

F85-8 PERFORMANCE EVALUATION PROCEDURES AND CRITERIA FOR EMPLOYEES IN UNIT 4 - ACADEMIC SUPPORT

Legislative History:

Document dated September 15, 1996.

At its meeting of September 8, 1986, the Academic Senate approved the following revised version of the policy recommendation approved December 2, 1985.

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved and Accepted as University Policy. Effective this date: September 15, 1986." Signed Gail Fullerton, September 15, 1986.

PERFORMANCE EVALUATION PROCEDURES AND CRITERIA FOR EMPLOYEES IN UNIT 4 ACADEMIC SUPPORT

F 85-8 (Rev.)

The following procedures are designed to implement Articles 14 (Probation and Permanency/Tenure) and 18 (Evaluation) of the Agreement between the Board of Trustees of the California State University and the Academic Professionals of California, Unit 4 - Academic Support.

The procedures elaborated below for evaluation of professional staff for retention and tenure will be applied to academic-related staff in Unit 4, probationary and temporary, with appointments of six months or more. Temporary employees of six months or less may be evaluated at the discretion of the President.

I. CRITERIA FOR PROBATION AND PERMANENCY/TENURE

The primary emphasis in the evaluation of staff in Unit 4 will be an assessment of the employee's effectiveness in his/her professional assignment. The evaluations by peer review committees and administrative evaluations should provide written evidence attesting to the candidate's professional growth and achievement during the period for which the candidate is being evaluated. Effectiveness

performing the job assignment may be demonstrated by student evaluations, evaluations from colleagues and/or evaluations by the employee's supervisors. Appropriate criteria for evaluation include but are not limited to:

- A. Knowledge of work
- B. Work judgments
- C. Planning and organizational skills
- D. Communication skills
- E. Quality of relationships with students, faculty, and staff
- F. Acceptance of professional responsibilities
- G. Observance of appropriate work hours
- H. Initiative and creativity
- I. Cooperativeness and dependability
- J. Quality of professional growth and development activities which might include:

1. Evidence that the candidate has earned or is in the process of earning the appropriate terminal degree. The educational requirements for each position are addressed in the CSU Job Qualifications Standards and departmental goals. Exceptions to the appropriate degree must be reviewed and approved by the Department Director and the Dean of Student Services or Vice President, as appropriate.

2. Participation in workshops, seminars, courses, special groups and/or lectures, professional organizations, etc.

3. Professional activities such as consulting, research papers presented, publications, etc.

K. Other criteria, where appropriate, such as:

1. Leadership and supervisory ability

2. Fellowships, honors, etc.

3. Community activities

(4) they may abstain. A majority vote will constitute the committee's recommendation.

A member of the committee voting with the majority will be selected to write the reasons for the committee's recommendation. A minority report or reports may be written by any member or members of the committee, and should be forwarded with the committee's recommendation to the appropriate administrator. The written recommendations, with attached statement of reasons and all data used in the evaluation, will be placed in the employee's retention/tenure file. The employee's retention/tenure evaluation will become a part of the employee's official personnel file. The employee will be provided with a copy of the committee's written recommendation and reasons, as well as any minority reports.

If the employee disagrees with the committee's performance evaluation which has been placed in the retention/tenure file, he/she may submit a rebuttal statement which will be attached to the performance evaluation. Such a rebuttal statement must be filed with the appropriate administrator within ten working days of the employee's receipt of the committee's evaluation.

C. The Administrative Review

Following receipt of the committee's recommendation and other material in the employee's retention/tenure file, the appropriate administrator will evaluate the employee according to the procedures established in the SJSU's collective bargaining agreement. The administrator must file with the appropriate administrator a copy of the employee's retention/tenure file.