



1 **18.3** University Required Student Evaluations.

2 (a) Each faculty member shall distribute the approved student survey instrument(s) in  
3 every Summer term and Fall and Spring semester for every class. However, courses involving  
4 individual instruction such as independent studies (DIS), internships, and practica shall be  
5 excluded from this form of evaluation. Study abroad courses for which these assessments are not  
6 appropriate shall be excluded from this form of evaluation, and an alternative assessment  
7 mechanism shall be utilized.

8 (b) In courses with more than one instructor, all instructors shall be evaluated  
9 individually.

10 (c) The student survey instrument(s) shall be administered during the final three (3)  
11 weeks of scheduled instruction during a class session in which no examination is scheduled.

12 (d) Students shall be given sufficient class time (no less than fifteen minutes) for  
13 explanation and completing of the instrument, and the instructor shall not be present while the  
14 instrument is being administered.

15 (e) The Student Instructional Questionnaires and the tabulated results shall be returned to  
16 the Chair. The Chair shall make available to the faculty member a copy of the tabulated results  
17 and provide the faculty member a copy of the written comments no earlier than the date on  
18 which grades must be submitted but no later than the end of the second week of the term  
19 following the term of their administration.  
20

21 **18.4** Observation/Visitation.

22 (a) (1) A faculty member, if assigned teaching duties, shall be notified by his/her  
23 chair/supervisor at least two (2) weeks in advance of the date and time of any direct classroom  
24 observation(s) or visitation(s) to be made in connection with the faculty member's annual  
25 evaluation. Upon receipt of this notification, a faculty member shall advise his/her  
26 chair/supervisor regarding any day and time that classroom observation/visitation is not  
27 appropriate because of the nature of the class activities scheduled for that day and may suggest a  
28 more appropriate date.

29 (2) If the chair/supervisor does not choose to observe/visit the faculty member's  
30 classroom on a date suggested by the faculty member, the chair/supervisor may as an alternative  
31 notify a faculty member at least two weeks in advance of the period (for example, a semester)  
32 over which no less than two (2) observations will be made.

33 (3) A written report of the observation/visitation shall be submitted to the faculty  
34 member within two (2) weeks of the observation/visitation. If the observation/visitation  
35 involves a course that was assigned to the faculty member with less than four (4) weeks notice,  
36 such change shall be noted in the report. The faculty member may submit a written reply which  
37 shall be attached to the report.

38 (b) Peer Assessment. A faculty member may choose to have a peer or colleague  
39 observe/visit his/her classroom and to have an assessment of that observation/visitation included  
40 as part of the faculty member's annual report that he/she submits to the chair/supervisor. The  
41 peer evaluator/colleague may be from any department/unit within the University, a retired

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1 colleague, or a colleague in the same discipline from another university. If a classroom visit is  
2 made, the peer evaluator/colleague shall visit for at least one entire class session.

3  
4 **\_\_\_.5 Evaluation Rating Categories.**

5 (a) Each faculty member shall be evaluated in each area of assigned duties, e.g.,  
6 teaching, scholarship/research/creative activity, and service, consistent with the following rating  
7 categories.

- 8 Exemplary
- 9 Above Satisfactory
- 10 Satisfactory
- 11 Below Satisfactory
- 12 Unsatisfactory

13  
14 (b) **Definitions of Performance.** Each department/unit, in its bylaws, shall define the  
15 performance expectations for each of the categories listed in (a), above, provided that no faculty  
16 member shall be rated as “Satisfactory,” as used in this context, who does not meet the minimum  
17 performance standards for the position.

18  
19 **18.6 University Criteria for Annual Performance Evaluations.** The annual performance  
20 evaluations shall be based upon assigned duties, and shall carefully consider the nature of the  
21 assignments and quality of the performance in terms, where applicable, of:

22 (a) Teaching effectiveness, including effectiveness in presenting knowledge,  
23 information, and ideas by means or methods such as lecture, discussion, assignment and  
24 recitation, demonstration, laboratory exercise, practical experience, and direct consultation with  
25 students.

26 (1) The evaluation shall include consideration of effectiveness in presenting  
27 knowledge and skills, and effectiveness in stimulating students’ critical thinking and/or creative  
28 abilities, the development or revision of curriculum and course structure, and adherence to  
29 accepted standards of professional behavior in meeting responsibilities to students. Class size  
30 and format shall also be noted and considered in the evaluation.

31 (2) The evaluator must take into account any relevant materials submitted by the  
32 faculty member such as class notes, syllabi, student exams and assignments, a faculty member’s  
33 teaching portfolio, results of peer evaluations of teaching, and any other materials relevant to the  
34 faculty member’s instructional activities.

35 (3) Student evaluations are one useful tool for evaluating teaching  
36 effectiveness; however, when a faculty member has made additional information available to the  
37 evaluator, the evaluation of a faculty member shall not be based solely on student evaluations.

38 a. The person responsible for completing the faculty member's annual  
39 evaluation shall take particular care to consider the factors involved in teaching any course with  
40 a small or large enrollment.

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1                   b. If a faculty member elects to administer other forms of assessing  
2 student opinion in addition to those required by the department or University, the faculty  
3 member shall not be required to make public the results of those alternative assessment measures  
4 unless the faculty member intends to use those measures in support of his/her evaluation.  
5

6                   (b) Contribution to the discovery of new knowledge, development of new educational  
7 techniques, and other forms of creative activity.

8                   (1) Evidence of research/scholarship and other creative activity, either print or  
9 electronic, shall include, but not be limited to, published books; chapters in books; articles and  
10 papers in professional journals; musical compositions, paintings, sculpture; works of performing  
11 art; papers presented at meetings of professional societies; reviews, research, and/or creative  
12 activity that has not yet resulted in publication, display, or performance.  
13

14                   (2) The evaluation shall include consideration of the quality and quantity of  
15 the faculty member's research/scholarship and other creative programs and contributions for that  
16 year, and recognition by the academic or professional community of what has been  
17 accomplished.  
18

19                   (c) Service both within the University and public service that extends professional or  
20 discipline-related contributions to the community; the State, including public schools; and the  
21 national and international community.

22                   (1) Public service includes contributions to scholarly and professional conferences  
23 and organizations and non-paid positions on boards, agencies, and commissions that are  
24 beneficial to such groups.  
25

26                   (2) Participation in the governance processes of the institution means significant  
27 service on department, college, and University-wide committees and councils beyond that  
28 associated with the expected responsibility to participate in the governance of the institution  
29 through participation in regular departmental, college, or University meetings. For the purpose  
30 of this Agreement, service as the UFF/UNF President, service on the UFF bargaining team, or  
31 service as an official UFF grievance representative shall be deemed "significant service", as set  
32 forth in this subsection, but shall not be otherwise evaluated.  
33

34                   (d) Other assigned University duties, such as advising, counseling, supervision of interns,  
35 and academic administration.  
36

37 Each department/unit shall interpret/clarify the University's criteria for annual performance  
38 evaluations in terms more appropriate or specific to the department's discipline(s). Such  
39 explanation or description shall be developed and approved by the faculty and included in the  
40 department's bylaws as adopted pursuant to the bylaws provisions of this Agreement.  
41

1 **18.7. Department Interpretations/Clarifications of University Criteria for Annual Performance**  
2 **Evaluations.**

3 (a) Judgments regarding the quality of a faculty member's performance are complex.  
4 They cannot be easily reduced to a quantitative formula, nor can the considerations that must be  
5 applied in each individual case be completely described in general terms or by numbers alone,  
6 separate from necessary qualitative assessments. On the other hand, faculty members being  
7 evaluated must have available to them a description of what tangible accomplishments would  
8 normally qualify them for the various evaluative ratings categories referenced in **18.5**, assuming  
9 that the accomplishments are of sufficient quality.

10 (b) In order to provide guidance to faculty members regarding the expectations for  
11 achieving the standards of performance corresponding to the evaluation ratings, each department  
12 shall adopt interpretations/clarifications of the University's criteria for annual performance  
13 evaluations in terms appropriate or specific to the department's discipline(s) and respective  
14 faculty members' positions (i.e., tenured or tenure-earning, non-tenure earning, library faculty).

15 (1) These interpretations/clarifications must indicate:  
16 a. the breadth and depth of accomplishments in teaching,  
17 research/scholarship/creative activity, and professional service and governance that would  
18 normally qualify a faculty for the evaluation rating category, and  
19 b. appropriate combinations of such accomplishments that would be  
20 considered satisfactory, above satisfactory, and exemplary.

21 (2) With respect to research/scholarship/creative activity, each  
22 department/unit shall develop interpretations/clarifications of the evaluation rating categories of  
23 performance that are consistent with the University's publicly articulated mission. These  
24 interpretations/clarifications must also address the relative value of different categories of  
25 research/scholarship/creative activity and the outlets in which candidates might be reasonably  
26 expected to publish, exhibit, or perform.

27  
28 (c) Such interpretations/clarifications must be consistent with the criteria and procedures  
29 described in Section **18.2** through **18.6** above, and shall be included in the department's bylaws  
30 as adopted pursuant to the bylaws provisions of this Agreement. The procedures and criteria  
31 described in Sections **18.2** through **18.6** shall be the sole basis for the annual faculty performance  
32 evaluation.

33  
34 **18.8 Annual Evaluation Process.**

35 (a) The chair/supervisor shall provide to his/her department faculty the form or format  
36 for submission of a faculty member's annual report no later than April 1. The student evaluations  
37 of classroom instruction shall be provided to the faculty member no later than May 15.

38 (b) Each faculty member shall submit to his/her chair/supervisor the faculty member's  
39 annual report no later than June 1. If a faculty member fails to provide his/her annual report by  
40 this date, his/her chair shall proceed to complete the faculty member's annual evaluation without  
41 that information.

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1 (c) The chair/supervisor shall complete the annual evaluation taking into account the  
2 faculty member's annual report and other sources of evaluative information referenced in  
3 Sections **18.2** through **18.4** above, and both the University's criteria for annual evaluations and  
4 the department's interpretations/clarifications referenced in Sections **18.6** and **18.7** above.

5 (d) The chair's/supervisor's annual written evaluation, with an attached copy of the  
6 faculty member's annual report and the annual assignment for the year being evaluated, shall be  
7 provided to the faculty member no later than July 15.

8 (1) The faculty member shall be offered the opportunity to discuss the  
9 evaluation with the evaluator prior to its being finalized and placed in the faculty member's  
10 evaluation file.

11 (2) The evaluation shall be signed and dated by the person performing the  
12 evaluation, and by the person being evaluated who may attach a concise comment to the  
13 evaluation. A copy of the evaluation shall be provided to the faculty member. The faculty  
14 member may request, in writing, a meeting with an administrator at the next higher level to  
15 discuss concerns regarding the evaluation that were not resolved in previous discussions with the  
16 evaluator.

17  
18 (e) The chair/supervisor responsible for evaluating the faculty member shall provide the  
19 faculty member with written constructive feedback that is designed to assist the faculty member  
20 in improving his/her performance and expertise, and shall endeavor to identify any major  
21 performance deficiencies.

22  
23  
24 **18.9 Evaluation File.**

25 (a) Policy. There shall be one (1) official evaluation file. When evaluations and other  
26 personnel decisions are made, other than for tenure and promotion, the only documents that shall  
27 be considered are those contained in the official evaluation file, as well as the faculty member's  
28 publications, public speeches/presentations, or papers presented at conferences that are  
29 referenced in the official evaluation file. All such documents shall bear the date of receipt by the  
30 custodian ~~€~~.

31 (1) A notice specifying the location of faculty evaluation files and the identity of  
32 the custodian of the files shall be posted in each department/unit. A dated copy of all documents  
33 used in the assignment and evaluation process, other than evaluation for tenure or promotion and  
34 excluding course materials, publications, public speeches/presentations, or papers presented at  
35 conferences, regardless of format, shall reside in this file.

36 (2) Documents shall be placed in the evaluation file within a reasonable time after  
37 receipt. The faculty member shall also be promptly notified regarding any documents being  
38 placed in his/her evaluation file.

39 (3) No adverse employment action shall be taken against a faculty member  
40 based upon material in the faculty member's evaluation file that has not been promptly provided

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1 to the faculty member or to which the faculty member has not had an adequate opportunity to  
2 attach a response.

3 (b) Access. A faculty member may examine the evaluation file, upon reasonable advance  
4 notice, during the regular business hours under such conditions as are necessary to ensure its  
5 integrity and safekeeping.

6 (1) Upon timely written notification to the chair/supervisor, a faculty member  
7 may paginate with successive whole numbers the materials in the file, and may attach a concise  
8 statement in response to any item therein. The University Administration also has the right to  
9 paginate the materials in the file and shall notify the faculty member when that pagination will  
10 take place.

11 (2) Upon written or emailed request, a faculty member shall be provided one (1)  
12 free copy of any material in the evaluation file. Additional copies may be obtained by the faculty  
13 member upon the payment of a reasonable fee for photocopying.

14 (3) A person designated by the faculty member may examine that faculty  
15 member's evaluation file with the written authorization of the faculty member concerned, and  
16 subject to the same limitations on access that are applicable to the faculty member.

17 (c) Indemnification. The UFF agrees to indemnify and hold the Trustees, its officials,  
18 agents, and designees harmless from and against any and all liability for any improper, illegal, or  
19 unauthorized use by the UFF, its officials, agents, and designees, of information contained in  
20 such evaluation files.

21 (d) Anonymous Material. There shall be no anonymous material in the evaluation file  
22 except for numerical summaries of student evaluations that are part of a regular evaluation  
23 procedure of classroom instruction and/or written comments from students obtained as part of  
24 that regular evaluation procedure. If written comments from students in a course are included in  
25 the evaluation file, all of the comments obtained in the same course must be included.

26 (e) Peer Evaluation Committee. The faculty of a department may develop a procedure  
27 for peers to evaluate the performance of a faculty members, consistent with other provisions of  
28 this Agreement. This procedure shall be approved and included in the department bylaws  
29 pursuant to the Bylaws Article of this Agreement. This procedure shall identify how  
30 departmental faculty will be involved in the process, how the faculty member will receive  
31 feedback on the peer evaluation, and whether the evaluation will be included in the faculty  
32 member's official evaluation file.

33 (f) Removal of Contents. The University Administration shall promptly remove from the  
34 file materials shown to be contrary to fact. This section shall not authorize the removal of  
35 materials from the evaluation file when there is a dispute concerning a matter of judgment or  
36 opinion rather than fact. Materials may also be removed pursuant to the resolution of a  
37 grievance.

38 (g) Use of Evaluative Material.

39 (1) Information reflecting the evaluation of a faculty member's performance shall be  
40 available for inspection only by the faculty member, the faculty member's representative,  
41 University Administration officials who use the information in carrying out their responsibilities,

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1 peer committees responsible for evaluating the faculty member’s performance, and arbitrators or  
2 others engaged by the parties to resolve disputes, or others by court order. Such limited access  
3 status shall not, however, apply to summary data, by course, for the common “core” items  
4 contained in the student course evaluations that have been selected as such by the University  
5 Administration and made available by the University Administration to the public on a regular  
6 basis.

7 (2) In the event a grievance is filed, the University Administration, the UFF  
8 grievance representatives, the arbitrator, and the grievant shall have the right to use, in the  
9 grievance proceedings, copies of materials from the grievant’s evaluation file.

10  
11 **18.10 Proficiency in Spoken English.** Pursuant to Section 1012.93, Florida Statutes, faculty  
12 members involved in classroom instruction must be proficient in the oral use of English. Such  
13 oral use proficiency may be demonstrated by achievement of a satisfactory grade on the “Test of  
14 Spoken English” of the Educational Testing Service or a similar test approved by the State Board  
15 of Education.

16  
17 **18.11 Employee Assistance Program.** Neither the fact of a faculty member’s participation in an  
18 employee assistance program nor information generated by participation in the program, shall be  
19 used as evidence of a performance deficiency within the evaluation process described in this  
20 Article, except for information relating to a faculty member’s failure to participate in an  
21 employee assistance program consistent with the terms to which the faculty member and the  
22 University Administration have agreed.

23  
24  
25 UA 10/31/03  
26 01/30/04  
27 06/07/04  
28 09/28/04  
29 11/09/04  
30 01/21/05  
31 04/18/05  
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36 08/25/05  
37 11/09/05