

ARTICLE THIRTEEN FACULTY EVALUATION

- 13.1 A continuous process of evaluation shall be conducted to provide information for use in making decisions regarding change of status for individual Faculty members and to encourage continuing improvement in performance by all Faculty.
- 13.2 In accordance with procedures defined in 13.2 Faculty members will prepare and submit an Annual Report to the Faculty member's Dean for the previous year's activities for the purpose of periodic review and preparation for formal contract renewal or promotion review.
 - 13.2.1 The Annual Report will be due five (5) business days after Commencement.
 - 13.2.2 Upon review of the Annual Report, the Dean may meet with any Faculty member whose Report indicates one or more categories in need of improvement.
 - 13.2.3 Faculty members who do not meet expectations in a category for two consecutive years will meet with the Dean to discuss and record plans for improvement. Such Faculty members will meet with the Dean and RFF representative to develop an Improvement Plan. The final form of the Plan must be submitted to the Dean by the first day of instruction. The Improvement Plan will be forwarded to the Provost for final approval and then forwarded to the Faculty member to be enacted in the academic year of the Plan's approval. A copy of the Plan will be kept in the Faculty members' Personnel File.
 - 13.2.5 The University shall provide the RFF with a list of Faculty who fail to meet expectations.
 - 13.2.6 The University shall meet and confer with the RFF regarding the expectations reviewed in the Annual Report process. Any material revisions to the Annual Report Form shall be carried out by a Committee established by the Provost, which shall consist of a dean, a Bargaining Unit member of the FAC, and a member appointed by the RFF. The Committee shall submit the proposed form to the Provost for final approval.
- 13.3 The University shall conduct a comprehensive evaluation of a Faculty member during the latter's first year of employment at the University and in other years in which issuance of a one-year contract is contemplated; in the years in which the Faculty member requests the first two- and three-year rolling contracts; and when the Faculty member applies for promotion.

- 13.4 Evaluations may also be carried out by the Provost, by his/her delegate, or by outside consultants. Prior to the use of delegates or outside consultants, the Faculty member and the Federation shall be advised by the Provost of the intent to use such evaluators, the purpose of the evaluation, and the qualifications of the evaluator. Any such evaluation shall not be used as the sole basis for promotion, change-in-contract status, or terminations.
- 13.5 Excepting for student evaluations routinely accomplished in conjunction with the completion of a course that has been instructed by a Faculty member, and in accordance with Article Eighteen, no anonymous materials may be used in evaluating the Faculty member for any purpose. Any third party material that is not furnished by, or at the solicitation of, the Faculty member, will be made available to the Faculty member prior to it being used in any evaluation process.