

Academic Staff Policies and Procedures

UWPA 4 PERFORMANCE REVIEW

4.01 ALL MEMBERS OF THE ACADEMIC STAFF WITH FIXED-TERM RENEWABLE ANNUAL CONTRACTS OR ROLLING HORIZON CONTRACTS. At least once each year, all academic staff members shall receive a written performance evaluation by the immediate supervisor. The purposes of the performance evaluation shall be to 1) assess performance tasks and responsibilities defined in an individual's position description, 2) assess the quality of service to students, other University constituencies, and the larger community, 3) provide feedback for the purpose of improving individual performance, and 4) provide the basis for personnel decisions which include renewal and type of appointment, promotion, title review, and merit salary increases. Supervisors are responsible for ensuring the fair and equitable administration and application of policies and procedures in UWPA 4.

The period during which performance shall be evaluated is January through December, with the actual performance evaluation process completed on or before February 15 of the next year. A copy of the supervisor's final written performance review will be given to the academic staff member, who will be given an opportunity to write a response. The written evaluation shall be filed in the academic staff member's official personnel file. Within 10 working days of the receipt of the evaluation, the academic staff member may submit in writing a response that will be shared with the supervisor and also be placed in the official personnel file.

4.02 CRITERIA AND PROCESS SPECIFIC TO THE EVALUATION OF NON-TEACHING MEMBERS OF THE ACADEMIC STAFF.

1. The primary responsibilities of an academic staff member must be performance of assigned duties and responsibilities which are generally defined in his or her position description. Additional standards and specific criteria may be developed as appropriate by schools and administrative divisions.

Performance evaluation criteria will relate to three major areas: a) responsibilities and competencies contained in position descriptions; b) annual goals and objectives which reflect the goals of the institution and operational area and c) scholarly, professional development, and/or service activities as described below.

- A. Performance of Primary Responsibilities and Competencies. Academic staff members shall be evaluated on their performance of the responsibilities listed in their position descriptions.
- B. Accomplishment of Goals and Objectives. Employee goals and objectives shall be negotiated with and approved by the employee's supervisor at the beginning of the evaluation year. Individual goals and objectives shall relate to institutional, unit,

programmatic, and professional development goals. The administrative timetable for goal setting should allow institutional, unit, and programmatic goals to be determined before individual goals and objectives are approved.

C. Performance of Scholarly, Professional Development, and Service Activities. The following are secondary criteria in that accomplishments in these areas cannot replace adequate job performance as measured by the criteria listed in UWPA 4.02 (1 A & B); however, an academic staff member should show participation in some of the following areas. Examples of such activities may include but are not limited to:

1) Scholarly and Creative Activities

- a) Assumption of editorial responsibilities in relation to publications of professional organizations.
- b) Publication in a professional journal or in a scholarly journal of another field.
- c) Reviews of books and other media.
- d) Publication of a book by a commercial or university press.
- e) Presentation of a paper at a meeting of a professional association.
- f) Participation on a panel at a meeting of a professional association.
- g) Initiation of or contribution to a special exhibit, project, or activity that requires creative enterprise apart from one's job performance.
- h) Demonstrated scholarly ability as evidenced by the production or use of study findings which are an outgrowth of course work.

2) Professional Development

- a) Further formal education related to improved professional competency.
- b) Informal education through participation in workshops, conferences, symposia, etc. designed to update and extend professional knowledge and understanding.
- c) Attendance at meetings and conferences of national, state and local professional organizations and/or scholarly organizations.
- d) Assumption of committee and/or elected office responsibilities in professional organizations.

3) Services to the University and Community.

- a) Attendance and participation in unit, operational area, and/or university committees.
- b) Membership and professionally-related participation in non-university service organizations and community projects.
- c) Other participation in non-university service organizations and community projects.
- d) Teaching courses for credit.
- e) Conducting workshops or other informal educational activities.
- f) Initiation of or participation in a unit, University, or community-oriented study, whether initiated individually or by committee assignment.

At the beginning of the evaluation year, the supervisor and employee shall meet to establish annual goals and objectives, review the position description for accuracy, and discuss relative

importance (or weight) of each of the criteria for the evaluation period. Ultimate responsibility for determining criteria and weighting rests with the supervisor.

2. Each academic staff member shall provide a written annual report to his or her immediate supervisor at the end of each evaluation period (January-December). This report shall contain the employee's assessment of his or her performance on each of the criteria in UWPA 4.02 (1). Academic staff members may wish to compile a list of accomplishments related to scholarly, professional development and service activities as noted in UWPA 4.02 (1) (C). Samples or copies of publications, presentations or other related artifacts may be included with the report.

Following receipt of this annual report, the supervisor shall prepare a written performance evaluation draft which provides the academic staff member with an assessment of performance on each criterion stated above. If the supervisor wishes to give the employee an overall performance rating, the following shall be used:

Outstanding Performance: Performance is of the highest, professional caliber; exhibits leadership, initiative, and creativity in recommending and implementing improved procedures and/or new ideas and programs as well as in performing primary tasks and annual objectives; takes responsibility for own professional development; renders exceptional service to students, the community and/or other university constituents.

Commendable Performance: Performance exceeds generally accepted and relevant professional standards; shows commitment beyond job requirements; participates in professional development programs; exercises initiative and creativity in performance of job description tasks and annual goals and objectives; consistently produces work of high quality; exhibits positive, client-centered behavior; volunteers service to the university and community.

Satisfactory Performance: Performs in accordance with accepted and relevant professional standards; performs job-related tasks and annual goals and objectives satisfactorily; works in a positive and client-centered manner; serves the university when asked.

Unsatisfactory Performance: Performs some but not all tasks in accordance with acceptable professional standards; exhibits with some consistency nonproductive, impolite, uncooperative or unprofessional behaviors; completes job tasks carelessly, late, or only with repeated reminders from supervisor; limited or no service to the University. Evaluation at this level may be the basis for non-renewal of contract.

3. The academic staff member's annual report and the supervisor's written evaluation draft will form the basis for an evaluation conference to be held between the academic staff member and immediate supervisor. At least two days prior to the evaluation conference, the academic staff member shall receive a copy of the supervisor's performance evaluation draft. Following the conference, the supervisor will submit the final evaluation report to the employee within 30 calendar days following the conference and on or before February 15.

4. Academic staff and supervisors should periodically discuss performance on stated job expectations and annual goals and make any necessary adjustments. Whether initiated by the academic staff member or the supervisor, mid-year conferences are desirable.

4.03 TEACHING MEMBERS OF THE ACADEMIC STAFF WITH FIXED-TERM RENEWABLE ANNUAL CONTRACTS OR ROLLING HORIZON CONTRACTS.

Teaching academic staff are not appropriate appointments for positions in which the duties approximate those of a tenure-track appointment, and may not be used to circumvent or evade normal tenure policies and procedures. Teaching members of the academic staff in this category shall be evaluated primarily on their teaching performance and secondarily on service to the university. Teaching is defined as the effective delivery of instructional material along with the assessment of student performance. Service may include but is not limited to curriculum development, course scheduling, undergraduate advising, professional development, participation in department outreach, scholarly or creative activities, or service to the university or community as defined in 4.02 (1). Such review should be based on appropriate departmental teaching standards. The period during which performance shall be evaluated is January through December, with the actual performance evaluation process completed on or before February 15 of the next year. A copy is placed in the official personnel file. The academic staff member may, within 10 working days of the receipt of the review, submit a response in writing which will be shared with the supervisor and also be placed in the official personnel file. While not mandatory, factors such as those identified in 4.02 (1C) may be applicable in individual situations.

4.04 TEACHING MEMBERS OF THE ACADEMIC STAFF FIXED-TERM ADJUNCT OR ASSOCIATE LECTURER CONTRACTS.

Teaching members of the academic staff in this category may, at the conclusion of each contract period, request a written review from their immediate supervisor [See UWPA 3.06 (1)] based on appropriate teaching standards. The performance evaluation process shall be completed within 30 days of the request. A copy is placed in the official personnel file. The academic staff member may, within 10 working days of the receipt of the review, submit a response in writing which will be shared with the supervisor and also be placed in the official personnel file.

4.05 JOINT APPOINTMENTS. Those holding joint teaching/non-teaching appointments should be evaluated annually using the criteria and procedures established for each appointment area as appropriate. This evaluation should be the basis for decisions on merit review and promotion. A conference with the supervisor or a review committee from the academic department may be requested by the academic staff member prior to such evaluations. The period during which performance shall be evaluated is January through December, with the actual performance evaluation process completed on or before February 15 of the next year. A copy is placed in the official personnel file. The academic staff member may, within 10 working days of the receipt of the review, submit a response in writing which will be shared with the supervisor and also be placed in the official personnel file.

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