

ARTICLE IX

EVALUATION OF FACULTY AND LIBRARIANS

A. Varieties of Evaluation

Faculty and librarian unit members are subject to three types of evaluation: (1) an annual evaluation of nontenured faculty and librarians (2) merit evaluation of all unit members who are eligible for College Merit and, (3) a review in connection with a personnel action (renewal of contract, nonrenewal of contract, promotion, tenure).

All Chair/Library Division Head* annual and merit evaluations, alternative supplemental evaluations by department/library personnel committees, positive personnel reviews by the department/library personnel committee for reappointment of nontenured faculty and evaluations of Chairs/Division Heads by Deans/Director of Libraries shall result in written prose documents. Such documents shall be fully privileged to reflect the perceived strengths and weaknesses of the individual reviewed in accordance with the evaluator's professional academic judgment and shall take into consideration all three evaluation areas specified below and other relevant and/or required matters. The person evaluated must sign acknowledging that he or she has seen the document (signature does not indicate agreement) and such person shall be entitled to write a written rebuttal which then must be attached to the evaluation(s) and which shall be reciprocally privileged.

It is understood that where personnel reviews for promotion and tenure are concerned the Department/College/Library committees, Deans/Director and the University Rank and Tenure Committee shall submit written reasons for their respective decisions whether positive or negative.

1. Annual Evaluation

This evaluation must be performed annually by department chairs for all nontenured faculty. Nontenured librarians shall be evaluated annually by their respective division heads.

Nontenured unit members may request alternative supplemental evaluations from elected department/library personnel committees. Supplemental evaluations must be attached to the initial evaluation and shall become part of the documentation forwarded to various review levels as specified in this agreement.

2. Merit Evaluation

Department Chairs shall evaluate eligible unit members in connection with the several aspects of College Merit specified in the Salary Article.

*In colleges without departmental structures, the evaluations normally performed by department chairs shall be performed by the chairperson of the college faculty. This position shall be filled by a tenured associate or full professor of the college who is elected at large by the college faculty. In the library, evaluations normally performed by department chairs shall be performed by the library division heads.

The College Dean evaluates Department Chairs, and the Director of Libraries evaluates Library Division Heads. All unit members, including Department Chairs and Library Division Heads, may request alternative supplemental evaluations from elected Department/Library Personnel Committees.

3. Review in Connection with a Personnel Action

The "evaluations" required in connection with a positive or negative recommendation for promotion and/or tenure by various review levels, and in the case of nontenured faculty recommendations for reappointment or nonreappointment by department personnel committees, refer to a process not a document though they shall be based on the required credentials and documents that must accompany all evaluation processes and shall therefore be known as a review. The phrase "review" as used in this Agreement refers to a process which leads to a positive or negative recommendation. In making such recommendations, Department/College/Library committees, the Deans/Director and the University Rank and Tenure Committee shall submit written reasons for their respective decisions whether positive or negative except as follows; nonreappointment of nontenured Unit members made at a time up to September 15 of their fourth full academic or professional year, as the case may be, shall be without the necessity of providing reasons in writing.

All reviews shall be based on the standard criteria set forth below, other required criteria where indicated in this Agreement, and upon any and all other academically or professionally pertinent criteria reasonably related to the reviewed individuals demonstrated and potential ability to contribute positively to instructional programs and/or, to contribute collegially and constructively to service activities at the department, college, university, professional or community levels and/or, to contribute academically significant research and publication.

All tenure evaluations must consider the individual's continued relevant, constructive, professional and collegial contribution to departmental, college (library) and university programmatic needs as well as the individual's professional/academic accomplishments.

B. Function of Departmental (Library) Recommendations in Connection with Nonreappointment

The review process required in connection with nonreappointment recommendations in early years of service is designed to secure a positive or negative professional academic recommendation from the department/library level and confers no rights on the individual evaluated other than a guarantee that such professional departmental/library review and recommendation shall in fact be made and be a part of the final University recommendation and decision process. Minor procedural errors at the departmental /library level shall not effect the validity of such final recommendation and decision where the University has in fact received and introduced a professional departmental/library recommendation into its final decision-making process as required in Article XIV.

All decisions at all levels in this process (and all other personnel processes) shall be fully privileged to reflect, and shall be based upon, the perceived strengths and weaknesses of the individual reviewed in accordance with the evaluator's professional academic judgment.

Before the time when this Agreement requires that reasons be given for nonreappointment, whenever a Chair, the Department/Library Personnel Committee, the Dean/Director or the Provost for Academic Affairs has initiated the process of nonrenewal, the affected individual may not apply for promotion, tenure, or merit.

The scope of grievance rights connected with non-reappointment are to be found in the Grievance Procedure and Termination Articles of this Agreement.

C. Schedule for Evaluations

1. Annual Evaluation of Nontenured Faculty and Librarians

Each nontenured unit member shall be annually evaluated by his or her Department Chairperson/Head or library Division Head as the case may be. Such evaluation must be completed by the deadlines indicated in Table I, i.e., before the Department/Library Personnel Committee makes its mandatory annual review and positive or negative recommendations concerning the reappointment and nonreappointment of nontenured unit members. In all instances involving faculty, these annual evaluations should be preceded by classroom visits and a prose evaluation of same in accordance with section D. below. The Department/Library Personnel Committee shall meet, review the annual evaluations together with other documents and credentials (Cf. Section F.) and make a recommendation. Its recommendations and the annual evaluations of the Chair/Division Head shall be sent by the Chair/Division Head to the Dean/Director of Libraries and to the Academic Vice Chancellor by the deadlines specified in Table I. The Academic Vice Chancellor and the Dean/Director shall confer and make a recommendation to the Chancellor in sufficient time to satisfy the official notification deadlines.

Deadlines for making evaluations and recommendations for nontenured unit members are prescribed to assure institutional compliance with formal notification deadlines concerning nonrenewal of contract. As distinguished from these official notification deadlines to which they lead, the evaluation deadlines in Table I confer no rights upon persons being evaluated.

2. Student Evaluations of Tenured Faculty

The purpose of student evaluations is to inform faculty, department chairs the dean of the college and the Provost about the impressions students have concerning their classroom experience. It is understood that student evaluations should be viewed as one means by which faculty and departments may promote and maintain quality instruction and shall not be used to support any negative personnel action.

Student evaluations shall remain at the department level. At the faculty member's option, the faculty member may submit student evaluations or a summary of their results for consideration by various promotion tenure

review committees. The faculty member shall become the sole custodian of these student evaluations at the end of every three academic years and shall have the exclusive authority and responsibility to maintain or destroy them.

The evaluation will be conducted in a single section of one course per semester. There shall be evaluation of two different courses per academic year except in the case where a faculty member teaches only a single course during the academic year. In such cases, the single course shall be the basis for review. At the faculty member's option, student evaluations may be conducted in additional sections or courses.

Individual faculty members in conjunction with the Chairs/Heads and/or the personnel committees of academic departments will develop evaluation instruments which satisfy standards of reliability and validity. The parties agree that the crafting of evaluation forms could be aided by input from agreed upon experts/consultants in the field of educational testing/evaluation. Such expertise will be made available to Department Chairs and members of Department. Any fees for these services shall be borne by the University. Furthermore, it is understood that the role of any outside experts/consultants shall be advisory and the responsibility of the formulation of any student evaluation rests with the Chair, Heads and/or personnel committees and the individual faculty member.

3. Merit Evaluation of Eligible Unit Members

Each eligible unit member shall be evaluated in accordance with the following schedule in Table II, and as stipulated in the Salary Article of this agreement.

Nontenured unit members who are eligible for merit evaluation under the terms specified in this Agreement, also must be evaluated for merit according to the schedule indicated in Table II.

4. Review for Personnel Action

Review for Promotion and/or Tenure shall take place in the second semester in accordance with the schedule outlined in Table III, beginning with the review by the Department Personnel Committee at the start of the semester.

Review by the Department Personnel Committee for recommendation of retention or nonretention of nontenured faculty must occur by the deadlines set forth in Table I.

TABLE I

ANNUAL EVALUATION SCHEDULE AND OFFICIAL NOTIFICATION DEADLINES
FOR UNTENURED UNIT MEMBERS--BY YEAR OF UNIVERSITY SERVICE

Year of University Service	Initial Appointment	Chairperson Evaluation Deadline	Deadline for Chair/Head/Personnel Comm. Recommendations To Deans/Director/VPAA	Official Notification Deadline	For Termination At End of
1st	1 yr. appt.)	12/1 of 1st yr.	12/15 of 1st yr.	3/1 of 1st yr.	1st yr.
*1st	(2 yr. appt.)	4/1 of 1st yr.	4/15 of 1st yr.	9/15 of 2nd yr.	2nd yr.
2nd	(2 yr. appt.)	4/1 of 2nd yr.	4/15 of 2nd yr.	9/15 of 3rd yr.	3rd yr.
2nd	(1 yr. appt.)	10/1 of 2nd yr.	10/15 of 2nd yr.	12/15 of 2nd yr.	2nd yr.
2nd	(1 yr. appt.)	4/1 of 2nd yr.	4/15 of 2nd yr.	9/15 of 3rd yr.	3rd yr.
3rd		12/15 of 3rd yr.	2/28 of 3rd yr.	9/15 of 4th yr.	4th yr.
4th		12/15 of 4th yr.	2/28 of 4th yr.	9/15 of 5th yr.	5th yr.
5th		12/15 of 5th yr.	2/28 of 5th yr.	9/15 of 6th yr.	6th yr.
6th		12/15 of 6th yr.	2/28 of 6th yr.	9/15 of 7th yr.	7th yr.

* Persons appointed in January on an eighteen month contract shall have their first semester treated as the completion of the first year of service for purposes of evaluation.

TABLE II

UNIT MEMBER MERIT EVALUATION DEADLINES

Unit member Vitae/Document Deadline	Chairperson or Lib. Div. Head Deadline	Dean or Lib. Director Deadline	Evaluation Period
5/1/05	5/20/05	6/17/05	5/1/04 - 4/30/05
5/1/06	5/20/06	6/16/06	5/1/05 - 4/30/06

TABLE III

The Faculty/Librarian Agreement, specifies that the timetable for the Promotion/Tenure process shall be developed each year by the President of the MSP and the Provost for Academic Affairs. The compliance deadlines for the various steps of this process, are as follows:

First Monday in November	Deadline for full professors to notify deans that they will not stand for election to college personnel committees
First Monday in February	Deadline for individuals to file for applications for promotion and tenure and to submit all necessary supporting materials to department chairpersons
Second Monday in February	Deadline for chairpersons to submit all individual promotion and tenure materials to department personnel committees
Third Monday in February	Deadline for submitting petitions to deans for the direct election of chairpersons of college personnel committees
Last Day in February	Deadline for department personnel committees to forward recommendations and personnel materials to college personnel committees
Third Monday in March	Deadline for Chancellorial selection of four members of college personnel committees for the rank and tenure committee
Last Day of March	Deadline for college personnel committees to forward recommendations and personnel materials to college deans
April 15th	Deadline for college deans to forward recommendations and personnel materials to the rank and tenure committee
May 15th	Deadline for rank and tenure committee to forward recommendations and personnel materials to Chancellor
Last day of May	Deadline for Chancellor to issue list of recommended candidates for tenure and promotion

D. Visits by Chairs to Classrooms of Untenured Faculty

Each department chairperson shall be responsible for visiting the classes of each nontenured department member at least once each semester and shall prepare a prose evaluation of each classroom visit within five days of the visitation. A copy of such evaluations shall be forwarded promptly to the nontenured faculty member.

Upon the written request of a nontenured faculty member, the Department Chairperson shall invite a tenured Associate or Full Professor of the department to accompany him on each classroom visit. If, however, there shall be no tenured Associate or Full Professor of the department, then such nontenured faculty member may request, and the chairperson shall invite a tenured Associate or Full Professor from another related department to accompany the chairperson on each classroom visit. Such invited other tenured faculty member shall submit a written evaluation of each classroom visit to the nontenured faculty member and the Department Chairperson.

[It is understood that in the case of Librarians, the Division Head may utilize routine observations of work performance as a consideration in making the annual evaluation.]

E. Standard Evaluation Areas

All evaluations and reviews must consider the standard evaluation areas specified below. It is understood that in the case of annual evaluations, and reviews and recommendations for reappointment, nonreappointment, promotion and tenure, other criteria, as indicated, also must be considered and addressed.

1. Faculty

a. Instructional Effectiveness:

Including but not limited to adherence to academic rules and regulations promulgated through established academic governance procedures by the Board of Trustees for the University; development, improvement and demonstration of subject matter competence, continued improvement in methods and procedures of classroom presentation; active participation in departmental evaluation of course offerings and curricula for the purpose of maintaining their quality, relevance, and viability; and conscientious discharging of responsibilities for student advisement throughout the academic year, special or uniquely valuable contributions to the development, implementation or teaching of needed courses in any college or level or division of the University, and the like. Notwithstanding achievements made in other areas of faculty evaluation, instructional effectiveness as herein defined shall be considered as indispensable for faculty advancement.

b. Research and Publication:

Including but not limited to research funded by governmental agencies and professional associations and/or publicly acknowledged by learned and professional societies; book publications by governmental agencies,

professional associations, and/or acknowledged professional publishing houses; and publications in recognized professional and/or academic journals, and published conference proceedings.

c. Service contributions:

Including professional leadership and achievement, service to the University, and community service.

(1) Professional Leadership and Achievement

Including, but not limited to recognition by learned societies or professional associations for demonstrated achievement or leadership at a substantial level beyond the University community and in an academic or professional area; post-doctoral study in a accredited college or university or in recognized institutes of advanced study;

(2) Service to the University:

Including, but not limited to, professional activities contributing to the good of the University, its colleges and departments which are not required of faculty members as matters of regular assignment, such as service on college or university-wide committees, service on professional boards or accreditation agencies as a representative of the University, and service on such task forces of the University as are, from time to time, established by the Chancellor and/or the Board of Trustees; and leadership in the development and strengthening of significant programs and courses (including those in Continuing Education) which enhance the University's ability to fulfill its mission. In considering service to the University, recommending authorities also shall give special attention to those individuals who have acquired new skills and knowledge for the purpose of transferring to new programs or departments when such transfer enhances the University's ability to serve its mission as a public institution of higher education. (Physical Education faculty in the unit who also coach may cite coaching excellence as service to the University.)

(3) Community service:

Including, but not limited to, significant professional activities contributing to the good of the public sector which are associated with the faculty member's area of academic or professional expertise and which are rendered without remuneration.

2. Librarians

a. Professional Effectiveness

Including but not limited to adherence to professional rules and regulations promulgated by the Board of Trustees for the Library (through established governance procedures where appropriate);

development, improvement and demonstration of professional competence as librarians; active participation in professional evaluation of library services for the purpose of maintaining their quality, relevance, and viability; and conscientious discharging of professional library responsibilities. Notwithstanding achievements made in other areas of librarian evaluation, professional effectiveness as herein defined shall be considered as indispensable for librarian advancement. A key element in librarian professional effectiveness shall be a record of positive contributions to the academic functioning of the University and its faculty, on behalf of research and instructional programs.

b. Research and Publication

Including but not limited to research funded by government agencies and professional associations and/or publicly acknowledged by learned and professional societies; book publications by governmental agencies, professional associations, and acknowledged professional publishing houses; and publications in recognized professional and/or academic journals, and published conference proceedings.

c. Service Contributions

Professional leadership and achievement, service to the University, and community service.

(1) Professional leadership and achievement

Including but not limited to recognition by learned societies or professional associations for demonstrated achievement or leadership at a substantial level beyond the University community and in a professional area;

Post-doctoral study in an accredited college or university or in recognized institutes of advanced study and the like.

(2) Service to the University

Including professional activities contributing to the good of the University which are not required of librarians as matters of regular assignment, such as service on college or university-wide committees, service on professional boards or accreditation agencies as a representative of the University, and service on such task forces of the University as are, from time to time, established by the Chancellor, the Board of Trustees, etc.

(3) Community Service

Including significant professional activities contributing to the good of the public sector which are associated with the professional librarian's area of academic or professional expertise and which are rendered without remuneration.

F. Evaluation Credentials

1. Credentials for Faculty Evaluation

a. Annual Evaluation of Nontenured Faculty

Up-to-date comprehensive vita (prior evaluations and rebuttals, if any); the individual academic plan; reports of classroom visits; written self-evaluations, student evaluations, course syllabi, and any other relevant support material submitted by the member, including samples of student work, when appropriate.

b. Merit Evaluation

Professional Vita for the particular evaluation period (prior evaluations and rebuttals may be considered); individual academic plans, written self-evaluations, reports of classroom visits, student evaluations, or any other existing relevant support material may be submitted, including course syllabi, and samples of student work.

c. Review for Personnel Action

Comprehensive Vita; existing annual and merit evaluations, alternative supplemental evaluations, rebuttals and written self-evaluations; existing individual academic plans, reports of classroom visits, and student evaluations; other relevant support material submitted by the member.

2. Credentials for Librarian Evaluation

In evaluating the performance of professional librarians and in formulating personnel recommendations, the division head, established committees, and academic administrators of the University shall utilize the same or analogous documents as previously described for faculty members except as follows:

- a. a representative sample of the librarian's work shall be included;
- b. copies of reports/summaries of professional conferences, meetings or workshops the librarian has attended shall be included;
- c. "Professional Librarian Effectiveness" shall be substituted for "Instructional Effectiveness" on professional vitaes;
- d. "observations of performance of library duties" shall be substituted for "Required Classroom Visits".

3. Nature of the Professional Vita

- a. For annual evaluation, review for reappointment, nonreappointment, promotion or tenure recommendation: A comprehensive professional vita (see appendix A-9) which shall show the accomplishments in the areas of (1) instructional effectiveness, (2) research and publication and (3) service contributions, and shall also include, among other items, certification of completed degree programs, progress reports of authorities supervising or directing advanced or post-doctoral study;

samples of the candidate's publications, copies of recital or exhibition programs, reviews of publications, performances or exhibitions, and other materials constituting external evaluation of publication quality; and a corroborative documentation of research, professional leadership and achievement, and of service to the professions, the University, and the community. In preparing this comprehensive resume, the candidate shall clearly indicate the date(s) of all indicated activities or accomplishments.

- b. For merit evaluation, a professional merit vita on the appropriate form for the period of evaluation (See Appendix A-8).

4. Individual Academic Plans

a. Nontenured Unit Members

Every Fall, by November 1, each nontenured unit member shall file an academic plan setting forth his or her professional goals and objectives for the current academic year. Faculty members shall file this plan with the department chairperson and a copy shall be sent to the college dean. Librarians shall file this plan with the division head and a copy shall be sent to the Director of Libraries.

The primary purpose of the academic plan is to provide a meaningful context for informal and unofficial discussions between the individual and the department chairperson/library division head, college dean or Director of Libraries concerning the following:

- (1) the development of constructive professional relationships with colleagues and students in the discharging of faculty/librarian responsibilities;
- (2) the coordination of personal goals for academic and professional development with the overall academic and professional needs of department, college/library, and University programs.

The individual academic plan shall be one component of the evaluation of nontenured unit members and the recommendation process concerning merit, nonrenewal of contract, promotion, and tenure.

b. Tenured Unit Members

Tenured unit members are not required to file an academic plan but may elect to do so.

G. Written Evaluation of Unit Members by Chairs/Library Division Heads

Department Chairs/Division Heads shall prepare a prose evaluation of their unit members in accordance with the time tables and provisions of this Article. A copy of the complete tentative evaluation shall be provided to the unit member prior to being made final and prior to further submission.

Upon written request, a unit member shall be entitled to a conference with the Chair/Division Head to discuss his or her tentative evaluation and to examine materials used by the Chair/Division Head. Following the conference, the Chair/Division Head shall write a final evaluation of the unit member and shall make a copy available to the individual prior to further submission.

A unit member shall have the right to file a written statement of rebuttal concerning the final evaluation. Such a statement shall be filed with the Chair/Division Head and shall be made an attachment to his or her evaluation.

The deadline for filing such rebuttal shall be one work week following the day on which the Chair/Division Head forwarded his final evaluation to the faculty member.

A unit member (whether or not he/she has requested a conference or filed a written statement of evaluation rebuttal) shall sign a statement that he/she has received his/her evaluation and has had an opportunity to file a statement of evaluation rebuttal. This statement shall be filed with the Chair/Division Head no later than one work week following the day on which the evaluator forwarded his evaluation to the unit member and shall be made a part of the official record of evaluation. [In the case of the evaluation of the Chair/Division Head by the Dean/Director, the statement, and rebuttal if any, will be filed with the Dean/Director.

H. Written Evaluation of Chairs/Library Division Heads by Deans/Director of Libraries

In accordance with the timetables and provisions of this Article, College Deans and the Director of Libraries shall prepare a written evaluation of each Department Chairperson/ Division Head on the basis of the standard credentials, evaluation areas, and their knowledge of the educational leadership of the Chairperson and his/her fulfillment of the duties specified in this Agreement, or professional leadership of the Division Head and the duties associated with his/her position.

I. Alternative Supplemental Evaluations

If a member is not satisfied with an evaluation made by the Chair/Division Head (or by the Dean/Director in the case of the Chair/Division Head) the member may request an evaluation by the Department/Library Personnel Committee. The deadline for filing such a request shall be one work week following the day on which the Chair/Division Head forwarded his or her final evaluation to the unit member. If so requested, the Department/Library Personnel Committee will evaluate the unit member and provide the member with a written copy of such evaluation within fourteen (14) work days of the original request and within seven (7) work days shall forward a copy of such evaluation (together with any rebuttal received from the member) as appropriate.

J. Oversight of Evaluation Deadlines by Chairs/Division Heads, Deans and the Office of Academic Affairs are responsible for meeting their deadlines and seeing that their department/library personnel committees meet theirs, including the timely submission of recommendations required in the review processes for merit and/or personnel actions. College Deans/Director of Libraries must see that all departments/divisions properly evaluate their nontenured members in a timely fashion. The Provost for Academic Affairs shall keep systematic records of the

review status of all nontenured faculty and librarians and maintain broad oversight of the process.

K. Evaluation Files

See Article XII, Access to Official Faculty Personnel Files.

L. Knowledge of Evaluations

No written evaluation of unit members shall take place without their knowledge.

M. Departmental/Library Inquiry

In extraordinary circumstances, the Chancellor of the University (and not a designee) may direct a department chairperson or the Director of Libraries to convene the department/library personnel committee to inquire in an informal but careful manner, into serious accusations or problems involving a department/librarian member.

In such inquiries, the committee may have conducted for it systematic student evaluations, even of a tenured faculty member, if such appears relevant to the issue, and it may arrange for visits to a faculty member's classes but it may not collect or solicit unsystematic grumblings, secret accusations, rumors, etc., and it may not solicit material from students in a context which conveys to these students that the faculty member or librarian is under inquiry or may have "done something wrong." Department/Library Inquires must be conducted with careful regard for the highest traditions of maintaining academic standards, respect for legitimate professional autonomy and academic freedom. The committee's report shall be sent to the individual, the Chair/Director of Libraries, as the case may be, and to the Chancellor. The individual under inquiry may, in his or her discretion, add a rebuttal statement which shall be attached to the report. After a three month period, if no further official action is deemed necessary in regard to the report or the matter inquired into, the report (and any attached rebuttal) shall be destroyed and no official records kept unless the individual under inquiry wishes such to be kept as part of his or her official personnel file. Whenever a Departmental/Library Inquiry is undertaken, notice of that fact shall be sent by the Chancellor to the MSP Official Designee and to the MSP Chairperson (or other MSP designated officer).

A Departmental/Library Inquiry as herein described shall serve as the informal process which must precede any formal dismissal process under the Article on Termination, Dismissal, and Resignation Policies.

[Student complaint policies and their outcomes, do not in and of themselves confer official status upon a student complaint, nor may such unofficial outcomes be recorded in Official Personnel Files. However, this does not preclude Chairs, Deans, and/or other academic administrative officers from responding to student complaints and attempting to resolve difficulties as they occur, nor does it preclude academic administrators concerned about what they perceive as an extremely serious student complaint or a disturbing pattern of student complaints from bringing it to the official attention of the Chancellor of the University, whose response may include invocation of the provisions of the previous paragraphs in appropriate situations.]