

## COE Faculty Performance Evaluation Questions

<b>Scenario:</b>	<b>Performance Evaluation Needed/Not Needed:</b>	<b>Details (Based on CBA, ELR and OtP Guidance/Policies):</b>
Career and untenured faculty with a promotion/tenure or pre tenure review this AY	No Performance Review	A promotion or pre-tenure review replaces an annual review. An annual review will not be completed this spring for any candidate going through a promotion or major review this academic year. (Article 19 of the CBA)
Faculty on Sabbatical	Need an Performance Review	Sabbatical leave does not change the performance review schedule or “postpone” the review date. If a sabbatical is 100% in spring term the evaluation should be completed in winter term.
Retired Faculty and TRP Faculty	No formal evaluation	For Instructional Faculty in retired positions, including faculty in their tenure reduction period – the faculty’s’ department head or supervisor will have a discussion around performance as part of the annual workload planning meeting.
Limited FTE (for example; faculty who only have hours as needed or very few hours each month and practicum supervisors with low FTE)	Need a Performance Review	A performance evaluation is still needed and the timeline should still be followed. Reviews should reflect the scope and character of their appointment.
Faculty who are resigning/retiring/not being renewed next year	Need a Performance Review	Per ELR reviews are required for exiting employees
Career faculty who are not on contract right now	Need a Performance Review	For faculty who only teach in fall or spring term, we still should be performing an evaluation of the previous year’s work.
Faculty with a mid-year start date	Need a Performance Review	CBA states an annual review is required in their first year. Reviews should reflect the scope and character of their appointment.
Faculty is unresponsive and doesn’t submit materials	Need a Performance Review	The evaluation form should note that the faculty was unresponsive and did not submit materials. Evaluation should still be completed, signed by the supervisor and submitted to CBSO HR.
Research Faculty who have instructional FTE (Faculty with one contract, this does not apply to faculty with 2 contracts/positions)	Need a Performance Review	Conduct just one annual review that covers research and instructional activities. We do not have a specific template yet. The performance factors from the instructional performance evaluation form can be added into the research template in order evaluate instructional activity w/in the evaluation form. The dept. head or program director would provide feedback and ratings for the instructional activity.
Tenured faculty annual reviews	No Annual Review	Only untenured faculty receive annual evaluations.
Department Heads and Unit Directors	Need a Performance Review	Department Heads are evaluated by the dean. TTF Unit Directors are evaluated in their academic department for their TTF position/activities. Career unit directors are evaluated by the Associate Dean for Research on their NTTF position/activities.