

ARTICLE 11
PERFORMANCE EVALUATION

11.1. Employees will be evaluated, at a minimum, once per contract year. This evaluation will be facilitated by the department chair and adhere to protocols established in this Agreement, by individual employing departments, and by the Office of the Provost.

11.2. Employees will be evaluated based on student evaluations; other evidence of teaching performance, such as course materials and department-identified materials; and **classroom/online observations**.

11.2.1. Student evaluations. Employees will conduct student evaluations, using the University-approved instrument and process for each appointment period.

11.2.2. Course materials. Employees shall be responsible for submitting a short file (electronic or physical) to the chair/director or designee that contains a sample of key course materials to be used in the annual evaluation, no later than the last day to submit semester grades. The file should include, at a minimum, the course syllabi used, and may include such materials as assignments, exams, or other supportive materials that provide evidence of the Employee's teaching effectiveness or approach to teaching. These materials will be held by the department for use in the annual evaluation. Other evidence of teaching may be provided for evaluation, as long as it is consistent with department-developed criteria.

11.2.3. Classroom/online observations by the chair/director and/or designee are required during the first semester/session of an Employee's initial appointment in the academic unit. In addition, classroom/online observations may occur during each period of employment, upon request of either the Employee or Western. Such observations will be arranged with the department chair and follow department procedures.

11.2.3.1. A date and designated observer for the classroom and/or online observation shall be arranged by mutual agreement between the Employee and the chair/school director or designee.

11.2.3.2. Results of classroom and/or online observations shall be provided to the Employee in written format as soon as possible after the observation, but at least five (5) working days prior to the end of the semester/session in which the observation occurred.

11.2.3.3. Where a direct observation is not feasible (for example, in the case of off-campus courses), alternatives methods to monitor instructional effectiveness will be discussed, and mutually agreed upon.

11.2.3.4. A copy of the observation results will be placed in the Employee's department personnel file, for use in the annual evaluation.

11.2.4. Evidence of other professional activities, such as publications, research, and other professional recognition or service activities, may be submitted by the Employee in the evaluation process; however, since Employees are employed to teach, the quality of their teaching is the paramount concern in the evaluation process.

11.3. Evaluations conducted under this Agreement will have one of the following outcomes:

- a. Exceeds Expectations
- b. Meets Expectations
- c. Does Not Meet Expectations

"Meets Expectations" or "Exceeds Expectations" are considered "positive" ratings.

An Employee receiving an annual evaluation rating of "Meets/Exceeds Expectations" may be reappointed/continue in their current appointment during the following contract year.

11.4. Annual evaluations will be completed prior to July 15. Evaluations may occur at other points in the year, as Employees participate in the instructional program, as is feasible.

11.5. A copy of each annual evaluation shall be provided to the Employee, with an additional copy placed in the Employee's department personnel file.

11.6. Professional Competence evaluation. After having taught in the Academic Unit for three (3) contract years within a four (4) year period (a minimum of 3 credits in at least one semester/session each year), and having received positive ratings on at least his/her two most recent annual evaluations, the Employee may request (in writing) a Professional Competence Evaluation during his/her 4th contract year of appointment if he/she wishes to be considered for Instructor II status. An Employee who has requested a Professional Competence evaluation will assemble a file/portfolio (physical or electronic) that contains the following items to provide evidence of a record of their competence in providing high-quality, effective, and/or innovative teaching:

11.6.1 Self-evaluation. The Employee shall prepare a narrative statement (approximately 4-5 pages) covering the period under review. A self-evaluation may include, but is not limited to, the following items:

- a. The Employee's teaching philosophy
- b. Reflection on the Employee's teaching experience or teaching effectiveness at Western
- c. Discussion of curricular or pedagogical innovations the Employee has developed or implemented

- d. Consideration of professional development related to teaching effectiveness
- e. Discussion of how the Employee's teaching competence addresses the teaching standards articulated in the department policy statement
- f. Assessment of student learning outcomes
- g. Other materials and/or artifacts relevant to the Employee's job performance

11.6.2. Student evaluations. The evaluation will include student evaluations as per Article 11.2.1 above.

11.6.3. A sample of course materials that provide evidence of teaching quality, effectiveness and/or innovation, such as sample syllabi, assignments, examinations, projects, etc. See, Article 11.5.1(3).

11.6.4. A current curriculum vitae or resume.

11.6.5. Copies of all annual evaluations done in prior three (3) contract years in which the employee was appointed.

11.6.6. As is allowed in 11.2.4, evidence of other professional activities, such as publications, research, and other professional recognition or service activities, may be submitted by the Employee for the Professional Competence evaluation; however, since Employees are employed to teach, the quality of their teaching is the paramount concern in the evaluation process.

11.7 Process.

- a. In their fourth year (out of five (5)) of appointment, an Employee who wishes to be considered for Instructor II status shall provide written notice to the department chair/school director or designee during the Fall semester, or by the first week of the Spring semester of the contract year to request a Professional Competence evaluation, to take place during that Spring semester.
- b. A Professional Competence evaluation will take the place of the Employee's Annual Evaluation for the contract year in which it is requested.
- c. The Employee shall create a file/portfolio (electronic or physical) containing items listed above (11.6.1-11.6.6), to be submitted to the department chair/school director or designee by February 1.
- d. A Professional Competence Evaluation will be conducted by the department chair/school director (or designee), deans, and/or a department faculty committee, in accordance with department policy.

- e. *Professional Competence Evaluation Recommendations.* A Professional Competence evaluation will result in one of the two following recommendations:

“Positive”, meaning there is strong evidence of a record of high-quality instruction and the Employee is recommended for Instructor II status; OR,

“Negative”, meaning that there is not sufficient evidence for a record of high-quality instruction, and the Employee is not recommended for Instructor II status. A “Negative” recommendation must include a written rationale explaining the area of concern resulting in the negative recommendation.

- f. Copies of the recommendations that result from the Professional Competence evaluation will be sent by the Department chair to the Employee and the Director of Academic Labor Relations by July 15, with an additional copy placed in the Employee’s department personnel file.
- g. An Employee who receives a “Positive” recommendation as a result of a Professional Competence evaluation will be granted Instructor II status, effective for a maximum period of up to four (4) years, subject to the provisions of Articles 10.3(c) and 13.3.
- h. An Employee who receives a “Negative” recommendation as a result of a Professional Competence evaluation will be eligible for future appointments as an Instructor I, and will retain the full rights and responsibilities accorded to that status, as delineated in this Agreement.