

ARTICLE 19
Evaluations for Library Faculty

- 19.1 Evaluations are intended to communicate to a faculty member a qualitative assessment of that faculty member's performance of assigned duties by providing them 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.
 - (2) Faculty members hired late in the Academic Year who have worked less than three months before the end of the evaluation period.
 - (3) Faculty members who have resigned, and
 - (4) Faculty members who have not yet been reappointed for the following Academic Year or have been issued notice of termination for just cause.
 - (b) The period of annual evaluation cycle begins June 1 and ends May 31 of the following year.
 - (c) Personnel decisions shall be based on written annual evaluations, provided that such decisions need not be based solely on written faculty performance evaluations.

19.2 **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 evaluation is intended to be comprehensive and not based on a single or limited number of criteria. Therefore, the person responsible for completing the faculty member's annual evaluation shall consider all appropriate and available information that is relevant to the faculty member's performance of assigned responsibilities. The materials in the evaluation file and documented information from the following sources: immediate supervisor, peers, students (if applicable), faculty member/self, other University officials who have responsibility for supervision of the faculty member, and individuals to whom the faculty members may be responsible in the course of a service assignment may be used in the evaluation process. Materials 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 criteria are deemed controlling, the written evaluation must justify that conclusion.

(a) **Library Faculty Position Description**

- (1) Each library faculty member shall be provided a written position

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description. The position description shall be kept on file in the library administrative office.

- (2) Changes in a faculty member's position description may be proposed by the faculty member, by the faculty member's supervisor, by a library director, or by the library dean. Any proposed changes to the description must be reviewed by the faculty member and their supervisor before they can take effect. Examples of changes in responsibility include, but are not limited to, the additions of supervisory duties, or the significant broadening of job responsibilities. The supervisor can, in consultation with the librarian, reprioritize assigned duties.

(b) **Library Faculty Assigned Activities**

- (1) At the beginning of each evaluation period, each library faculty member will be assigned activities (per Appendix H1-2) that the faculty member is expected to perform during the annual evaluation period from June 1 to May 31.
- (2) Library faculty assigned activities are based 80% on primary activities and 20% on service and scholarly or creative activities.
- (3) Assigned activities may include a mix of priorities from the library faculty position description, as well as activities in support of the Library's strategic plan and goals for that year.
- (4) Assigned activities shall be recorded on a Library Faculty Assigned Activities form (Appendix H1-2), which will be completed and signed by the library faculty member and their supervisor by August 15. The Library Faculty Assigned Activities form shall be placed in the library faculty member's evaluation file.
- (5) The University Administration shall make a reasonable and good-faith effort, consistent with the other provisions of this Agreement, to provide faculty with the necessary facilities, resources, and staff support for carrying out their assigned duties and responsibilities. No library faculty's workload shall be arbitrary or unreasonable to the extent that the faculty member is unable to perform primary, service, and scholarly or creative activities to meet the requirements of this Agreement. If a library faculty member is asked or expected to accept assignments in excess of their job description or assigned activities, this shall be taken into account and allowances made by the evaluator when assessing the faculty member's progress toward completion of assigned activities.
- (6) The Library Faculty member's supervisor will take steps to ensure equitable opportunity, in relation to other faculty members in the same department/unit, to fulfill applicable criteria for evaluation, promotion, and merit salary

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increases.

- (7) Changes in assigned activities may be proposed by the faculty member, their supervisor, or the appropriate library director during the course of an evaluation year. Should changes become necessary or desirable, a new Library Faculty Assigned Activities Form shall be completed, signed by the faculty member and their supervisor, and placed in the library faculty member's evaluation file.
- (8) A faculty member and /or their supervisor may request a mid-year review of assigned activities to discuss current progress on the year's activities. The faculty member may request in writing written feedback and the supervisor shall provide written feedback within two weeks of the mid-year review.

(c) **Library Faculty Annual Report of Activities**

Library faculty shall represent their job performance and progress toward completion of assigned activities in a Library Annual Report of Activities (Appendix H1-1). The Annual Report of Activities will include any interpretative comments and/or supporting data that the faculty member deems appropriate in evaluating their performance, including additional activities accomplished beyond those assigned, service, and scholarly and/ or creative activity. Information from other sources which can be included with the Library Faculty Annual Report of Activities might include, but is not limited to, comments from peers, teaching faculty, and members of the profession with whom the faculty member has worked. The intent of this provision is to provide the faculty member with a broad opportunity to display their performance over the previous year which will allow for a comprehensive evaluation.

19.3 **Evaluation Rating Categories**

- (a) Each Library faculty member shall be evaluated in each area of assigned duties, viz. performance or primary activities and services activities, consistent with the following rating categories:
 - Meets Expectations
 - Exceeds Expectations
 - Far Exceeds Expectations
 - Below Expectations
 - Unsatisfactory
- (b) It is the responsibility of the faculty member to provide the supervisor with sufficient information to permit the supervisor to conduct an effective evaluation of the faculty member's performance of their assigned duties. It is expected that the faculty member will provide evidence of his/ her accomplishments to serve as a

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foundation for the rating assigned to those accomplishments. The evaluator must take into account any relevant materials submitted by the faculty member. If a faculty member fails to provide evidence of their accomplishments, the department chair/ unit supervisor will complete the evaluation based on available information. It is the responsibility of the supervisor to make comprehensive assessments of the evidence provided by the faculty member. Each supervisor completing a performance evaluation shall articulate sufficient and specific grounds or reasons to substantiate the rating given in each assigned category and to articulate how the faculty member's performance can be improved.

19.4 Criteria for Library Performance Ratings

The supervisor shall assign a rating to each area of assigned duties, primary activities, service, and scholarly and/or creative activities, and shall carefully consider the nature of the assignments and quality of the performance in these areas as follows:

- (a) **Primary activities.** For library faculty, performance or activities as listed in the job description and expressed in the annual Library Faculty Assigned Activities form constitutes 80% of the assigned duties for library faculty. Demonstration of job performance will differ according to the area of responsibility within the Library and the particular circumstances of each library faculty member.
- (b) Service and scholarly and/or creative activities constitute 20% of assigned duties for library faculty. In general, service activities include participation on committees outside of the library, activity in professional organizations, and other forms of engagement in the library profession. In general, scholarly and/or creative activities include contributions and products of intellectual activity, such as professional publications, presentations, grant proposals, and reviews.
- (c) **Rating structure:** The rating structure presented here serves as a model.
 - (1) A rating of **Meets Expectations** will be demonstrated by successfully meeting the normal performance standards of the position description. The faculty member's performance includes a combination of the following: a sufficient level of organization and planning to complete assigned activities by deadlines with some direction from the supervisor, and responsiveness to library users. Service and research/creative/scholarly activities reflect the commitment to the University community, engagement in professional development, and participation in the broader professional community outside of the university.
 - (2) A rating of **Exceeds Expectations** will be demonstrated by a faculty member exceeding in quantity and/or quality the normal minimum performance standards of those rated Meets Expectations.
 - (3) A rating of **Far Exceeds Expectations** will be demonstrated by a faculty member exceeding in quantity and/or quality the expectations for those

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rated Exceeds Expectations.

- (4) A rating of **Below Expectations** will be demonstrated by a faculty member failing to meet the normal minimal performance standards of those rated Meets Expectations.
- (5) A rating of **Unsatisfactory** will be demonstrated by a faculty member engaging in practices that are detrimental to supporting student and faculty success. There is evidence that the faculty member lacks the competence to perform the requirements of the job description and remediation is unsuccessful. Service and research/creative/scholarly activities reflect little to no engagement in the university or professional community.

19.5 Annual Evaluation Process and Timeline

- (a) The supervisor shall provide to their supervised faculty instructions for submission of a faculty member's Annual Report of Activities no later than April 1.
- (b) Each library faculty member shall submit to his/ her supervisor the faculty member's Annual Report of Activities no later than June 1. If a library faculty member fails to provide their annual report by this date, the supervisor shall proceed to complete the faculty member's evaluation without that information unless the library Dean has extended the deadline based on extenuating circumstances that justify the extension.
- (c) The supervisor shall complete the annual evaluation taking into account the faculty member's Annual Report of Activities and other sources of evaluative information referenced in the library's criteria for annual evaluations.
- (d) The supervisor shall provide the faculty member with written constructive feedback that is designed to assist the faculty member in improving their performance and expertise, and shall endeavor to identify any major performance deficiencies.
- (e) The supervisor's Library Faculty Annual Performance Evaluation form (Appendix H-2), with an attached copy of the library faculty member's Library Faculty Annual Report of Activities and Library Faculty Assigned Activities form shall be provided to the faculty member no later than July 1.
- (f) If the faculty member disagrees with the content of their evaluation, the faculty member shall request the opportunity to discuss the evaluation with the evaluator by July 1. The evaluator shall have the option of revising the Library Faculty Annual Performance Evaluation form and providing the revision to the faculty member prior to July 5.
- (g) The faculty member may request, in writing, a meeting with an administrator at the next higher level by July 15 to discuss concerns regarding the evaluation that were not resolved in previous discussion with the evaluator. No material will be considered that was not timely submitted by the June 1 deadline. The evaluator

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shall have the option of revising the Library Faculty Annual Performance Evaluation form and providing the revision to the faculty member prior to July 15.

- (h) The faculty member and the evaluating supervisor must sign the finalized Library Faculty Annual Performance Evaluation form no later than July 15 and submit the signed documents to the library administrative office to be filed in the faculty member's evaluation file. A copy of the signed evaluation shall be given to the library faculty member by July 15. The date the faculty member receives a finalized copy of the evaluation shall commence the time period specified in Article 33 for filing a grievance.

19.6 **Library Faculty Evaluation File**

- (a) **Policy.** There shall be one (1) official library faculty evaluation file located in the library administrative office. All documents in the file shall bear the date of receipt by the custodian.
- (b) The Library Faculty Evaluation File is subject to the provisions described in Article 18.6.