

FAM, AAUP-AFT Counter to Miami University

May 22, 2024

FACULTY EVALUATIONS

I. Annual Evaluations

1. All bargaining unit faculty members shall be reviewed on an annual basis in accordance with University, divisional and departmental policies for performance evaluations. All bargaining unit faculty members shall be notified ~~each fall~~ annually about the review process, including timing, procedures and information they should expect to provide and receive in their annual evaluation.
2. Each bargaining unit faculty member shall submit to their chair or program director, as appropriate, a written Annual Report of Professional Activities, as defined by their academic unit.
3. Annual evaluations shall set forth strengths, weaknesses, and specific recommendations for improvement. Additional assessments may be conducted upon recommendation of the bargaining unit faculty member's chair or program director, as applicable, or dean.
4. The results of the annual evaluation (including whether the bargaining unit faculty member's performance meets expectations, exceeds expectations, or does not meet expectations ~~satisfactory, unsatisfactory, or exceeding expectations~~) shall be conveyed to the faculty member no later than May 1. Each bargaining unit member will have the opportunity to respond to their evaluation in writing. The results of annual evaluations shall be considered in subsequent decisions on promotion, pay, awards, benefits, and other decisions related to continued employment.

II. Teaching Evaluation Plans

1. Each department shall develop a teaching evaluation plan in accordance with University, divisional and departmental policies, procedures and practices. Each plan shall provide faculty with information useful in improving their teaching and for documenting teaching effectiveness for promotion, tenure, and/or annual performance evaluations.
2. Each department's Teaching Evaluation Plan shall reflect the complexity of the teaching & learning process by including multiple sources of evaluation data, including both quantitative and qualitative assessment methods. The plan shall also address both formative and summative assessments.

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1.3. Any formal evaluation of faculty teaching shall be appropriate to the discipline and include multiple sources of teaching evaluations, and may include but must not rely solely on student evaluations of teaching.

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2.4. Teaching evaluations conducted at the end of a term pursuant to the department's Teaching Evaluation Plan will be retained and considered as a part of the evaluation process for tenure, promotion, ~~post-tenure review~~, and merit salary increases.

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III. Student Evaluation of Teaching

1. Bargaining unit members are not responsible for administering their own student evaluations. All student evaluations shall be administered electronically. Bargaining unit members shall not be penalized for low response rates.
2. Any formal evaluation of teaching must not use non-university student evaluations (e.g., RateMyProfessor evaluations, blog posts). Bargaining unit members may refer to such evaluations at their sole discretion.
3. Independent studies and other such courses, as well as classes with enrollments of fewer than twelve (12) students, are exempt from student evaluations.
4. All mandatory questions on student evaluations shall be approved by University Senate and FAM, AAUP-AFT. Any such questions shall refer to the student experience in the course exclusively and not call upon students to judge the professional expertise, personal traits, or disciplinary perspectives of faculty.
5. A bargaining unit member may waive the reporting of the end-of-semester or term student evaluation data for one or more courses on their annual reports or promotion and/or tenure dossiers (e.g., to try experimental or innovative teaching practices).
6. After reviewing any evaluation, bargaining unit members may omit single, several, or all student evaluations for a course for cause.

IV. Peer Evaluation of Teaching

1. Any faculty member or department may choose to use Peer Evaluation as a method of summative evaluation.
2. Peer evaluators must be mutually agreeable to the bargaining unit member and their department chair. Peer evaluators may come from cognate discipline departments or outside the university. The department is responsible for ensuring peer evaluations are completed.

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3. Observational visits shall be scheduled for and conducted at times and dates mutually agreed upon by the faculty member and their evaluator(s).
4. The peer evaluator(s) shall write a final report, which shall be shared with the bargaining unit member at least one (1) week before the final report is to be submitted. The bargaining unit member shall have the opportunity to respond to or correct any errors of fact in the report before it is submitted to the department chair.
5. Final summative reports for each evaluation may be submitted along with a bargaining unit member's annual report and/or the dossier for promotion and/or tenure, at the bargaining unit member's sole discretion.

III.V. TCPL Professional Development Plan and Evaluation

1. Each TCPL bargaining unit faculty member at the Assistant and Associate ranks shall develop and maintain a professional development plan in consultation with the department chair and with approval by the Dean, in accordance with University, divisional and departmental policies and practices. Associate TCPL faculty who wish to pursue promotion must maintain a PDP for at least two full academic years (fall and spring semesters) prior to applying for promotion. Full TCPL faculty are not required to maintain a PDP.
2. Each PDP has a maximum length of two (2) pages.
3. The initial PDP should be submitted in the first semester of appointment as an assistant TCPL faculty member and revised at least annually thereafter. The PDP will be tailored to the specific professional expertise of the faculty member and the needs of the curriculum, program/department, division, and students.
4. The PDP plan should be flexible and open to revision on an annual basis, with the consent and approval of the TCPL faculty member. Any significant changes shall be implemented in coordination with the department chair and subject to approval by the Dean.
5. Each TCPL PDP must contain the following sections in this order: Position Definition, Teaching & Advising, and Service. For Teaching & Advising and Service, the sections shall contain:
 - i. Goals for the category
 - ii. Activities that will assist the TCPL faculty member in meeting the stated goals (including professional development, etc.)
 - iii. An assessment plan
6. The Position Definition section of the PDP shall state what the TCPL faculty member is hired to do and shall include any revisions and updates (this could

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include a percentage breakdown of teaching/service and/or teaching load information).

7. The Teaching & Advising section shall contain teaching & advising assignments for the year. The department chair will keep the teaching assignments stable to the extent practicable. The annual PDP plan may be amended if there are changes.

8. The Service section of the PDP will document the service plan for the TCPL faculty member and may be amended by the TCPL faculty member if there are changes.

9. The PDP (and any subsequent revisions) must be signed and dated by the TCPL faculty member, Department Chair, the Departmental and Divisional Promotion and Tenure committees, and the divisional dean.

2.10. Annual evaluation and promotion expectations shall be based upon the TCPL faculty member's PDP, which shall serve as an aid rather than a full substitute for the professional judgment of the candidate's colleagues. The TCPL faculty shall not be penalized during the evaluation and/or promotion process based upon criteria not stated within the approved PDP.

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3.11. The PDP will be retained and considered as a part of the evaluation process for promotion, post-promotion review and merit salary increases.

IV. Periodic Evaluation of Tenured Faculty

1. Faculty members with tenure shall undergo a periodic career review after every seventh year of service. The periodic career review will include, at a minimum, feedback from the faculty member's department chair and a committee of faculty colleagues holding the rank of full Professor, in accordance with university policy.

2. The periodic career review process shall support the further career development of tenured candidates as well as ensure accountability and continued robust performance from faculty after they have achieved tenure. When the review period ends in a sabbatical (or other leave), the periodic career review shall be deferred until the next academic year. A promotion shall replace a periodic career review for the period in which the promotion occurs.

3.1. The results of the periodic career review shall be conveyed to the faculty member. The results of the periodic career review shall be considered in subsequent decisions on promotion, pay, awards, benefits, and other decisions related to continued employment.

V.VI. Formative Evaluations for Promotion

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1. Bargaining unit faculty members in a promotable rank may request a formative promotion evaluation once per academic year, in addition to the annual evaluation described in Section I. Upon request, such evaluation shall be prepared by the department's promotion committee and chair or program director, as applicable.
2. Bargaining unit faculty members who request a formative promotion evaluation are responsible for providing cumulative information upon which the promotion committee and chair shall base their evaluation.

~~VI. Performance Improvement Plans~~

- ~~1. Should the University determine, based on the evaluation of any bargaining unit faculty member, that their performance is unsatisfactory in any area, the evaluator and the bargaining unit faculty member will meet with the bargaining unit faculty member to formulate a performance improvement plan (PIP) to remedy the unsatisfactory performance.~~
- ~~2.1 Bargaining unit faculty members who fail to satisfy the requirements of a PIP may be subject to discipline up to and including termination, pursuant to Article [Discipline and Discharge].~~

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