

Article VIII. Faculty Evaluation

Section 1. General Provisions

- A. Lake-Sumter State College supports a formalized system of performance evaluation for all employees. The evaluation of the full-time Faculty shall be the responsibility of LSSC Administration and/or Program Managers.
- B. The purpose of the evaluation process is to provide feedback to employees about their work performance, encourage employee development, promote personal reflection and self-assessment, strengthen individual professional effectiveness, and assist employees and the College in planning and establishing goals. It also provides a collegial context for review of teaching purposes, strategies, and materials.
- C. No member of the UFF-LSSC-Faculty bargaining unit shall be assigned to conduct an annual faculty evaluation of another member of the UFF-LSSC-Faculty bargaining unit.
- D. Timeline. Annual faculty evaluations will be completed by the end of February. Faculty members will complete the employee components of the evaluation process no later than January 15th each year. A mid-year check-in may be required at the discretion of the supervisor. The faculty member may bring union representation to this mid-year meeting.
- E. Evaluations will be electronic in form and format specified by the College and consistent with this agreement.
- F. The factual content of a faculty member's evaluation must be supported by credible evidence. Information sources for completing the performance appraisal instrument include required submissions of syllabi, student rating of instruction, professional development activities, participation as a member of the academic division, participation as a member of various forums (College committees, professional organizations,

UFF LSSC Counter Proposal 12-3-19

educational groups), and other relevant, objective information.

Section 2. Components of Faculty Evaluations

A. Evaluation Criteria

1. All faculty who are on continuing contract or on the continuing contract track will be evaluated annually on the following areas:

- a) General Duties
- b) Instructional Observation (when applicable)
- c) Student End-of-Course Evaluations
- d) Service to the College and Community
- e) Professional Development
- f) Goals

2. All lecturers shall be evaluated annually on the following areas:

- a) General Duties
- b) Instructional Observation
- c) Student End-of-Course Evaluations

B. Instructional Observation

1. Scheduling the Observation. No observation shall be conducted without more than **one** week's written notice to the faculty member. The observation shall be at least one contact hour in duration. The observation should ideally occur during a class session where active learning and student participation is expected. Faculty teaching distance learning course(s) will provide the Supervisor or Academic Administrator with observer-level access to their course(s) upon request for observation purposes.

UFF LSSC Counter Proposal 12-3-19

2. Faculty and Lecturers on annual contract. All annual contract faculty and lecturers will receive an instructional observation by the employee's supervisor, or designee, each year.
 3. Faculty on Continuing Contract. The supervisor or academic administrator will observe each continuing contract faculty member at least once every three years.
- C. Meetings for Bargaining Unit Members on Annual Contract. Bargaining Unit members on annual contract will meet with their supervisor or academic administrator at least twice per year: once for an instructional observation debriefing and once for their Annual Faculty Performance Evaluation.
- D. Student End-of-Course Evaluations. The Faculty member will be provided access to their student end-of-course evaluations by the beginning of the following semester. The student end-of-course evaluations are to be utilized by the faculty member for improvements in their performance.
- E. Annual Faculty Performance Evaluation. The supervisor or academic administrator will review the completed annual faculty performance evaluation with the faculty member identifying exceptional performance, successful performance, and areas where development is needed. Following this review, the Annual Faculty Performance Evaluation will be signed by the faculty member and the faculty member's supervisor, indicating that all individuals have reviewed and discussed the content and that the faculty member has had the opportunity to respond in writing to the performance appraisal. As a final step, the Annual Faculty Performance Evaluation will be reviewed and signed by the next level supervisor.

UFF LSSC Counter Proposal 12-3-19

Section 3. Performance Improvement Plan

- A. The supervisor will communicate with the bargaining unit member regarding areas in need of improvement and shall create a performance improvement plan to address areas where development is needed. A faculty member shall have the right to have a Union representative present during this review meeting or when the faculty member is being placed on formal notice of deficiencies in their professional performance and for any subsequent meeting during which progress or completion of the improvement plan is discussed.
- B. The bargaining unit member's supervisor shall ensure the following is documented: notification to the bargaining unit member if deficiencies exist that require(s) correction; an explanation of any deficiencies as noted; the expected improvement; and a description of how that improvement will be measured.
- C. In collaboration with the employee, the supervisor will provide written recommendations to enable the bargaining unit member to achieve the expected improvement and establish a reasonable timeframe during which the bargaining unit member is expected to demonstrate improvements not less than four working weeks in length and not greater than one semester in length.
- D. The supervisor will meet to discuss the recommendations and timeline with the bargaining unit member and, if requested by the faculty member, a Union representative. The supervisor will meet at least once with the bargaining unit member during the improvement plan period to review progress and offer constructive feedback.
- E. Exiting the Professional Improvement Plan. The supervisor or their designee shall schedule a meeting with the bargaining unit member within ten days of the plan's

UFF LSSC Counter Proposal 12-3-19

conclusion to discuss their progress toward addressing performance concerns. The supervisor shall provide the bargaining unit member with a written summary of their performance while on the improvement plan. The summary will reference evidence that supports their determination that the bargaining unit member was or was not successful in completing the terms of the professional improvement plan. Any bargaining unit member who disputes the factual content of their improvement plan summary or alleges a violation of any section in this article may file a grievance starting at Step 1 and up through arbitration, the final step of the grievance process outlined in article IV. ~~up to the level of the President, but may not arbitrate the matter.~~

- F. A bargaining unit member on continuing contract who successfully completes the professional improvement plan shall remain on continuing contract. A bargaining unit member on annual contract who successfully completes the professional development plan shall be eligible for reappointment. Once completed, the evaluation with all addenda will be placed in the bargaining unit member's permanent limited-access personnel folder.
- G. A continuing contract bargaining unit member who does not satisfactorily complete a performance improvement plan will be placed on annual contract immediately and will enter a second performance improvement plan. If the bargaining unit member does not satisfactorily complete the second performance improvement plan, they shall be subject to immediate termination.

Section 4. Grievance of an Evaluation

A faculty member who disputes the factual content of their faculty evaluation or alleges a violation of any section in this article may file a grievance pursuant to the steps in this

UFF LSSC Counter Proposal 12-3-19

Agreement. The timeline to file such a grievance shall begin at the conclusion of the Performance Evaluation, once all parties have signed the electronic evaluation. Such grievances shall be filed at Step 1 of the grievance procedure. Should the grievance not be resolved in Step 1, the grievance will progress through the steps of the grievance procedure outlined in Article IV of this Agreement, provided, however, that disputes shall not be subject to arbitration.

~~For any bargaining unit member who receives an overall rating of unsatisfactory, the supervisor will collaborate with the faculty member in the development of a performance improvement plan, as described above Section 3 of this article, to identify any deficiencies and provide suggestions, professional development opportunities, or otherwise assist the bargaining unit member with any necessary correction.~~