed
10 to reach such goals.

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12 8.2 Purpose and Scope of Evaluation.

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14 A. Purpose. Annual evaluations for faculty members focus on performance in functions
15 such as teaching, research, service, other duties that may be assigned, Annual evaluations
16 for Academic/Professionals focus on performance of all assigned duties. In addition, all
17 Employees are evaluated based on their contributions to the orderly and effective
18 functioning of the University and their academic department/unit.

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

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25 8.3 Annual Evaluation. Employees are evaluated at least once annually.

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27 (a) The annual appraisal period will cover all employment occurring from February 1
28 through January 31, regardless of the employment start date. The annual evaluation
29 process will approximately follow the sample schedule below:
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For the University

For the UFF

Mark Bonfanti
Chief Negotiator

Candi Churchill
Chief Negotiator

Date

Date

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 and distributed to Employees
May 30	Evaluations submitted to HR

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(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, Academic/Professionals shall receive a probationary appraisal after ninety (90) days of employment in their position.

- (a) In the absence of a completed probationary appraisal, with the agreement of the supervisor, a probationary employee will default to an “satisfactory” rating.
- (b) If an 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 appraisal period.

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1 8.5 Evaluators.
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- 3 (a) Faculty Evaluators are the Department Chair or Division Head that has been assigned
4 personnel management responsibility by the Provost for the Employees.
5 Academic/Professionals are evaluated by their immediate supervisor.
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7 (b) The Provost will appoint an evaluation review panel which will consist of Evaluators,
8 and if the Faculty Assembly chooses to do so, two faculty members of senior rank
9 (Associate Professor or Professor). The purpose of the review is to ensure the
10 Evaluators have applied a consistent standard to all faculty members when conducting
11 the evaluations. This review may produce changes in evaluations. The Provost will
12 serve as chair of the evaluation review panel.
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14 8.6 Contesting Evaluations.
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- 16 (a) Faculty that wish to contest their evaluation may request a review, in writing, where
17 the Provost, the faculty member, and the evaluator will discuss the evaluation. The
18 Provost shall make the final evaluation decision.
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20 (b) Academic/Professionals may request, in writing, a meeting with the administrator at
21 the next higher level to discuss concerns regarding the evaluation which were not
22 resolved in previous discussions with the evaluator. Such administrator shall make the
23 final evaluation decision.
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25 8.7 Evaluation Information Sheet. A sample faculty information sheet format is attached to
26 this contract. The Faculty Assembly may provide the Provost with recommended changes
27 to the information sheet's format no later than December 1 on an annual basis. The Provost
28 will communicate decisions on changes in the format to the Faculty Assembly by
29 January 15. See Appendix __.
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33 The scale for the evaluations is provided in the following table.
34

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1 **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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3 8.8 Evaluation File. Faculty members shall refer to 6C13-6.008 Personnel Records and

4 Limited-Access Records regarding access to performance evaluations.

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