

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.
915

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.
942

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