

# **F85-8 PERFORMANCE EVALUATION PROCEDURES AND CRITERIA FOR EMPLOYEES IN UNIT 4 - ACADEMIC SUPPORT**

## **Legislative History:**

**Document dated September 15, 1996.**

**At its meeting of September 8, 1986, the Academic Senate approved the following revised version of the policy recommendation approved December 2, 1985.**

## **ACTION BY THE UNIVERSITY PRESIDENT:**

**"Approved and Accepted as University Policy. Effective this date: September 15, 1986." Signed Gail Fullerton, September 15, 1986.**

## **PERFORMANCE EVALUATION PROCEDURES AND CRITERIA FOR EMPLOYEES IN UNIT 4 - ACADEMIC SUPPORT**

**F 85-8 (Rev.)**

The following procedures are designed to implement Articles 14 (Probation and Permanency/Tenure) and 18 (Evaluation) of the Agreement between the Board of Trustees of the California State University and the Academic Professionals of California, Unit 4 - Academic Support.

The procedures elaborated below for evaluation of professional staff for retention and tenure will be applied to academic-related staff in Unit 4, probationary and temporary, with appointments of six months or more. Temporary employees of six months or less may be evaluated at the discretion of the President.

### **I. CRITERIA FOR PROBATION AND PERMANENCY/TENURE**

The primary emphasis in the evaluation of staff in Unit 4 will be an assessment of the employee's effectiveness in his/her professional assignment. The evaluations by peer review committees and administrative evaluations should provide written evidence attesting to the candidate's professional growth and achievement during the period for which the candidate is being evaluated. Effectiveness in

performing the job assignment may be demonstrated by student evaluations, evaluations from colleagues and/or evaluations by the employee's supervisors. Appropriate criteria for evaluation include but are not limited to:

- A. Knowledge of work
- B. Work judgments
- C. Planning and organizational skills
- D. Communication skills
- E. Quality of relationships with students, faculty, and staff
- F. Acceptance of professional responsibilities
- G. Observance of appropriate work hours
- H. Initiative and creativity
- I. Cooperativeness and dependability
- J. Quality of professional growth and development activities which might include:

1. Evidence that the candidate has earned or is in the process of earning the appropriate terminal degree. The educational requirements for each position are addressed in the CSU Job Qualifications Standards and departmental goals. Exceptions to the appropriate degree must be reviewed and approved by the Department Director and the Dean of Student Services or Vice President, as appropriate.

2. Participation in workshops, seminars, courses, special groups and/or lectures, professional organizations, etc.

3. Professional activities such as consulting, research papers presented, publications, etc.

K. Other criteria, where appropriate, such as:

1. Leadership and supervisory ability

2. Fellowships, honors, etc.

3. Community activities

4. Service to the University, i.e., student advising, University and Student Services committees, special University and Student Services projects, etc.

Additionally, the reviewers may develop specific criteria for the evaluation that are unique to the functions performed by the candidate being evaluated.

## II. PROCEDURES FOR PROBATION AND PERMANENCY/TENURE

A performance evaluation of an academic-related employee for the purpose of recommending retention or tenure will consist of a peer review and an administrative review. The Dean of Student Services will inform the employee in writing that a performance evaluation will take place.

The evaluation will proceed in the following fashion:

### A. Election of a Peer Evaluation Committee

At the beginning of each academic year the Dean of Student Services will arrange for all academically related probationary and tenured staff to elect a review committee of five (5) members. Eligible members of this committee will be tenured staff above the rank of the persons being considered for retention or tenure during the academic year. In the case of insufficient eligible members the committee will be augmented by appropriate teaching faculty chosen by mutual consent of the Dean of Student Services and the electorate.

The Dean of Student Services will convene the committee for the purposes of informing the committee of deadlines, duties and responsibilities. The committee will then choose a chair from its membership.

### B. Responsibilities of the Peer Evaluation Committee

The charge of the peer evaluation committee is to conduct a performance evaluation of the candidate and submit a written report and recommendation to the appropriate administrator. In consultation with the candidate, the committee will determine the nature of the materials the candidate should submit to the committee and the date by which these materials should be received. The committee will also discuss with the employee the procedure to be followed and the criteria that will be used in the evaluation.

The committee will solicit information about the candidate's performance from appropriate segments of the campus (faculty, staff, students) and from external sources with whom the employee and the employee's department have dealings.

Committee members considering a candidate for retention will vote to recommend either: (1) retention; (2) termination; or (3) they may abstain. Committee members considering tenure will vote to recommend either: (1) tenure; (2) termination; (3) an additional probationary year (when appropriate); or

(4) they may abstain. A majority vote will constitute the committee's recommendation.

A member of the committee voting with the majority will be selected to write the reasons for the committee's recommendation. A minority report or reports may be written by any member or members of the committee, and should be forwarded with the committee's recommendation to the appropriate administrator. The written recommendations, with attached statement of reasons and all data used in the evaluation, will be placed in the employee's retention/tenure file. The employee's retention/tenure file will become a part of the employee's official personnel file. The employee will be provided with a copy of the committee's written recommendation and reasons, as well as any minority reports.

If the employee disagrees with the committee's performance evaluation which has been placed in his/her retention/tenure file, he/she may submit a rebuttal statement which will be attached to the performance evaluation. Such a rebuttal statement must be filed with the appropriate administrator within ten working days of the employee's receipt of the committee's evaluation.

### C. The Administrative Review

Following receipt of the committee's recommendation and other material in the employee's retention/tenure file, the appropriate administrator will evaluate the employee according to the procedures outlined in SJSU memorandum P81-16 (August, 1981), "Performance Evaluation Procedures for Managerial and Administrative Employees." Upon completion of the evaluation, the administrator will make a written record of the performance evaluation and his/her recommendation. These materials will be placed in the employee's retention/tenure file and the employee will be provided with a copy. If the employee disagrees with the evaluation which has been placed in his/her retention/tenure file, the employee may submit a rebuttal statement which will be attached to the record of performance evaluation. Such a rebuttal statement must be filed with the appropriate administrator within ten working days of the employee's receipt of the recommendation. The appropriate administrator will then move forward his/her recommendation and all other materials in the employee's retention/tenure file to his/her respective division head (Academic Vice President, Executive Vice President, Dean of Student Services).

Acting for the President, the respective division head (Academic Vice President, Executive Vice President, Dean of Student Services) will make the final decision and notify, in writing, the employee and the Staff Personnel Office.

All appeals of final personnel evaluation decisions will be conducted in accordance with the appeal provisions described in Article 18 of the Unit 4 Agreement.

All personnel materials, proceedings and recommendations are confidential, with the exception of positive final decisions which may be announced by the respective division head (Academic Vice President, Executive Vice President, Dean of Student Services).