

Annual Performance Evaluation Policy for Fixed Term Faculty and Academic Specialists

I. Overview

- A. The College of Social Science is dedicated to an annual review process that promotes clarity, transparency, and uniformity in the written assessment of all fixed term faculty and academic staff (FTFAS).
- B. All College of Social Science FTFAS shall have their performance evaluated on an annual basis.
- C. The evaluation of FTFAS shall be based on the duties and responsibilities specified in the position description.
- D. The standards and criteria for the assessment of performance within each unit shall be developed by the unit according to unit policy or bylaws, in accordance with College and University policy and bylaws, and where applicable, the collective bargaining agreement for the Union of Non-tenure Track Faculty.
- E. For FTFAS who are appointed in multiple units, the majority unit will serve as the lead for performance evaluations. This will include coordinating with the other unit(s) on performance planning, reporting, and evaluation to make things as seamless as possible for the FTFAS member.
- F. The evaluation should include an assessment concerning progress towards promotion (if applicable).

II. Annual Performance Evaluation Process

- A. The annual evaluation period shall be determined by the unit, but must be the same for all FTFAS within the unit.
- B. Each FTFAS member must submit a written summary of activities as specified by their unit. The written summary of activities and supporting documentation provide evidence to be used by the peer review committee (if applicable) and unit administrator in evaluating performance.
- C. The unit administrator (e.g., department chair, school director, dean) or a designated supervisor shall review the performance of each FTFAS member and shall prepare a written evaluation using the "College of Social Science Fixed Term Faculty and Academic Staff Annual Performance Evaluation" form.
- D. The unit peer review committee (if applicable) may provide input to the unit administrator, but the administrator, or designated supervisor, is responsible for evaluating the performance of each FTFAS consistent with the expectations for the position and policies of the unit.

- E. The unit administrator, or designated supervisor, will assess each significant area of the individual's responsibility, and also provide an overall evaluation.
- F. The unit administrator, or designee, shall offer to discuss the evaluation with the FTFAS member. The unit administrator, or designee, shall provide a draft written evaluation prior to meeting with each individual to discuss the evaluation.
- G. Individuals have the option of responding to any of the points within the evaluation document. Additionally, they may prepare a separate, more comprehensive document that identifies the points of contention and the reasons for the disagreement. The document prepared by the FTFAS member is to be attached to the written evaluation for the permanent record of the annual evaluation that is held in the unit and in the Office of the Dean.
- H. Signature by FTFAS member on the evaluation does not signify agreement with the unit leader's evaluation, but rather an acknowledgement that the member has read and, if desired, discussed the evaluation with their unit leader, or designee.
- I. The unit administrator shall provide the written final evaluation within three months of the discussion of the evaluation with the FTFAS staff member.
- J. The FTFAS staff member shall have the right to meet in person with the unit administrator or designee after the final written evaluation is received.
- K. The unit administrator shall certify, through the Dean of the College of Social Science, to the Office of the Provost that the evaluation has been completed.

III. Evaluation Criteria — the following categories will be included in any evaluation to the extent applicable (contributions to Diversity, Equity and Inclusion should be addressed in each relevant section):

- A. Teaching (undergraduate, graduate, non-credit)
- B. Research, creative activities and other scholarly effort
- C. Advising, counseling, and other student services
- D. Outreach
- E. Curriculum development
- F. Service (unit, college, university, professional)
- G. Administration (i.e., duties related to a formal administrative assignment)
- H. Overall Evaluation, which considers performance in all of the required performance areas relative to their percent time and importance.

NOTE: The evaluation should be based only on assigned duties, not those activities that the faculty or staff member chooses to do on a voluntary basis.