

## UNIVERSITY MANUAL, SECTION 305

### 305 Performance Evaluations

#### 305.11 Definitions and General Provisions

The term "evaluation" refers to both Performance Review (RTP evaluations) and Periodic Evaluation of faculty members. All faculty evaluations shall be subject to the following general provisions.

All faculty evaluations shall include a consideration of student evaluations of teaching in accordance with the provisions of Appendix 10 and the Unit 3 collective bargaining agreement.

Performance reviews are evaluations for the purpose of retention of a probationary faculty member, tenure, and promotion. RTP evaluations shall follow all applicable provisions of Appendix 16, the collective bargaining agreement, and Appendix 10, as well as those stated here under general provisions and in section 305.12.

Periodic evaluations of faculty performance are conducted for the following purposes:

- 1) Evaluating the performance of temporary faculty members (full-time and part-time lecturers)
- 2) Evaluating the performance of probationary faculty members in the first year of a two-year initial contract
- 3) Evaluating the performance of tenured faculty members who are not subject to performance review for promotion (post-tenure review)

The probationary and tenured faculty members of each department or equivalent unit shall develop specific criteria for each type of evaluation, appropriate to their discipline. These approved criteria shall be the sole basis of faculty evaluations at all levels of review.

Evaluation criteria, procedures, and timelines for conducting the evaluation shall be made available to the faculty member being evaluated no later than fourteen days after the start of the first quarter of his/her initial appointment. The faculty member shall be advised of any changes to criteria and procedures prior to the commencement of the evaluation process. There shall be no change to the criteria and the procedures during the evaluation process.

Only tenured full-time faculty unit employees and academic administrators may engage in deliberations and make recommendations regarding the evaluation of the faculty members.

A separate evaluation file (Working Personnel Action File) shall be prepared for use in each evaluation cycle. The file shall include as a minimum the following:

- 1) The applicable departmental evaluation criteria used for evaluating the performance of the faculty member.
- 2) All necessary forms and documents.
- 3) All information provided by the faculty member being evaluated, subject to other applicable provisions described in this section.
- 4) All information provided by other faculty members and students and the response or rebuttal statements of the faculty member being evaluated, if any.
- 5) All peer committee and administrative evaluations and recommendations and the response or rebuttal statements of the faculty member being evaluated, if any.

At all levels of review, before recommendations are forwarded to a subsequent review level, the faculty member being evaluated shall be given a copy of the recommendations which shall state in writing the reasons for the recommendations. The faculty member shall have the right to respond or submit a rebuttal statement in writing no later than ten (10) calendar days following receipt of the recommendation. A copy of the response or rebuttal statement shall be included in the evaluation file and shall be sent to all previous levels of review. Upon request, the faculty member being evaluated shall be entitled to a meeting to discuss the recommendations with the recommending party. The evaluation timeline must include provisions for the meeting between the faculty member and the recommending party at each level of review.

Materials submitted by the faculty member being evaluated shall be deemed incorporated by reference in the evaluation file, but need not be physically placed in the file. An index of those materials shall be prepared by the faculty member at the beginning of the evaluation cycle and submitted with the materials to the first level of review. The index shall remain in the evaluation file and be updated to reflect any material added to the file during the course of evaluation. The materials shall be returned to the faculty member being evaluated after completion of the first level of review. The faculty member shall provide the materials to any other level of review upon request by the chair of the appropriate evaluation committee or the appropriate administrator who will then be responsible for returning the materials to the faculty member being evaluated after completion of their review.

Before the evaluation file is forwarded to another level of review, all documents and materials shall be signed on every page by the faculty member being evaluated.