

<b>SUBJECT:</b>  <b>Non-Unit Faculty Evaluation</b>	<b>Effective Date:</b>  <b>05-18-11</b>	<b>Policy Number:</b>  <b>4-500.1</b>	
	<b>Supersedes:</b> <b>4-500</b>	<b>Page</b> <b>1</b>	<b>Of</b> <b>2</b>
	<b>Responsible Authority:</b>  <b>Provost and Vice President for Academic Affairs</b>		

Date of Initial Adoption: 03-30-05

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all units and departments that employ non-unit faculty employees in regular positions.

**POLICY STATEMENT:**

Non-unit faculty members in full-time, benefits-accruing positions shall be evaluated by their supervisor at least annually on their overall performance in fulfilling their assigned responsibilities. Evaluations shall be considered in decisions relating to salary, retention, assignment, and promotion.

**DEFINITION:**

Non-unit faculty members. Non-unit faculty members are faculty members of the university who are not represented by the collective bargaining unit and who are in regular positions eligible for normal retirement benefits.

**PROCEDURES:**

The immediate supervisor shall prepare a written evaluation and review it with the non-unit faculty member prior to placing the final evaluation in the evaluation file. An evaluator may evaluate non-unit faculty members using internal evaluative procedures or direct observation. The absence of an evaluation in a given year shall result in the same overall rating as the non-unit faculty member received on the most recently completed evaluation. These evaluations shall be prepared in a format approved by the Office of Faculty Affairs.

An employee evaluation is not required when a notice of non-reappointment has been issued.

INITIATING AUTHORITY: Provost and Vice President for Academic Affairs.

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-500.1	
Initiating Authority: <u>[Signature]</u>	Date: <u>5-24-11</u>
Policies and Procedures Review Committee Chair: <u>[Signature]</u>	Date: <u>5-23-11</u>
President or Designee: <u>[Signature]</u>	Date: <u>5/28/11</u>

4-500.1 *Non-Unit Faculty Evaluation 2*