

# MIAMI UNIVERSITY PROPOSAL TO FAM/AAUP-AFT

August 14, 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. Each Division shall make available to bargaining unit faculty members information about the review process, including timing, procedures and information they should expect to provide and receive in their annual evaluation.
2. Each Division will determine the criteria for, the manner of, and the bargaining unit faculty member's responsibilities in the evaluation process. Consistent with divisional requirements, departments may develop commonly accepted standards for evaluating categories of work of bargaining unit faculty members. Bargaining unit faculty members and FAM, AAUP-AFT shall be made aware of any changes to the annual evaluation process in the fall of each academic year.
3. 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. Any bargaining unit faculty member who fails to complete an Annual Report of Professional Activities ~~shall~~may receive an unsatisfactory performance evaluation.
4. 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.
5. The results of the annual evaluation shall be conveyed to the bargaining unit faculty member no later than May 1. The results of the annual evaluation should include whether the bargaining unit faculty member's performance meets expectations, exceeds expectations, or is not meeting expectations, and if not meeting expectations, what areas need improvement. 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. The plan may also address both formative and summative assessments.
2. Any formal teaching evaluation plan must be appropriate to the discipline and will require multiple sources of teaching evaluations. Any formal evaluation of teaching may include but must not solely rely on student evaluations of teaching, and shall not use non-university student evaluations (e.g., RateMyProfessor evaluations, blog posts).
3. Teaching evaluations pursuant to the department's Teaching Evaluation Plan will be retained and considered as a part of the evaluation process for tenure, promotion, periodic career review, and merit salary increases.

### III. Student Evaluation of Teaching

1. Bargaining unit members shall not be penalized for low student evaluation response rates.
2. Independent studies and other such courses, as well as classes with enrollments of fewer than twelve (12) students, are exempt from student evaluations.
3. 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.
4. A bargaining unit member who plans to try a new experimental or innovative teaching approach in a single course may waive the reporting of the end-of-semester or term student evaluation data for that course on their annual reports or promotion and/or tenure dossiers. Bargaining unit members are eligible to waive reporting in this way once every three years.
5. 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 or in the dossier.
2. Peer evaluators must be mutually agreeable to the bargaining unit member and their department chair. 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. The department is responsible for ensuring peer evaluations are completed.
3. Observational visits shall be scheduled for and conducted at times and dates mutually agreed upon by the faculty member and their evaluator(s).

### III.V. TCPL Professional Development Plan and Evaluation

1. Each TCPL bargaining unit faculty member at the Assistant ranks shall develop and maintain a professional development plan in consultation with the department

chair, with review by the departmental P&T Committee, and with approval by the Dean, in accordance with University, divisional and departmental policies and practices. The PDP must be approved by the dean and provided to Departmental and Divisional Promotion and Tenure committees as annual reports and dossiers are evaluated. 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. The initial PDP should be submitted in the first semester of appointment as an assistant TCPL faculty member. The PDP plan should be flexible and open to revision on an annual basis, upon the mutual agreement of the TCPL faculty member and department chair. 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. Any significant changes shall be implemented in coordination with the department chair, with review by the departmental P&T Committee, and subject to approval by the Dean. The PDP will be retained and considered as a part of the evaluation process for promotion, ~~periodic career review~~ and merit salary increases.
3. 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
- 3.4. The PDP (and any subsequent revisions) should be signed and dated by the TCPL faculty member, Department Chair, and Dean or their designee. A lack of the bargaining unit faculty member's signature will not negate the PDP.
- 4.5. Annual evaluation and promotion expectations shall be based upon the TCPL faculty member's PDP.

#### 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. 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

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.