

*Article 10*  
**PERFORMANCE EVALUATIONS**

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10.2 Sources and Methods for Evaluation.

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(d) Development Process for Criteria and Procedures. If criteria and procedures for evaluating faculty performance are not on file, they shall be developed. If such criteria and procedures are already on file, the faculty of the department/unit shall review and revise them after ratification of this Agreement.

(1) The department/unit administrator shall discuss with the department/unit faculty members who are to participate in the development or revision process the existing criteria and procedures of the department/unit, the mission and goals of the department/unit and the University, the provisions of the BOT-UFF Collective Bargaining Agreement, and relevant state law. A copy of the BOT-UFF Collective Bargaining Agreement and the relevant portions of state law shall be provided to each department/unit at the outset of the process.

(2) These criteria and procedures, and any revisions thereof, shall be recommended by a secret ballot vote of a majority of the faculty members in the department/unit.

(e) These criteria and procedures shall

(1) Be consistent with the criteria and procedures specified in this Article and with all the other provisions of this Agreement.

(2) Satisfy all provisions of Article 23 with regard to department/unit criteria and evaluative procedures for the distribution of merit-based salary increases.

(3) Be adaptable to various assigned duties, so that all faculty have an equal opportunity to earn favorable performance evaluations. The criteria must provide that the FTE allocated to each part of the faculty member's annual assignment shall be used to weight the performance of each part for determination of the overall assessment of performance/merit.

(4) Take into consideration the department's mission and reasonable expectations for different classifications/ranks, experience, and stages of career.

(5) Provide for a peer review component in the annual evaluation.

(6) Specify a new effective date ~~of January 1, 2013.~~

(7) Be detailed enough that any reasonable faculty member can understand what performance is required to earn each performance evaluation rating.

(8) Ensure that faculty members on approved leave are not penalized in the evaluation process.

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(f) Methods for Annual Performance Evaluations

(3) Evidence of Performance Report. The administrator responsible for the annual evaluation shall request each member of the faculty to submit to him or her, annually, a report of Evidence of Performance in teaching, research or creative activities, service, and other University duties where appropriate.

a. The Evidence of Performance report (EOP) shall be submitted after the end of each calendar year, and shall cover the preceding calendar year.

b. Each department/unit shall specify in detail the required format and minimal content of the EOP, pursuant to this section.

c. The EOP shall also include any interpretive comments or supporting data that the faculty member deems appropriate in evaluating his or her performance.

d. Any materials required for the EOP that depend on the University administration shall be provided to the faculty member no less than fourteen (14) days prior to the date upon which the Evidence of Performance report is due.

e. If a faculty member fails to submit an EOP report (after notification of such failure), this may result in an overall evaluation of "Does Not Meet FSU's High Expectations."

(4) Those persons responsible for supervising and evaluating shall endeavor to assist the person being evaluated in correcting any performance deficiencies reflected in the evaluation.

a. The supervisor may informally coach or counsel faculty with the goal of improving performance. Such advice is not disciplinary, nor may it be part of the evaluation file.

b. The supervisor may offer advice for improvement in the annual Progress towards Promotion letter and/or the annual Narrative Report.

c. The supervisor may create a structured improvement plan via a Letter of Counseling or a Performance Improvement Plan (PIP) as outlined in Section 10.5 (3).

(5) The Annual Performance Evaluation shall provide for an assessment of performance for each faculty member using the following ratings:

~~a. Substantially Exceeds FSU's High Expectations~~

~~b. Exceeds FSU's High Expectations~~

~~ea. a. Substantially Exceeds FSU's High Expectations~~

~~b. Exceeds FSU's High Expectations~~

~~c. Meets FSU's High Expectations~~

~~d. eb. Official Concern~~

~~eee. Does Not Meet FSU's High Expectations~~

10.4 Merit Evaluations.

(a) The determination of meritorious performance for the distribution of funds allocated for merit-based salary increases pursuant to Article 23 shall be according to each department/unit's faculty evaluation criteria and procedures developed pursuant to this section, which must be

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consistent with the criteria for faculty evaluation specified elsewhere in this Article. All faculty members will be reviewed for merit.

(b) These criteria and procedures may include any refinements of the methods for the distribution of salary increase funds that are permitted by Article 23 and are based on ~~the annual performance evaluation~~, a period of time consistent with approved department criteria, which may include multiple years of ~~annual performance evaluations~~.

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#### 10.5 Annual Evaluation Reporting Procedures

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(b) Discussion. After completion of the Annual Evaluation Summary Form, the evaluator shall discuss the Summary with the faculty member concerned.

(1) The faculty member may attach to the Summary any statement he or she desires.

(2) The persons responsible for supervising and evaluating shall endeavor to assist the person being evaluated in correcting any performance deficiencies reflected in the evaluation.

(3) For non-tenured faculty members, in the case of an evaluation rating of "Does Not Meet FSU's High Expectations," the evaluator shall fully document the rating prior to discussion with the faculty member. Non-tenured faculty members whose overall performance is rated "Does Not Meet FSU's High Expectations" in any given year may be placed on a Performance Improvement Plan (PIP). A tenured faculty member whose overall performance is rated "Does Not Meet FSU's High Expectations" in three (3) or more of the previous ~~six sevensix (667)~~ evaluations may be placed on a PIP. A PIP shall be developed in one or more areas of assigned duties. The PIP shall be developed by the faculty member's supervisor in concert with the faculty member, and shall be written. It shall include specific performance goals and timetables to assist the faculty member in achieving at least a "Meets FSU's High Expectations" rating. Specific resources identified in an approved PIP, shall be provided by the department/unit. Examples of recommendations/resources include, but are not limited to: audit a course; participate in a webinar or webcast; work with or observe the work of an outstanding professor; etc. If the faculty member and the supervisor are unable to agree on the elements of the PIP, the dean shall make the final determination on the elements of the PIP. The PIP shall be approved by the President or representative and attached to the Annual Evaluation Summary Form. The supervisor shall meet periodically with the faculty member to review progress toward meeting the performance goals. It is the responsibility of the faculty member to successfully complete the PIP. ~~No improvement plan can be recommended or imposed unless a faculty member receives a "Does Not Meet FSU's High Expectations" rating on the Annual Evaluation Summary Form.~~

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10.7 Provision for Appeal

(a) If a faculty member is not satisfied with the Evaluation Summary prepared by the evaluator (department chair or equivalent), including the determination of failure to successfully complete a PIP, dissatisfied with an evaluation, including the determination of failure to successfully complete a PIP the faculty member may register his or her disagreement in writing and attach it to the Evaluation Summary to be placed in the evaluation file. ~~Summary, the faculty member may register his or her disagreement in writing.~~

(b) ~~In addition~~In additionAs an alternative, if the faculty member ~~is not satisfied with an evaluation, he or she may~~ present submit a written request his or her request for review of the evaluation by in writing to the appropriate appropriate higher level reviewer (dean or equivalent) within thirty (30) days after being informed of the evaluation. The reviewer, like the evaluator, shall have complete freedom of action, consistent with this Agreement, in seeking to settle or resolve differences concerning evaluations and presumably his or her efforts will be largely conciliatory. The reviewer shall meet with the faculty member to discuss the request within fifteen (15) days of receipt of the written request for review. Within fifteen (15) days of receipt of the written request, the reviewer shall reach a decision and report it to the faculty member.

(c) If the faculty member is not satisfied with the reviewer's decision, the faculty member may request in writing a review from the Vice President for Faculty Development and Advancement within fifteen (15) days after the reviewer's decision. Within fifteen (15) days of receipt of the written request, the Vice President for Faculty Development and Advancement shall meet with the faculty member to discuss the request. Within fifteen (15) days of receipt of the written request, the Vice President for Faculty Development and Advancement shall reach a decision and report it to the faculty member.

(d) An appeal of the decision of the Vice President for Faculty Development and Advancement may be made to the Provost and Vice President for Academic Affairs. Such a request for review shall be made in writing within fifteen (15) days after the Vice President for Faculty Development and Advancement's decision. Within fifteen (15) days of the receipt of the written request, the Provost and Vice President for Academic Affairs shall reach a decision and report it to the faculty member.

~~10.8 Sustained Performance Evaluations.~~

~~(a) Tenured faculty members shall receive a sustained performance evaluation once every seven six six (66) years following the award of tenure or their most recent promotion, whichever is most recent. (For example, if the last sustained performance evaluation was conducted in spring of 2013, then the next sustained performance evaluation would be conducted in the spring of 201920201919). The purpose of this evaluation is to document sustained performance during the previous six seven six years of assigned duties and to encourage continued professional growth and development. Every year of performance since the most recent SPE or Promotion must be considered in a Sustained Performance Evaluation. This shall be reported on a form specified in Appendix K.~~

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(b) The sustained performance evaluation program shall provide that:

(1) ~~Only elected faculty members may participate in the development of applicable procedures. Such procedures shall ensure involvement of both peers and administrators at the department and higher levels in the evaluation and shall ensure that a faculty member may attach a concise response to the evaluation;~~

~~(2) The proposed procedures for the sustained performance evaluation shall be available to faculty members and to the UFF for review prior to final approval.~~

~~(b) Faculty members' Annual Evaluation Summary Form along with attachments, including the documents contained in the evaluation file, shall be the sole basis for the sustained performance evaluation.~~

~~(1) A faculty member who received "Meets FSU's High Expectations" or better as an Overall result on her or his Annual Evaluation Summary Form during for the previous six seven six (6) years and received "Meets FSU's High Expectations" or better for each domain of their assignment (e.g., Teaching, Research, Service) for at least six of the previous seven years shall not be rated below "Meets FSU's High Expectations" in the sustained performance evaluation, nor subject to a PIP. Faculty whose performance falls below "Meets FSU's High Expectations" in more than two three two of the previous six seven six evaluations shall develop a performance improvement plan, as specified in 10.5.~~

~~A faculty member will be rated "Meets FSU's High Expectations" in the sustained performance evaluation if she or he received "Meets FSU's High Expectations" or better on both the following: 1) as an overall rating on the Annual Evaluation Summary form for the previous six years, and 2) as a rating for each assignment domain (e.g., teaching, research, service) that constitutes 20% or more of the AOR for at least four of the six previous years.~~

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