
The Plain-Language Project

Article 3





ARTICLE 3

EMPLOYMENT PERFORMANCE EVALUATION

Article 3 Employment Performance Evaluation

This article has to do with how you are evaluated as an EMPLOYEE.

Not as a student,

Remember, the CBA can only cover WORK-related topics; GAU is a WORKERS' union.

3.1 Policy

3.1 Policy. The job performance of each employee, whose term of appointment is one (1) semester or longer, shall be evaluated in writing at least once during each such appointment. When an employee is appointed on a semester-by-semester basis, and will be appointed for the Fall semester and re-appointed for the immediately following Spring semester, only one (1) cumulative evaluation is required.

You're supposed to be evaluated once per appointment (so if you're on an academic year appointment you only have to get 1 for the year).

As long as you're an employee for at least 1 semester--shorter appointments don't require evaluations.

Evaluation must be in writing.

If you're on **TECHNICALLY** a semester-by-semester appointment **BUT** in **PRACTICE** actually an academic year appointment (ie, both fall and spring semesters), you only need to be evaluated once.

3.1 Policy (con't)

The employment evaluation shall include evaluation of assigned duties and such other responsibilities as are appropriate to the assignment. Personnel decisions shall take such employment evaluations into account, provided that personnel decisions need not be based solely on written employment performance evaluations. While no standard form shall be required of any department for use in evaluating employees, all departments are required, at minimum, to evaluate the employee using the criteria established in Article 3.4; each department is free to include additional criteria at its discretion. The University shall maintain a form to facilitate such evaluation, which any department may, but is not required, to use.

Evaluation will look at the stuff you're supposed to do for your job.

Your employer must consider the results of your evaluation when making personnel decisions (like your next teaching assignment), but those decisions don't have to **ONLY** be based on this evaluation.

There's no standard form **REQUIRED** for this, but **FSU DOES** have a standard form ready if departments want to use it!

If your department isn't using the standard form, there's some guidelines listed in 3.4 they need to follow.

3.2 Procedures

3.2 Procedures. The employment evaluation shall be discussed with the employee, at which time any deficiencies shall be specifically noted, including suggestions for improvement. A reasonable schedule shall be given to address the necessary improvements, which must extend for a minimum of thirty (30) days.

Someone has to talk to you about your evaluation, specifically the negatives, and tell you how to improve.

You get at least 30 days to try and do better.

3.2 Procedures (con't)

Such evaluation shall be placed in the employee's file. The employment evaluation shall be signed by the person who performed the evaluation and shall be shown to the employee, who shall be given the opportunity to sign it. A copy of the employment evaluation shall be given to the employee. The employee may attach a concise written comment to the evaluation within ten (10) days of receipt, which shall be placed in the employee's file. Written student comments or evaluations need not be signed to be used for evaluation purposes.

This written evaluation goes in your file.

Evaluator signs it, THEN shows it to you.

You then get to (but do not have to!) sign it.

You get a copy of the evaluation.

If you want to RESPOND to it/note something/&c, you can write up a comment and have it attached to the evaluation.

Have to do this within 10 days of getting the evaluation.

STUDENT comments/evaluations do NOT need to be signed to be used in evaluations of you.

3.3 Observations and Visitations

3.3 Observations and Visitations. Observations or visitations for the purpose of evaluating employee performance may be either announced or unannounced.

You can be observed or visited in your workplace.

This CAN be a surprise, or not.

3.3 A

A. Following an observation or visitation, the employee shall have an opportunity to meet and discuss the observation or visitation with the observer, within fourteen (14) days if practicable. The University and UFF-FSU-GAU agree that it is beneficial for the employee and the observer to meet as soon as possible after the observation.

You get to discuss the observation/visitation with whoever performed it.

Within 14 days is recommended, but this can be flexible if need be.

It is best to meet after the observation ASAP.

3.3 B

B. A concise written comment by the observer regarding the observation or visitation shall be made, unless by mutual agreement the employee and observer agree that no written comment will be made. If a written comment by the observer regarding the observation is prepared, it shall be placed in the evaluation file. A copy of such comment shall be given to the employee no later than fourteen (14) days following the observation, if practicable. Such comment shall not be grievable; however, the employee shall have the right to respond in writing and shall have such response attached.

The default is for your observer to put their comment in writing.

But as long as you both agree on it, you can decide not to.

Written comments go in your employee evaluation file.

You get a copy of that within 14 days.

That 14 days is flexible.

You can't file a GRIEVANCE over the content of these comments but you CAN respond with a written statement that'll get attached to the evaluation in your file.

NB: “Grievable”

“Such comment shall not be grievable;”

“Grievable” is a technical term.

It refers to the “grievance” process, which is outlined in Article 11.

Basically you can’t decide to go through this formal, legal procedure because of an evaluation you disagree with.

However, you **CAN** go through the grievance procedure if unfair/inaccurate evaluations are later used against you.

3.3 C

C. The employee shall have the right to request in writing an additional observation or visitation by a different observer. Such right must be exercised within five (5) business 5 days after the meeting with the observer or after receiving written comment. The additional observation or visitation shall be accomplished prior to the end of the semester and shall be placed in the evaluation file. The employee shall have the right to respond to this observation also and have the response attached.

You can ask for another observation/visitation from someone else.

You have to do this within 5 days of finding out about the results (written or verbal) of the first observation.

The new observation has to be the same semester.

You can do the “written response attached to the file” thing with this observation report, too, just like the first one.

3.4 Criteria

3.4 Criteria. Performance evaluations pursuant to Article 3.1 shall be based upon assigned duties, and shall consider the nature of the assignment, in terms where applicable, of:

Those evaluations we JUST finished talking about? Their judgement of you has to be based on your assigned duties, **AND** have to pertain to the specific nature of the work you are assigned for your GAship.

i.e., if you're a TA, RA, &c.

3.4 A

A. Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, and adherence to accepted standards of professional behavior in meeting responsibilities to students.

FOR INSTANCE, if you are a TA/Course instructor, your evaluation is going to focusing how how good you are at teaching.

You can demonstrate this in various ways, not just lecturing in front of a class.

Three major components of this:

1. Getting across the info necessary to the students;
2. How stimulating you are to the students;
3. Professionalism in front of the students.

3.4 B

B. Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity. The evaluation shall include consideration of the employee's productivity, including the quality and quantity of what has been done during the year, and of the employee's research and other creative programs and contributions; and recognition by the academic or professional community of what is done.

OR, you might be evaluated as an RA/in a lab! That type of evaluation would focus on you contributing new stuff to your field.

There's three major components of this:

1. **AMOUNT** and **QUALITY** of stuff you've contributed to your field;
2. Presenting/putting your research out there;
3. Do others in your field acknowledge your contributions.

Such evaluations will probably not be based on a single lab visit but on the preponderance of your work as a researcher. Such evaluations will probably not be based on a single lab visit but on the preponderance of your work as a researcher.

3.5 Follow-Up Evaluation

3.5 Follow-up Evaluation. If an employee's initial evaluation is less than satisfactory and a timeline for improvement is established pursuant to Article 3.2, the employee shall receive a follow-up evaluation at the conclusion of the established timeline for improvement. The followup evaluation shall include a written comment on the improvement in the employee's performance, or the failure to improve performance. The evaluation may also include an observation or visitation pursuant to Article 3.3. The evaluation shall be reviewed with the employee and then placed in the employee's file. The employee may attach a concise written comment to the evaluation within ten (10) days of receipt, which shall be placed in the employee's file.

If you were told you needed to improve after your first evaluation, after at least 30 days (see Article 3.2) they will evaluate you again.

You'll get a written evaluation again; it'll note if you improved or didn't.

This evaluation might involve getting observed (see Article 3.3).

They'll review the evaluation with you, then put it in your file.

Same as the first, you can write up a comment and attach it to the evaluation within 10 days, if you want.