

911 available to employees either in hard copy or electronic format.

912 (3). Upon written request from the employee, the persons responsible for supervising and  
913 evaluating an employee shall endeavor to assist the employee in correcting any major  
914 performance deficiencies reflected in the employee's annual evaluation.  
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916 B. Sustained Performance Evaluations.

917 (1). The sustained performance evaluation program shall provide that:

918 a. Only elected faculty employees may participate in the development of applicable  
919 procedures. Such procedures shall ensure involvement of both peers and administrators at the  
920 department and higher levels in the evaluation and shall ensure that an employee may attach a  
921 concise response to the evaluation;

922 b. The University shall provide for an appeals process to accommodate instances when  
923 the employee and the supervisor cannot agree upon the elements to be included in the  
924 performance improvement plan; and

925 c. The proposed procedures for the sustained performance evaluation shall be available  
926 to faculty employees and to UFF for review prior to final approval.

927 (2). Employee annual evaluations, including the documents contained in the evaluation file shall  
928 be the sole basis for the sustained performance evaluation.

929 a. An employee who received satisfactory annual evaluations during the previous six  
930 years shall not be rated below satisfactory in the sustained performance evaluation nor  
931 subject to a performance improvement plan.

932 b. A performance improvement plan shall be developed only for those employees whose  
933 performance is identified through the sustained performance evaluation as being consistently  
934 below satisfactory in one or more areas of assigned duties. The performance improvement  
935 plan shall be developed by the employee, in concert with his/her supervisor, and include  
936 specific performance targets and a time period for achieving the targets. The performance  
937 improvement plan shall be approved by the President or representative. Specific resources  
938 identified in an approved performance improvement plan shall be provided by the university.  
939 The supervisor shall meet periodically with the employee to review progress toward meeting  
940 the performance targets. It is the responsibility of the employee to attain the performance  
941 targets specified in the performance improvement plan.  
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943 10.4 Criteria. The annual performance evaluation shall be based upon assigned duties, and shall  
944 carefully consider the nature of the assignments, in terms, where applicable, of:

945 A. Teaching effectiveness, including effectiveness in presenting knowledge, information,  
946 and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration,  
947 laboratory exercise, practical experience, and direct consultation with students. The evaluation shall  
948 include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating  
949 students' critical thinking and/or creative abilities, the development or revision of curriculum and course  
950 structure, and adherence to accepted standards of professional behavior in meeting responsibilities to  
951 students. The evaluator may take into account classroom observations and visitations, class notes, syllabi,  
952 student exams and assignments, and any other materials relevant to the employee's teaching  
953 assignment. The teaching evaluation must take into account any relevant materials submitted by the  
954 employee, including the results of peer evaluations of teaching, and may not be based solely on student  
955 evaluations when this additional information has been made available to the evaluator.

956 B. Contribution to the discovery of new knowledge, development of new educational  
957 techniques, and other forms of creative activity. Evidence of research and other creative activity shall  
958 include, but not be limited to, published books; articles and papers in professional journals; musical  
959 compositions, paintings, sculpture; works of performing art; papers presented at meetings of  
960 professional societies; and research and creative activity that has not yet resulted in publication, display,  
961 or performance. The evaluation shall include consideration of the employee's productivity, including the  
962 quality and quantity of what has been done during the year, and of the employee's research and other  
963 creative programs and contributions; and recognition by the academic or professional community of