

UFF notes for the September 14, 2010 Bargaining Session  
Article 10—Employee Performance Evaluations

UFF's Main Interests to Protect Individual Employee Rights in the  
Employee Performance Evaluation Cycle

Developing the Procedures and Standards

- ✓ A process should be established for developing and approving the procedures and evaluation standards for each department/unit. The standards and procedures should be jointly developed and approved by employees in the department/unit and administration.
- ✓ Each departments/unit should articulate, in writing, clear operationalizations for each performance rating (i.e., “outstanding,” “above satisfactory,” “satisfactory,” “conditional,” and “unsatisfactory”) in teaching, research, and service. Teaching evaluations cannot be the sole determinant of teaching effectiveness.
- ✓ The “Overall Evaluation Rating” should reflect assignment of effort. In other words, an increase in the allocation of effort to one area of assignment shall increase the quantity and/or quality of work expected in that area
- ✓ A process should be established to periodically review and update the standards so that they remain current.

Using the Procedures and Standards

- ✓ Employees need access to the evaluation standards prior to the start of the evaluation period
- ✓ At the end of the performance evaluation period, employees need time to review all of the information that will impact their evaluations (e.g., student perceptions of instruction) prior to turning in their annual report
- ✓ Employees will produce an annual report. Relevant performance-related information provided by the employee must be considered in the evaluation
- ✓ The evaluation from the department head/chair must be provided in a timely fashion and provided to all employees who are expected to continue into the next evaluation period
- ✓ Employees should have an opportunity to review and discuss the evaluation with the chair prior to it being finalized. Employees can attach a statement to the chair's evaluation
- ✓ The chair/head must try to help the employee correct performance deficiencies