

**ARTICLE XX.
EVALUATIONS**

Section A. Currently, some Employees already work in Schools, departments or academic units with formal evaluation procedures. In those cases, evaluations for such Employees shall be in conformity with the standards, practices, and criteria already in place.

Section B. Within one year of ratification, those Schools, departments and academic units that do not have such evaluations procedures will develop a process for annual performance feedback for Employees. Schools, departments and academic units are free to develop differing systems depending on the employee group being evaluated.

Section C. Evaluations are not required for Employees who are appointed for a term of one year or less. Any Employee appointed for a term of one year or less may request feedback on their performance. Such requests shall not be unreasonably denied.

Section D. Within a year of ratification, each School, department or academic unit shall publish on their respective websites clear written procedures, timelines, and criteria for evaluations.

Section E. While School, departments and academic units have discretion to modify such procedures, any changes to the process shall require a notification to Employees at least six (6) months in advance.

Section F. Evaluation shall assess whether an Employee is meeting basic job requirements and their overall performance in their position. Comments upon the Employee's general professional development may be included where such considerations are expected to be reviewed by the Employee and supervisor.

Section G. Schools, departments and academic units are encouraged but not required to have formal Employee evaluations reduced to writing. If a School, department or academic unit does require written evaluation, such evaluations shall be shared with the Employee, usually within fifteen (15) business days of completion.

Section H. In keeping with Article XX: Employment Records, the Employee may submit a response to any evaluation, and that response shall be included in the Employee's records.

Section I. Direct supervisors (i.e. PI, Department Chairs, Program Directors) generally have responsibility for the evaluation of Employees.

Section J. Special provisions for the evaluation of Employees with teaching appointments:

1. Once evaluation procedures are implemented, evaluation of the Employee's performance shall typically involve consideration of more than one source of evidence, such as a) teaching statements; b) teaching observations, which may only be conducted after giving reasonable advance notice of at least five (5) business days; c) letters of support or criticism; d) teaching portfolios; e) enrollment trends for the courses taught (considered holistically); f) syllabi; g) anonymous student evaluations.
2. In the event that an Employee, at the request of a supervisor, accepts an additional teaching assignment on short notice or outside of the Employee's regular area of teaching, this context shall be considered in the evaluation of such work.
3. Student evaluations:

Where student evaluations are used as part of the evaluation process, such evaluations shall be reviewed holistically and evaluators shall ordinarily look for trends, recurring comments whether positive or negative. Rare or outlier comments do not indicate a significant trend.

Section K. In keeping with Article XX: Titles, Classifications, and Appointments, processes for review for purposes of promotion may differ from the annual evaluation procedures.

1. Within one year of this contract's ratification, all Schools, departments and academic units shall develop and publish on their respective websites clear written procedures, timelines, and criteria for reviews for promotion.
2. Schools, departments and academic units shall notify Employees of any changes to the review procedures for promotion at least six (6) months before such changes go into effect.
3. The final results of any review for promotion shall be reduced to writing and shared with the Employee within no longer than fifteen (15) business days of completion.

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Section L. Special provisions for researchers regarding evaluations. Once evaluation processes are implemented, supervisors shall provide their Employees with feedback on their performance at least once per 12-month period. This review will assess the Employee's research progress and achievements, and their professional development during the previous year.

Section M The contents of any written evaluation are not grievable. Employees may grieve, however, any violations of procedure under this Article.