

ARTICLE 18
EVALUATIONS

WHAT CHANGES ARE PROPOSED

- Housekeeping to create consistent language and terminology throughout Article.
- Reverts back to former evaluation rating categories (e.g., “Satisfactory,” “Above Satisfactory”).
- Deletes criteria referencing “failure to maintain the professional decorum set forth in Article 10.3...” and “working constructively and collaboratively with colleagues and committee members.”
- Deletes restrictive deadlines from evaluation, informal resolution, and grievance process.
- Adds that faculty member may amend their rebuttal statement.
- Clarifies performance evaluation ratings relationship to tenure.

WHY THE CHANGES ARE IMPORTANT

- Clarifies nature and process of evaluation and assessment;
- Reduces reporting burden;
- Aligns rating categories with objective outcomes of performance versus subjective expectations of performance;
- Insures comprehensive assessment;
- Reserves disciplinary assessments for Article 30 (Disciplinary Action and Job Abandonment) and preserves academic freedom;
- Improves accuracy and fairness in evaluation process.

ARTICLE 18
PERFORMANCE EVALUATIONS

18.1 Policy. Annual Evaluations are intended to communicate to a faculty a ~~qualitative~~ an assessment of that faculty member's performance of assigned duties by providing him/her written constructive feedback that will assist in improving the faculty member's performance and expertise.

- (a) The performance of a faculty member shall be evaluated at least once annually, with the following exceptions:
 - (1) faculty members on visiting appointments who have not been reappointed for the following Academic Year
 - (2) faculty members who have resigned, and
 - (3) faculty members who have been issued notice of non-reappointment or termination for just cause.
- (b) The period of the annual evaluation shall include the previous Summer term and Fall and Spring semesters.
- (c) Personnel decisions shall be based on written annual evaluations, provided that such decisions need not be based solely on written faculty performance evaluations.

18.2 Sources of Evaluation.

~~An annual evaluation is a subjective assessment of an individual's performance based on objective criteria. The criteria are useful tools for evaluating overall performance. The annual evaluation is intended to be comprehensive and not based on a single or limited number of sources of information criteria. Therefore, the person responsible for completing the faculty member's annual self-evaluation portfolio of activities and documented information from the following sources: immediate supervisor, peers, students, faculty member/self, other University officials who have responsibility for supervision of the faculty member, and individuals to whom the faculty member may be responsible in the course of a service assignment. Any materials to be used in the evaluation process submitted by persons other than the faculty member shall be shown to the faculty member, who may attach a written response. Any materials that have not been shown to the faculty member cannot be used in the evaluation process. Whenever a single or limited number of sources criteria are deemed controlling, the written evaluation must justify that conclusion.~~

- 44 (a) Faculty Annual ~~Self-Evaluation~~ Portfolio. Each faculty member shall submit to
45 his/her chair/~~supervisor~~ an ~~self-evaluation~~ portfolio of annual activities in teaching,
46 research/scholarship/creative activities, service, and other University duties for the
47 previous year, ~~and a self-evaluation of the faculty member's performance for that~~
48 ~~year consistent with the provisions of Article 18.4.~~ Each department/unit shall
49 specify the required format and minimum content of the faculty annual ~~self-~~
50 evaluation portfolio; provided, however, the required format and minimum content
51 shall be developed pursuant to the provisions of Article 9 of this Agreement. The
52 faculty annual ~~self-evaluation~~ portfolio ~~shall~~ may include any interpretive
53 comments and/or supporting data that the faculty member deems appropriate in
54 evaluating his/her performance for the previous year. It is the intent of this
55 provision to provide the faculty member with a broad opportunity to display his/her
56 performance over the previous year which will allow for a comprehensive annual
57 evaluation.
58
59 (b) Observation/Visitation.
60
61 (1) When a faculty member or a chair/~~supervisor~~ requests a direct classroom
62 observation, the chair/~~supervisor~~ shall notify the faculty member at least
63 two (2) weeks in advance of a two (2) week period within which
64 classroom observation/visitation(s) may occur in connection with the
65 faculty member's annual evaluation. Upon receipt of this notification, the
66 faculty member shall advise his/her chair/~~supervisor~~ regarding any day
67 and time that classroom observation/visitation is not appropriate because
68 of the nature of the class activities scheduled for that day and may suggest
69 a more appropriate date.
70
71 (2) If the chair/~~supervisor~~ does not choose to observe/visit the faculty
72 member's classroom on a date suggested by the faculty member, the
73 chair/~~supervisor~~ may as an alternative notify the faculty member at least
74 two weeks in advance of an alternative two (2) week period within which
75 the classroom observation/visitation (s) will occur.
76
77 (3) A written report of the observation/visitation shall be submitted to the
78 faculty member within two (2) weeks of the observation/visitation. If the
79 observation/visitation involves a course that was assigned to the faculty
80 member with less than four (4) weeks' notice, that fact shall be noted in
81 the report. The faculty member may submit a written reply which shall be
82 attached to the report.
83
84 (4) If the faculty member believes the classes observed were not indicative of
85 the faculty member's performance, the faculty member may submit a

- 86 written request within one (1) week after receiving the report requesting
87 that the chair/~~supervisor~~ revisit within the next two (2) weeks. A faculty
88 member's request for a chair/~~supervisor~~ revisit may only be submitted
89 once per semester. If a revisit occurs, a written report of the revisit shall
90 be submitted to the faculty member within two (2) weeks of the revisit.
91 The faculty member may submit a written reply which shall be attached to
92 the written report of the revisit. The initial written report and the written
93 report of the revisit, including any written reply from the faculty member,
94 shall be considered in connection with the faculty member's annual
95 evaluation.
- 96
- 97 (5) Nothing herein shall prohibit any chair/~~supervisor~~ or Administration
98 representative from visiting any classroom for investigative purposes
99 when deemed appropriate by the University President or designee.
- 100
- 101 (6) Observation/visitation of on-line classroom settings is permitted under the
102 terms of this Article. The chair/~~supervisor~~ shall notify the faculty member
103 of a two (2) week period in which the observation of the online class will
104 occur. The faculty member will provide the chair/~~supervisor~~ with access
105 to the course and will terminate access at the end of the two (2) week
106 period.
- 107
- 108 (c) Peer Assessment. A faculty member may choose to have a peer or colleague
109 observe/visit the faculty member's classroom and to have an assessment of that
110 observation/visitation included as part of the faculty member's annual self-
111 evaluation portfolio. The peer evaluator/colleague may be from any
112 department/unit within the University, a retired colleague, or a colleague in the
113 same discipline from another university. If a classroom visit is made, the peer
114 evaluator/colleague shall visit for at least one (1) entire class session.
- 115
- 116 (d) University Required Student Evaluations.
- 117
- 118 (1) The University required student Instructional Satisfaction Questionnaire
119 (or ISQ) is one tool for evaluating teaching performance, and all the
120 required ISQs must be included in the annual self-evaluation
121 portfolio. However, the evaluation of a faculty member shall not be based
122 solely or primarily on student evaluations if the faculty member has
123 provided other information or evidence in support of his/her teaching
124 performance.
- 125
- 126 (2) The ISQ will be administered online during the final three (3) weeks of
127 scheduled instruction before final examinations every Fall and Spring
128 class and in every Summer class, except as provided in Article 17.2 (c)(3).
129 However, courses involving individual instruction such as independent

- 130 studies (DIS), internships, practica, and courses with an enrollment of
131 seven (7) or less, shall be excluded from this evaluation instrument. Study
132 abroad courses for which these assessments are not appropriate may be
133 excluded by the instructor from this form of evaluation, in which case an
134 alternative assessment mechanism shall be utilized.
135
- 136 (3) In courses with more than one instructor, all instructors shall be evaluated
137 individually. For combined lecture/lab courses, the lecture and the lab
138 will be evaluated separately, even when they are taught by the same
139 instructor.
140
- 141 (4) Information Technology shall be responsible for the notification to
142 students for completing on-line evaluations. Information Technology shall
143 remind students to complete online evaluations no more than two (2) times
144 per week during the first two (2) weeks, and no more than three (3) times
145 during the last week, of evaluation.
146
- 147 (5) The faculty member shall not have access to the completed surveys until
148 the tabulated results are made available to the faculty member through the
149 FAIR on-line system.
150

151 18.3 Evaluation Rating Categories.
152

- 153 (a) Each faculty member shall be evaluated in each area of assigned duties, viz.,
154 teaching, scholarship/research/creative activity, and service, consistent with the
155 following rating categories.
156

157 ~~Meets Expectations~~ _____ Satisfactory

158 ~~Exceeds Expectations~~ _____ Above Satisfactory

159 ~~Far Exceeds Expectations~~ _____ Exemplary

160 ~~Below Expectations~~ _____ Below Satisfactory

161 ~~Unsatisfactory~~ _____ Unsatisfactory

- 162
- 163
- 164
- 165
- 166
- 167 (b) It is the responsibility of the faculty member to provide the department chair/~~unit~~
168 ~~supervisor~~ with sufficient information to permit the department chair/~~unit~~
169 ~~supervisor~~ to conduct an effective evaluation of the faculty member's performance
170 of his/her assigned duties. It is expected that the faculty member will provide
171 evidence of his/her accomplishments to serve as a foundation for the rating assigned
172 to those accomplishments. If a faculty member fails to provide evidence of his/her
173 accomplishments, the department chair/~~unit~~ ~~supervisor~~ will complete the

174 evaluation based on available information as provided in Article 18.2. It is the
175 responsibility of the department chair/~~unit supervisor~~ to make comprehensive
176 assessments of the evidence provided by the faculty member. It is expected that the
177 department chair will take into consideration all available information when
178 completing the evaluation. Each chair/~~supervisor~~ completing a performance
179 evaluation shall articulate sufficient and specific grounds or reasons to substantiate
180 the rating given in each assigned category and to articulate how the faculty
181 member's performance can be improved.

182
183 18.4 University Criteria for Annual Performance Evaluations. The annual ~~performance~~
184 evaluations shall be based upon assigned duties, and shall carefully consider the nature of the
185 ~~assignments~~ assigned duties and ~~the~~ the quality of ~~the~~ their performance in the following terms, where
186 applicable:

187
188 (a) Teaching. There are many approaches to and dimensions of pedagogical work. Thus,
189 the evaluation of teaching performance shall consider ~~multiple sources of data that~~
190 ~~reflect~~ the range of pedagogical activities engaged in by the faculty member. These
191 pedagogical activities may include course design and redesign, instructional delivery,
192 the development of course materials, assessment of student learning, departmental
193 curricula development and revision, advising and mentoring of students, and teaching
194 innovation. Effective teaching involves facilitating student learning, critical thinking,
195 and engagement. To be recognized as an effective teacher requires the faculty member
196 not only demonstrate enhancement of his/her knowledge and skills by engaging in a
197 continuous effort of professional development in his/her discipline, but also requires
198 that the faculty member demonstrate that he/she has used his/her enhanced knowledge
199 and skills to facilitate student learning, critical thinking, and engagement. As part of
200 the annual ~~self~~-evaluation portfolio submitted in accordance with Article 18.2 (a), the
201 faculty member shall include any documentation or information that the faculty
202 member thinks should be taken into account in the completion of his/her ~~performance~~
203 annual evaluation, including course load, class size and format, and special
204 circumstances such as a leave of absence.

205
206 (1) As part of the annual ~~self~~-evaluation portfolio submitted in accordance with
207 Article 18.2 (a), a faculty member shall include a ~~narrative description and~~
208 ~~evidence~~ of the pedagogical activities engaged in during the previous
209 academic year. The portfolio may include descriptions and examples of:

- 210
211 a. Professional development efforts in teaching (e.g., attending
212 workshops and seminars, consultations on teaching, activities
213 demonstrating continued engagement and mastery of the field).
214
215 b. Substantive revisions of previously offered course(s)/lab(s), for
216 reasons that may include developments in the field, a new edition
217 of a textbook, or course re-design.

- 218
219 c. Development of new course(s)/lab(s).
220
221 d. Curriculum or program development with colleagues at department
222 or college level.
223
224 e. Incorporation of suggestions that emerge from peer review of
225 one's teaching.
226
227 f. The development of innovative instructional techniques or
228 materials (e.g., distance learning/hybrid courses, textbooks,
229 textbook supplements, or assessment tools).
230
231 g. Authored and published articles on the teaching of his/her
232 discipline.
233
234 h. Clear and effective course design (e.g., syllabi with clearly stated
235 learning outcome objectives and requirements, study guides/notes/
236 overheads/Power Points composed by the faculty member).
237
238 i. Assignments and activities (e.g., homework, papers, projects,
239 readings, labs) that stimulate intellectual interest and promote and
240 advance student learning and critical thinking.
241
242 j. Assessment of student learning (e.g., samples of exams/quizzes,
243 student work, rubrics).
244
245 k. Recognitions and awards for outstanding teaching.
246
247 l. Evaluations from service-learning partners or co-instructors.
248
249 m. University required student evaluations (ISQ's).¹
250
251 n. Optional student evaluations administered by the faculty member.²
252
253 o. Any other documentation or information the faculty member thinks
254 should be taken into account in the completion of his/her teaching
255 performance evaluation.
256

¹ Required student evaluations are not optional and must be included in the annual self-evaluation portfolio.

² If a faculty member elects to administer other forms of assessing student opinion in addition to those required by the University, the faculty member shall not be required to include the results of those alternative measures in support of his/her evaluation.

- 257 (2) The evaluator must take into account any relevant materials submitted by
258 the faculty member. All ratings shall be based on a comprehensive view of
259 the faculty member's pedagogical activities and performance based on the
260 criteria listed in Article 18.4 (a) (1).
261
- 262 (3) Rating Structure for Teaching³.
263
- 264 a. A rating of ~~Meets Expectations~~ Satisfactory will be demonstrated by
265 a satisfactory level of accomplishment based upon the metrics listed
266 in Article 18.4(a)(1) and (2). A faculty member who attains this
267 level will also have successfully met the normal performance
268 standards for teaching which include: meeting classes as scheduled
269 throughout the entire semester; holding the required minimum
270 number of office hours; submitting the required annual self-
271 evaluation portfolio including the teaching narrative by the
272 established deadline; and maintaining the professional decorum set
273 forth in Article 10.3 Academic Responsibility of Faculty Members.
274
- 275 b. A rating of ~~Exceeds Expectations~~ Above Satisfactory will be
276 demonstrated by a faculty member exceeding in quantity and/or
277 quality the ~~normal~~ minimum performance standards for teaching of
278 those rated ~~Meets Expectations~~ Satisfactory.
279
- 280 c. A rating of ~~Far Exceeds Expectations~~ Exemplary will be
281 demonstrated by a faculty member exceeding in quantity and/or
282 quality the expectations for teaching of those rated ~~Exceeds~~
283 ~~Expectations~~ Above Satisfactory.
284
- 285 d. A rating of ~~Below Expectations~~ Below Satisfactory will be
286 demonstrated by a faculty member failing to meet the ~~normal~~
287 minimal performance standards of teaching of those rated ~~Meets~~
288 ~~Expectations~~ Satisfactory, ~~including failing to maintain the~~
289 ~~professional decorum set forth in Article 10.3 Academic~~
290 ~~Responsibility of Faculty Members.~~
291
- 292 e. A rating of Unsatisfactory will be demonstrated by a faculty member
293 engaging in practices that are detrimental to educating students.
294 Such practices may include failing to revise courses when necessary,
295 failing to teach a significant portion of the content of the course as
296 described in the official course description, missing classes or
297 finishing a course prior to the official end of term without

³ The rating structure presented here is intended to serve as a model. The relative weighting of the criteria to be evaluated may be determined as specified in Article 9, Guidelines for Application of University Criteria.

298 justification, persistent and justified student complaints, erratic
299 and/or unprofessional classroom behavior, ~~or~~ failure to submit the
300 required annual self-evaluation portfolio including the teaching
301 narrative by the established deadline, ~~or failing to maintain the~~
302 ~~professional decorum set forth in Article 10.3 Academic~~
303 ~~Responsibility of Faculty Members.~~
304

305 (b) Research/Scholarship/Creative Activity. The annual evaluation shall include
306 consideration of the quality and quantity of the faculty member's
307 research/scholarship/creative activity which is a measure of the faculty member's
308 contributions to the discovery, integration, or application of new knowledge, and
309 other forms of creative activity, which is appropriately related to the faculty
310 member's discipline. An evaluation of quality will include an evaluation both of
311 the publication/creative contributions and of the medium in which the work is
312 published/presented.

313
314 (1) Evidence of research/scholarship and other creative activity may include,
315 but not be limited to:

- 316 a. Published books
- 317
- 318 b. Chapters in books
- 319
- 320 c. Articles and papers in academic and/or professional journals
- 321
- 322 d. Musical compositions
- 323
- 324 e. Paintings and sculpture
- 325
- 326 f. Works of performing art
- 327
- 328 g. Major grant proposals, grants and patents received
- 329
- 330 h. Papers presented at meetings of academic and/or professional
- 331 societies
- 332
- 333 i. Reviews, research, and/or creative activity that has not yet resulted
- 334 in publication, display, or performance.
- 335
- 336 j. Any other research/scholarly/creative activities demonstrably
- 337 related to the faculty member's discipline.
- 338
- 339

- 340 (2) If the faculty member's discipline has a published or professionally
341 acknowledged hierarchy of research outlets, and the chair/~~supervisor~~
342 intends to use that hierarchy, faculty in the discipline must agree and the
343 chair/~~supervisor~~ must communicate this and allow at least one year for
344 faculty to adjust their publication planning before the hierarchy is used in
345 evaluation.
- 346
- 347 (3) The University recognizes community-based research to be of value and
348 that it should be considered during the annual ~~performance~~-evaluation.
349
- 350 (4) Rating Structure for Research/Scholarship/Creative Activity.⁴ All ratings
351 shall be based upon a comprehensive review of the faculty member's
352 scholarly contributions as listed in Article 18.4 (b)(1).
353
- 354 a. A rating of ~~Meets Expectations~~ Satisfactory will be based upon a
355 satisfactory level of scholarship that may be attained by a
356 faculty member completing a work applicable to the
357 discipline; making substantive and verifiable improvements to
358 or progress on a long-term project or a work-in-progress as part of
359 an ongoing agenda of research/scholarship/creative activity; receipt
360 of internal contracts and grants in support of the faculty member's
361 research; and/or presentation of the faculty member's scholarship in
362 venues appropriate to the discipline. Submission of the
363 required annual self-evaluation portfolio by the established
364 deadline and ~~maintaining the professional decorum set forth~~
365 ~~in Article 10.3 Academic Responsibility of Faculty Members~~
366 is also expected.
367
- 368 b. A rating of ~~Exceeds Expectations~~ Above Satisfactory will be based
369 upon scholarly contributions or creative activities listed in Article
370 18.4(b)(1) that exceed in quality and/or quantity those contributions
371 rated Meets Expectations. Such a rating may be attained by a faculty
372 member completing and having a new scholarly or creative work
373 appropriate to the discipline accepted for publication, performance,
374 or juried show; receipt of local contracts and grants in support of
375 the faculty member's research; submitting a major external grant
376 proposal of high quality; presenting by invitation scholarly works at
377 major conferences or other relevant and well-respected venues; or
378 completing other scholarly or creative activities that exceed in
379 quality and/or quantity those contributions rated ~~Meets~~
380 ~~Expectations~~ Satisfactory.

⁴ The rating structure presented here is intended to serve as a model. The relative weighting of the criteria to be evaluated may be determined as specified in Article 9, Guidelines for Application of University Criteria.

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- c. A rating of ~~Far Exceeds Expectations~~ Exemplary will be based upon scholarly contributions or creative activities listed in Article 18.4(b)(1) that exceed in quality and/or quantity those contributions rated ~~Exceeds Expectations~~ Above Satisfactory. Such a rating may be attained by a faculty member having peer-reviewed publication(s) or creative work(s) of high quality appropriate to the discipline; submitting a patent application; receiving a patent; receiving a major external grant of high quality; receiving prestigious and competitive awards, grants, or fellowships; or developing and implementing a major community based/applied research program based upon the faculty member's scholarly expertise.

 - d. A rating of ~~Below Expectations~~ Below Satisfactory will be based upon scholarly contributions or creative activities that demonstrate a less than satisfactory level of accomplishment in the items listed in Article 18.4(b)(1). Such a level may be attained by a faculty member failing to meet the standards of those rated ~~Meets Expectations~~ Satisfactory, including failing to make sufficient progress on research/scholarship/creative activities, or failing to submit the required annual self-evaluation portfolio by the established deadline, ~~or failing to maintain the professional decorum set forth in Article 10.3 Academic Responsibility of Faculty Members.~~

 - e. A rating of Unsatisfactory performance will be demonstrated by a faculty member not providing evidence of ongoing research/scholarship/creative activity; failing to demonstrate any progress in advancing his/her scholarly agenda since his/her last performance evaluation; failing to develop a viable proposal to initiate scholarship that demonstrates the potential of the faculty member to make the meaningful scholarly or creative contributions expected of all faculty members, or including failing to submit the required annual self-evaluation portfolio by the established deadline, ~~or failing to maintain the professional decorum set forth in Article 10.3 Academic Responsibility of Faculty Members.~~
- (c) Service both within the University and public service that extends professional or discipline-related contributions to the local community; the State, public schools, or the national and international community will be recognized.
- (1) University service includes participation in the governance process of the

- 425 institution by serving on departmental, college, school, and
426 University- wide committees and councils.
427
- 428 (2) Public service includes contributions to scholarly and professional
429 conferences and organizations and positions on boards, agencies, and
430 commissions that benefit such groups.
431
- 432 (3) Service as UFF-UNF President, service on the UFF-UNF bargaining team,
433 or as an official UFF-UNF grievance representative shall be recognized as
434 important service, but shall not be otherwise evaluated.
435
- 436 (4) Service Rating Structure.⁵ All ratings will be based upon a comprehensive
437 review of the faculty member’s service contribution based on the metrics in
438 Article 18.4 (c)(1), (2), and (3).
439
- 440 a. A rating of ~~Meets Expectations~~ Satisfactory may be attained by a faculty
441 member fully participating in departmental activities; serving on at least
442 one departmental, college, University, or UFF-UNF committee;
443 ~~working constructively and collaboratively with colleagues and~~
444 ~~committee members~~; making meaningful contributions to the faculty
445 member’s professional society/association(s); and submitting the
446 required annual self-evaluation portfolio by the required deadline; ~~and~~
447 ~~maintaining the professional decorum set forth in Article 10.3 Academic~~
448 ~~Responsibility of Faculty Members~~.
449
- 450 b. A rating of ~~Exceeds Expectations~~ Above Satisfactory may be attained
451 by a faculty member providing a significant commitment of time and
452 energy to activities such as reviewing manuscripts; or membership on
453 multiple committees, programs and/or accreditation reviews for
454 departmental conferences. These contributions will exceed the expected
455 participation in regular departmental, college, and University meetings
456 and will exceed in quality or quantity the contributions of those rated
457 ~~Meets Expectations~~ Satisfactory.
458
- 459 c. A rating of ~~Far Exceeds Expectations~~ Exemplary may be attained by a
460 faculty member providing an extraordinary commitment of time and
461 energy to activities such as ongoing contributions to the community;
462 leadership of major committees or task forces; professional service by
463 acting as grant panelist, conference planner, and/or coordinator. These
464 contributions will far exceed the expected participation in regular
465 departmental, college, and University meetings, and will exceed in

⁵ The rating structure presented here is intended to serve as a model. The relative weighting of the criteria to be evaluated may be determined as specified in Article 9, Guidelines for Application of University Criteria.

466 quality or quantity the contributions of those rated ~~Exceeds~~
467 ~~Expectations~~ Above Satisfactory.

468
469 d. A rating of ~~Below Expectations~~ Below Satisfactory will be attained by
470 a faculty member who has devoted some time to service, but has failed
471 to meet the standards of those rated ~~Meets Expectations~~ Satisfactory.

472
473 e. A rating of Unsatisfactory will be demonstrated by a faculty member
474 consistently failing to engage in service activities as specified in Article
475 18.4 (c), or failing to submit the required annual self-evaluation
476 portfolio by the established deadline, ~~or failing to maintain the~~
477 ~~professional decorum set forth in Article 10.3 Academic Responsibility~~
478 ~~of Faculty Members~~.

479
480 18.5 Annual Evaluation Process.

481
482 (a) The chair/~~supervisor~~ shall provide to his/her department faculty the form or format
483 for submission of a faculty member's annual self-evaluation portfolio no later than
484 April 1. The student evaluations of classroom instruction shall be provided to the
485 faculty member no later than May 15.

486
487 (b) Each faculty member shall submit to his/her chair/~~supervisor~~ the faculty member's
488 annual self-evaluation portfolio no later than June 1. If a faculty member fails to
489 provide his/her annual self-evaluation portfolio by this date, his/her chair shall
490 proceed to complete the faculty member's annual evaluation without that
491 information, unless the chair has extended the deadline based on extenuating
492 circumstances that justify the extension.

493
494 (c) The chair/~~supervisor~~ shall complete the annual evaluation taking into account the
495 faculty member's annual self-evaluation portfolio and other sources of evaluative
496 information referenced in Article 18.2, the University's criteria for annual
497 evaluations referenced in Article 18.4, and the guidelines for application of
498 University criteria pursuant to Article 9.

499
500 (d) The chair/~~supervisor~~ shall provide the faculty member with written constructive
501 feedback that is designed to assist the faculty member in improving his/her
502 performance and expertise, and shall endeavor to identify any major performance
503 deficiencies.

504
505 (e) The chair's/~~supervisor's~~ annual written evaluation, with an attached copy of the
506 faculty member's annual self-evaluation portfolio and the annual assignment for
507 the year being evaluated, shall be provided to the faculty member no later than July
508 15. If the faculty member will be inaccessible by e-mail, that faculty member shall
509 notify his/her chair in advance so that an alternative means of delivery can be

- 510 identified.
- 511
- 512 (f) A form entitled “Acknowledgment of Receipt of Evaluative Materials” will
- 513 accompany the annual written evaluation. The faculty member shall complete
- 514 this form and return it to his/her chair/supervisor no later than September 15.
- 515 Completion and submission of this form only acknowledges receipt of the annual
- 516 evaluation and does not waive the faculty member’s right to contest the annual
- 517 evaluation. ~~However, if the Acknowledgment of Receipt of Evaluative Materials~~
- 518 ~~is not returned by September 1, the faculty member is deemed to agree with the~~
- 519 ~~evaluation and waives all rights to contest the evaluation.~~
- 520
- 521 (g) If the faculty member disagrees with the content of his/her evaluation, when
- 522 submitting the Acknowledgment of Receipt of Evaluative Materials the faculty
- 523 member ~~shall~~ may attach a ~~concise~~ rebuttal statement to the Acknowledgment of
- 524 Receipt form. ~~and. The A~~ A faculty member may request the opportunity to discuss
- 525 ~~the their annual~~ evaluation with the evaluator prior to it being finalized and placed
- 526 in the faculty member’s evaluation file. If requested, ~~The~~ evaluator shall meet with
- 527 faculty member ~~to discuss areas of disagreement~~ prior to finalizing the annual
- 528 evaluation.
- 529
- 530 (h) A finalized copy of the annual evaluation, signed by the evaluator, shall be provided
- 531 to the faculty member no later than October 15. If so desired, the faculty member,
- 532 upon receiving the receipt of the finalized copy, may amend their rebuttal
- 533 statement. The date the faculty member receives a finalized copy of the annual
- 534 evaluation from the person performing the annual evaluation shall commence the
- 535 time period specified in Article 31 for filing a grievance.
- 536
- 537 (i) The faculty member may request, in writing, a meeting with an administrator at the
- 538 next higher level to discuss concerns regarding the annual evaluation that were not
- 539 resolved in previous discussion with the evaluator. ~~No material will be considered~~
- 540 ~~that was not timely submitted by the June 1 deadline.~~ A faculty member’s written
- 541 request to meet with an administrator at the next higher level to discuss concerns
- 542 regarding the finalized annual evaluation shall not toll the time period specified in
- 543 Article 31 for filing a grievance.

544

545 18.6 Evaluation File.

546

- 547 (a) Policy. There shall be one (1) official evaluation file. When annual evaluations and
- 548 other personnel decisions are made, other than for tenure, promotion, and
- 549 discipline, the only documents that shall be considered are those described in
- 550 Article 18.2 and other documents that are referenced in the official evaluation file.
- 551 All such documents shall bear the date of receipt by the custodian.
- 552
- 553 (1) A notice specifying the location of faculty evaluation files and the identity

- 554 of the custodian of the files shall be posted in each department/unit. A dated
555 copy of all documents used in the assignment and evaluation process, other
556 than evaluation for tenure or promotion, and excluding course materials,
557 publications, public speeches/presentations, or papers presented at
558 conferences, regardless of format, shall reside in this file.
559
- 560 (2) Documents shall be placed in the evaluation file by the University
561 Administration within a reasonable time after receipt. The faculty member
562 shall be promptly notified regarding any documents being placed in his/her
563 evaluation file.
564
- 565 (3) No adverse employment action shall be taken against a faculty member
566 based upon material in the faculty member's evaluation file that has not
567 been promptly provided to the faculty member or to which the faculty
568 member has not had an adequate opportunity to attach a response.
569
- 570 (b) Access. A faculty member may examine the evaluation file, upon reasonable
571 advance notice, during regular business hours under such conditions as are
572 necessary to ensure its integrity and safekeeping.
573
- 574 (1) Upon timely written notification to the chair/supervisor, a faculty member
575 may paginate with successive whole numbers the materials in the file, and
576 may attach a ~~concise~~ statement in response to any item therein. The
577 University Administration also has the right to paginate the materials in the
578 file and shall notify the faculty member when that pagination will take
579 place.
580
- 581 (2) Upon written or emailed request, a faculty member shall be provided one
582 (1) free copy of any material in the evaluation file. Additional copies may
583 be obtained by the faculty member upon the payment of a reasonable fee
584 for photocopying.
585
- 586 (3) A person designated by the faculty member may examine that faculty
587 member's evaluation file with the written authorization of the faculty
588 member concerned, and subject to the same limitations on access that are
589 applicable to the faculty member.
590
- 591 (c) Indemnification. The UFF agrees to indemnify and hold the Trustees, its officials,
592 agents, and designees harmless from and against any and all liability for any
593 improper, illegal, or unauthorized use by the UFF, its officials, agents, and
594 designees, of information contained in such evaluation files.
595
- 596 (d) Anonymous Material. There shall be no anonymous material in the evaluation file
597 except for numerical summaries of student evaluations that are part of a regular

598 evaluation procedure of classroom instruction and/or written comments from
599 students obtained as part of that regular evaluation procedure. If written comments
600 from students in a course are included in the evaluation file, all of the comments
601 obtained in the same course must be included.

602
603 (e) Peer Evaluation Committee. The faculty of a department may develop a procedure
604 for peers to evaluate the performance of faculty members provided that the
605 development of such procedure must be accomplished in accordance with the
606 provisions of Article 9 of this Agreement. This procedure shall identify how
607 departmental faculty will be involved in the process, how the faculty member will
608 receive feedback on the peer evaluation, and whether the evaluation will be
609 included in the faculty member's official evaluation file.

610
611 (f) Removal of Contents. The University Administration shall promptly remove from
612 the file materials shown to be contrary to fact with the concurrence of UFF. This
613 section shall not authorize the removal of materials from the evaluation file when
614 there is a dispute concerning a matter of judgment or opinion rather than fact.
615 Materials may also be removed pursuant to the resolution of a grievance.

616
617 (g) Use of Evaluative Material.
618
619 (1) Information reflecting the evaluation of a faculty member's performance
620 shall be available for inspection only by the faculty member, the faculty
621 member's representative, University Administration officials who use the
622 information in carrying out their responsibilities, peer committees
623 responsible for evaluating the faculty member's performance, and
624 arbitrators or others engaged by the parties to resolve disputes, or others by
625 court order. Such limited access status shall not, however, apply to summary
626 data, by course, for the common "core" items contained in the student
627 course evaluations that have been selected as such by the University
628 Administration and made available by the University Administration to the
629 public on a regular basis.

630
631 (2) In the event a grievance is filed, the University Administration, the UFF
632 grievance representatives, the arbitrator, and the grievant shall have the
633 right to use, in the grievance proceedings, copies of materials from the
634 grievant's evaluation file.

635
636 18.7 Proficiency in Spoken English. Pursuant to Section 1012.93, Florida Statutes, faculty
637 members involved in classroom instruction must be proficient in the oral use of English. Such
638 oral use proficiency may be demonstrated by achievement of a satisfactory grade on the "Test of
639 Spoken English" of the Educational Testing Service or a similar test approved by the State Board
640 of Education.

641

642 18.8 Employee Assistance Program. Neither the fact of a faculty member's participation in an
643 employee assistance program nor information generated by participation in the program, shall be
644 used as evidence of a performance deficiency within the evaluation process described in this
645 Article, except for information relating to a faculty member's failure to participate in an employee
646 assistance program consistent with the terms to which the faculty member and the University
647 Administration have agreed.

648
649 18.9 Remediation

651 (a) It is recommended that any faculty member who has received a less than ~~Meets~~
652 ~~Expectations~~ Satisfactory teaching evaluation obtain the services of the Office of
653 Faculty Enhancement (OFE).

654
655 (b) It is required that any faculty member who has received a second less than ~~Meets~~
656 ~~Expectations~~ Satisfactory teaching evaluation obtain the services of OFE. In
657 addition, the faculty member shall be required to develop a plan of improvement,
658 in conjunction with his/her chair/supervisor. Any faculty member required to
659 develop a plan of improvement under this section shall be subject to the classroom
660 observation/visitation provisions of Article 18.2 (c).

661
662 18.10 Relationship to Tenure. The annual ~~performance~~ evaluation received by a faculty member
663 is intended to assist the faculty member in improving his or her performance and expertise.
664 A faculty member's annual ~~performance~~ evaluations are taken into account as part of the
665 tenure evaluation process, but the annual evaluations are separate and distinct from the
666 tenure decision. Tenure is a prestigious award that is reserved for a faculty member who
667 has demonstrated a history of excellence in the performance of his or her duties and
668 responsibilities. Tenure is therefore a cumulative view of the faculty member's total
669 contribution to the academy during the period prior to tenure being awarded. By contrast,
670 the annual evaluation is only a one year measure of performance. Therefore, a rating of
671 ~~Meets Expectations~~ Satisfactory on an annual performance evaluation is not necessarily
672 reflective of successful progress toward tenure. Similarly, a rating below satisfactory on an
673 annual performance evaluation is not necessarily reflective of inadequate progress toward
674 tenure. However, consistent ratings of ~~Exceeds Expectations~~ Above Satisfactory ~~above~~
675 may reflect adequate progress toward tenure.

676
677 18.11 Sustained Performance Evaluation. A faculty member employed by the University for five
678 (5) or more years following the award of tenure or his/her most recent promotion, who has
679 received a rating of less than ~~Meets Expectations~~ Satisfactory two (2) or more times in a
680 given category during the previous five (5) years, must develop a performance
681 improvement plan which is subject to the approval of the faculty member's
682 chair/supervisor.