

EVALUATION OF INSTRUCTORS AND
TEMPORARY RESOURCE PROFESSIONALS (Articles 31 and 32)

- By February 15 Instructors notify, in writing, the Chair of their Department if they wish to be considered during the next academic year for an Instructor appointment.
- By March 15 Chair develops a listing of all Instructors wishing to have appointments in the Department in the subsequent year. Re-employment roster submitted to the Provost/Vice President for Academic Affairs for review. Copy available in Department office and sent to the Chapter President.
- By April 4 Department Personnel Committee forwards their recommendation to the Department Chair.
- By April 21 Department Chair forwards Chair and Department Personnel Committee evaluations to the appropriate Dean

In accordance with Article 32 of the Collective Bargaining Agreement, the Evaluation of Instructors “shall state whether the Instructor’s degree of effectiveness in teaching/primary duties has been *unsatisfactory*, *satisfactory*, or *highly effective*, with reference to the performance standards specified in the appropriate Application of Criteria.

EVALUATION AND 2008-2009 WORK PLAN DEVELOPMENT
For ACADEMIC SUPPORT PROFESSIONALS (Article 32)

- By May 16 The Evaluation for 2007-2008 and the Work Plans for 2008-2009 will be sent to the appropriate Deans’ offices for review.
- By June 2 The Deans will submit evaluations and work plans to the Provost
- By June 20 The Academic Support Professionals will receive an approved copy of the work plan with an appointment letter for one or two years, as indicated in the Collective Bargaining Agreement.

In accordance with Article 32 of the Collective Bargaining Agreement, the evaluation categories for Academic Support Professionals shall be “*highly effective*,” “*satisfactory*,” and “*unsatisfactory*.” The Work Plan developed for July 1, 2007-June 30, 2008 must be referred to when evaluating the Academic Support Professional’s performance.

Please refer to the Academic Support Professional Work Plan document to be used in order to identify priorities and performance expectations as well as a description of the materials and methods which will be used to evaluate the Academic Support Professional’s performance for July 1, 2008-June 30, 2009.