

SUBJECT: Non-Unit Faculty Evaluation	Effective Date: 3-30-05	Policy Number: 4-500
	Supersedes:	Page Of 1 2
	Responsible Authority: Provost and Executive Vice President	

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 in full-time, benefits-accruing positions shall be evaluated by their supervisor at least annually on their overall performance in fulfilling their assigned responsibilities. The primary purpose of this evaluation is to aid the faculty member and the university in improving performance. Evaluations shall be considered in decisions relating to salary, retention, assignment, and promotion to other responsibilities.

DEFINITION:

Non-unit faculty. Non-unit faculty are faculty members of the university who are not represented by the collective bargaining unit that includes most instructional faculty and who are in regular positions eligible for normal retirement benefits. Typically, non-unit faculty are administrators who serve as directors, chairs, deans, and vice presidents.

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 based on direct observation and from information solicited from the employee and other sources that may include but are not limited to surveys, interviews, and the employee's annual report. 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 Relations.

An employee evaluation is not required when a contract non-renewal notice has already been issued.

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL	
(For use by the Office of the President)	
Policy Number: 4-500	
Initiating Authority: <u>[Signature]</u>	Date: <u>4/7/05</u>
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>April 6, 2005</u>
President or Designee: <u>Jan C. Hill</u>	Date: <u>4/11/05</u>