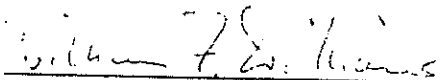


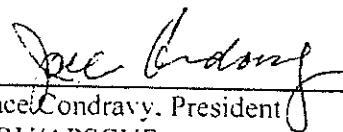
SLIPPERY ROCK UNIVERSITY

**POLICIES AND PROCEDURES
FOR PROBATIONARY FACULTY
ANNUAL PERFORMANCE REVIEW**

REVISED 2012



William Williams, Provost/Vice-President
Academic Affairs

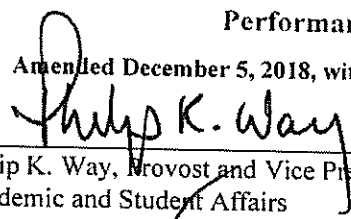


Jacel Condavy, President
SRU/APSCUF

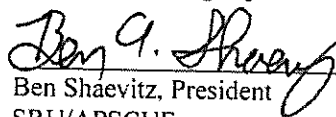
**Date Ratified by SRU/APSCUF
Spring 2012**

**This is an Administrative Guide for the Probationary Performance Review Process.
If there is conflict between this guide and the Collective Bargaining Agreement (CBA), the
CBA will apply. See Article 12 of the CBA:
Performance Review and Evaluation of Faculty.**

Amended December 5, 2018, with the signed local agreement regarding adjustments to deadlines.



Philip K. Way, Provost and Vice President
Academic and Student Affairs



Ben Shaevitz, President
SRU/APSCUF

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*An Overview of the Slippery Rock University
Annual Probationary Review and Tenure Evaluation Policies and Procedures*

- *A newly appointed tenure track Faculty Member will have probationary status for a period of five (5) years.*
- *The faculty evaluation process is a means for extending opportunities for continuous professional development as a result of a thorough analysis of how a faculty member's application material has addressed the Performance Review Categories.*
- *This process is intended to be supportive of a faculty member's desire for continual professional growth and academic excellence.*
- *The faculty evaluation process is also intended to contribute to the ongoing improvements of the academic programs at the university.*
- *Each year during the five year probationary period, a performance review will be conducted for the purpose of specifically appraising the candidate's progress toward tenure.*
- *In the third-year, the candidate's performance during the first three years will be reviewed by the department chair, department evaluation committee and the dean with specific suggestions and statement concerning his/her progress toward tenure.*
- *Tenure shall mean the right of a faculty member to hold his/her position and not be removed except for just cause. Tenure recommendations occur as a function of the judgment of designated peers about the quality of the performance of a candidate for tenure. The granting of tenure shall indicate that the candidate has met a standard of performance expected by the department and the university. In order to earn and be granted tenure, the procedures and performance categories must be followed.*
- *The tenure application is submitted separately from the fifth-year performance review. Faculty must submit two copies to the President by December 31st if hired in August (May 1st if hired in January).*
- *Appendix A references all dates for the probation process. Appendix B refers to all dates applicable in the fifth-year tenure process.*

FAQ: Process Overview

1. Who will evaluate the probationary faculty's performance?

- a. The department evaluation committee evaluates and recommends
- b. The department chairperson evaluates and recommends
- c. The dean of the college reviews and recommends

2. What will they evaluate?

Each report will evaluate the evidence submitted to determine how well the probationary faculty member has demonstrated competence in the three performance categories: (See pages 18-21)

- a. Effective Teaching and Fulfillment of Professional Responsibilities
- b. Continuing Scholarly Growth
- c. Service: Contribution to the University and/or Community

3. When does the probationary faculty submit the file?

- a. **First-year probationary** faculty must submit one copy of the application to the department evaluation committee and one copy to the department chairperson by **December 1** if hired in August (**September 1** if hired in January).
- b. **Second-, third-, fourth- and fifth-year probationary** faculty must submit one copy of the application to the department evaluation committee and one copy to the department chairperson by **October 10** if hired in August or January.

An Overview of the First-Year Probationary Faculty Member's Responsibilities for the Annual Probationary Review Process

The probationary faculty member shall maintain a file throughout the five-year probationary period and shall maintain **two copies** of his/her own professional file of materials to be used for the performance review. One copy will be submitted to the department evaluation committee, the second will be submitted to the department chairperson. The faculty member must assume the burden of providing evidence that the Performance Review Categories have been addressed.

1. Schedule **two** peer observations with the department evaluation committee by:
 - a. **November 15** if you were hired in August
 - b. **April 15** if you were hired in January.
2. Schedule **one** department chairperson observation by:
 - a. **November 15** if you were hired in August
 - b. **April 15** if you were hired in January.
3. Arrange for a colleague to administer student surveys (Student Survey of Course Effectiveness) in all classes*:
 - a. **November 15** if you were hired in August
 - b. **April 15** if you were hired in January.
4. Submit one copy of your review materials, with a **green** signature form (see Appendix C) to the *department evaluation committee* by:
 - a. **December 1** if you were hired in August
 - b. **September 1** if you were hired in January(The probationary faculty member may, if he/she disagrees with the committee's evaluation, send a written response to the dean.)
5. Submit one copy of your review materials, with a **blue** signature form (see Appendix D) to the *department chairperson* by:
 - a. **December 1** if you were hired in August
 - b. **September 1** if you were hired in January(The probationary faculty member may, if he/she disagrees with the chair's evaluation, send a written response to the dean.)

Peer and chairperson observations must be scheduled and student surveys conducted in the second semester of the first year. This material is required for your second-year probationary review.

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category. In all cases the job description for non-teaching responsibilities must be included in the probationary review file.

The probationary faculty member will receive renewal/non-renewal notice from the President by April 1. Non-renewals become effective at the end of the academic year.

**To ensure student privacy, the following shall apply: 1) Art Department: Each studio course within the 200-400 level shall be assigned one course number for student evaluation purposes; 2) Music Department: Each applied music area and each music ensemble within the 100-400 level shall be assigned one course number for student evaluation purposes.*

An Overview of the Department Evaluation Committee's Procedures for the First-Year Annual Probationary Review Process

The department evaluation committee will verify that required information is included in the probationary faculty member's materials: vita, course syllabi, course assessment, and student surveys (Student Survey of Course Effectiveness), peer and department chair observations before transmitting the applications to the next level for review.

1. The department evaluation committee shall carry out its functions with proper regard for the rights of the probationary faculty member to both substantive and procedural due process.
2. The committee will prepare a detailed report addressing how well the evidence in the probationary faculty member's file has addressed the Performance Review Categories.
3. Before the department evaluation committee makes its recommendation, the probationary faculty member shall be advised by the committee of his/her right to appear before the committee.
4. The committee will also make a recommendation for renewal or non-renewal as a result of the evaluation process.
5. By (see **Appendix A** for applicable date) for August hires or (see **Appendix A** for applicable date) for January hires, the committee submits the detailed report and recommendation, with the supporting material to the appropriate academic dean.
 - a. The committee will also provide a copy of the report and recommendation to the department chairperson and probationary faculty member.

An Overview of the Department Chairperson's Procedures for the First-Year Annual Probationary Review Process

The department chairperson shall carry out his/her role in the probationary review process with proper regard for the right of the probationary faculty member to both substantive and procedural due process.

1. The chairperson will evaluate the probationary faculty member based on:
 - a. his/her knowledge and personal observations of the probationary faculty member's performance.
 - b. the results of the department evaluation committee's evaluation and recommendations and the materials submitted by the applicant.
2. The chairperson will prepare an independent, detailed report addressing how well the evidence in the probationary faculty member's file has addressed the Performance Review Categories.
3. The chairperson will also make a recommendation for renewal or non-renewal as a result of the evaluation process.
4. Before the chairperson makes a recommendation, he/she shall provide a reasonable opportunity for the applicant to discuss his/her evaluation.
5. By (see **Appendix A** for applicable date) for August hires or (see **Appendix A** for applicable date) for January hires, the department chairperson submits the detailed report and recommendation to the appropriate academic dean. (The file is returned to the applicant.)
 - a. The department chairperson will also provide a copy of the report and recommendation to the department evaluation committee and probationary faculty member.

An Overview of the Dean's Procedures for the First-Year Annual Probationary Review Process

The dean shall carry out the annual probationary review process with proper regard for the rights of the probationary faculty member to both substantive and procedural due process. The dean will not employ criteria other than those used by the department.

1. The dean shall review the material submitted by the probationary faculty member and:
 - a. the data supplied by the department evaluation committee.
 - b. the data supplied by the department chairperson.
 - c. any other relevant and substantiated data gathered by the dean.
2. The dean will prepare a report indicating how well the evidence in the probationary faculty member's file has addressed the Performance Review Categories.
3. The dean will also make a recommendation for renewal or non-renewal as a result of the review process.
4. The probationary faculty member shall be provided with an opportunity to discuss the performance review. This discussion shall be specific and detailed and clearly set forth those areas of performance, if any, which require improvement. A draft of the performance review will be provided to the probationary faculty member prior to discussion with the dean.
5. By (see **Appendix A** for applicable date) for August hires or (see **Appendix A** for applicable date) for January hires, the dean submits the detailed report and recommendation to the Provost and Academic Vice President for Academic Affairs.
 - a. The dean will also provide copies of the report and recommendation to the department evaluation committee, the department chair, and the probationary faculty member.

An Overview of the President's Procedures for the First-Year Annual Probationary Review Process

1. The university president will assume ultimate responsibility for the integrity of the entire probationary and tenure decision-making process. Specifically, he/she shall determine that no person is granted renewal without following the appropriate procedures, that all procedures are followed faithfully, and that all judgments are sustained by sufficient and appropriate evidence.
2. The president or his/her designee is not to employ criteria other than what is outlined in the CBA.
3. The president and/or his/her designee shall carry out the probationary faculty decision procedures with proper regard for the right of the probationary faculty member's to substantive and procedural due process.
4. During a faculty member's **first probationary year**, the president will notify him/her by **April 1 (November 15 for January hires)**, of the faculty member's status effective the next academic year.
5. During a faculty member's **second through fourth probationary years**, the president will notify him/her by **January 30 (August hire)**, or **December 15 (January hire)** of the faculty member's status for the next academic year.

An Overview of the Second-Year Probationary Faculty Member's Responsibilities for the Annual Probationary Review Process

*** January hires see Appendix A for alternative dates*

Differences from the first-year probationary process for the probationary faculty member:

1. You will need student surveys for all classes for two semesters (fall of the first academic year and spring) rather than one semester.
2. You will need peer observation reports for two semesters (fall and spring) rather than one semester.
3. The deadline for completion of the peer observations and submission of your application is **October 10** rather than December 1.

What are the second-year probationary faculty member's responsibilities?

Throughout the five-year probationary period, the candidate shall maintain **two copies** of his/her own professional file of materials to be used for the performance review file. One copy will be submitted to the department evaluation committee, the second will be submitted to the department chairperson. The faculty member must assume the burden of providing substantial evidence that the Performance Review Categories have been met.

1. Schedule two peer observations with the department evaluation committee the spring semester of the year prior to evaluation.
2. Schedule two peer observations with the department evaluation committee before **October 1** of the fall semester of the evaluation year.
3. Schedule one department chairperson classroom visitation before **October 1** of the fall semester of the evaluation year.
4. Arrange for a colleague to administer student surveys in all fall and spring classes the year prior to evaluation.
5. Student surveys for all classes must be submitted with the second-year probationary application.
6. Submit one copy of your performance review file, with a **green** signature form (see Appendix C) to the department evaluation committee by **October 10**.
(The probationary faculty member may, if he/she disagrees with the committee's evaluation, send a written response to the dean.)
7. Submit one copy of your performance review file, with a **blue** signature form (see Appendix D) to the department chairperson by **October 10**.
(The probationary faculty member may, if he/she disagrees with the chair's evaluation, send a written response to the dean.)

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category. In all cases the job description for non-teaching responsibilities must be included in the performance review file.

The probationary faculty member will receive renewal/non-renewal notice from the President by January 30. Non-renewals become effective at the end of the academic year.

An Overview of the Department Evaluation Committee's Procedures for the Second-Year Annual Probationary Review Process

The department evaluation committee will follow the same procedure as the first year probationary faculty review. The deadline for completing the evaluation, however, is November 1.

An Overview of the Department Chairperson's Procedures for the Second-Year Annual Probationary Review Process

The department chairperson will follow the same procedure as the first year probationary faculty review. The deadline for completing the evaluation, however, is November 8.

An Overview of the Dean's Procedures for the Second-Year Annual Probationary Review Process

The dean will follow the same procedure as the first year probationary faculty review. The deadline for completing the evaluation, however, is December 15.

An Overview of the Third-Year Probationary Faculty Member's Responsibilities for the Annual Probationary Review Process

*** January hires see Appendix A for alternative dates*

Differences from the first- and second-year probationary process for the probationary faculty member:

Within your third-year probationary review file, you should create a separate category in the file titled "First- and Second-Year Performance Review" that will include:

1. Year one and year two department, chairperson and dean performance review reports.

What are the third-year probationary faculty member's responsibilities?

Throughout the five-year probationary period, the probationary faculty member shall maintain **two copies** of his/her own professional file of materials to be used for the performance review file. One copy will be submitted to the department evaluation committee, the second will be submitted to the department chairperson. The faculty member must assume the burden of providing substantial evidence that the Performance Review Categories have been met.

1. Schedule two peer observations with the department evaluation committee the spring semester of the year prior to evaluation.
2. Schedule two peer observations with the department evaluation committee before **October 1** of the fall semester of the evaluation year.
3. Schedule one department chair classroom visitation before **October 1** of the fall semester of the evaluation year.
4. Arrange for a colleague to administer student surveys in all fall and spring classes the year prior to evaluation.
5. Student surveys for all classes must be submitted with the third-year probationary application.
6. Submit one copy of your performance review file, with a **green** signature form (see Appendix C) to the department evaluation committee **October 10**. (The probationary faculty member may, if he/she disagrees with the committee's evaluation, send a written response to the dean.)
7. Submit one copy of your performance review file, with a **blue** signature form (see Appendix D) to the department chairperson by **October 10**. (The probationary faculty member may, if he/she disagrees with the chair's evaluation, send a written response to the dean.)

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category. In all cases the job description for non-teaching responsibilities must be included in the performance review file.

The probationary faculty member will receive renewal/non-renewal notice from the President by January 30. Non-renewals become effective at the end of the academic year.

An Overview of the Department Evaluation Committee's Procedures for the Third-Year Annual Probationary Review Process

Differences from the first- and second-year probationary process for the department evaluation committee:

In addition to an evaluation and recommendation regarding the third year, the committee will read the first and second year annual performance review reports and include a statement with specific suggestions and recommendations concerning the faculty member's progress toward tenure.

An Overview of the Department Chairperson's Procedures for the Third-Year Annual Probationary Review Process

Differences from the first- and second-year probationary process for the chairperson:

In addition to an evaluation and recommendation regarding the third year, the chairperson will read the first and second year annual performance review reports and include a statement with specific suggestions and recommendations concerning the faculty member's progress toward tenure.

An Overview of the Dean's Procedures for the Third-Year Annual Probationary Review Process

Differences from the first- and second-year probationary process for the dean:

In addition to an evaluation and recommendation regarding the third year, the dean will read the first and second year annual performance review reports and include a statement with specific suggestions and recommendations concerning the faculty member's progress toward tenure.

An Overview of the Fourth-Year Probationary Faculty Member's Responsibilities for the Annual Probationary Review Process

*** January hires see Appendix A for alternative dates*

Differences from the first-, second- and third-year probationary process for the probationary faculty member:

1. You do not need to submit year one, two or three department, chairperson and dean performance review reports.

What are the fourth-year probationary faculty member's responsibilities?

Throughout the five-year probationary period, the probationary faculty member shall maintain **two copies** of his/her own professional file of materials to be used for the probationary review. One copy will be submitted to the department evaluation committee, the second will be submitted to the department chairperson. The faculty member must assume the burden of providing substantial evidence that the Performance Review Categories have been met.

1. Schedule two peer observations with the department evaluation committee the spring semester of the year prior to evaluation.
2. Schedule two peer observations with the department evaluation committee before **October 1** of the fall semester of the evaluation year.
3. Schedule one department chair classroom visitation before **October 1** of the fall semester of the evaluation year.
4. Arrange for a colleague to administer student surveys in all fall and spring classes the year prior to evaluation.
5. Student surveys for all classes must be submitted with the fourth-year probationary application.
6. Submit one copy of your file, with a **green** signature form (see Appendix C) to the department evaluation committee **October 10**.
(The faculty member may, if he/she disagrees with the committee's evaluation, send a written response to the dean.)
7. Submit one copy of your file, with a **blue** signature form (see Appendix D) to the department chairperson by **October 10**.
(The faculty member may, if he/she disagrees with the chair's evaluation, send a written response to the dean.)

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category. In all cases the job description for non-teaching responsibilities must be included in the probationary review file.

The probationary faculty member will receive renewal/non-renewal notice from the President by January 30. Non-renewals become effective at the end of the academic year.

**An Overview of the Department Evaluation Committee's Procedures
for the Fourth-Year Annual Probationary Review Process**

Differences from the first-, second- and third-year probationary process for the department evaluation committee:

You will evaluate only year four material.

**An Overview of the Department Chairperson's Procedures
for the Fourth-Year Annual Probationary Review Process**

Differences from the first-, second- and third-year probationary process for the chairperson:

You will evaluate only year four material.

**An Overview of the Dean's Procedures
for the Fourth-Year Annual Probationary Review Process**

Differences from the first- and second-year probationary process for the dean:

You will review only year four material.

An Overview of the Fifth-Year Probationary Faculty Member's Responsibilities for the Annual Probationary Review Process

*** January hires see Appendix A for alternative dates*

*Probationary faculty members please note: You are **required** to submit your fifth-year performance review material by the deadlines below; the fifth-year probationary review is separate from your tenure application, which is due on or before December 31.*

There are no differences between the fourth-year and fifth year probationary process for the probationary faculty member.

What are the fifth-year probationary faculty member's responsibilities?

Throughout the five-year probationary period, the probationary faculty member shall maintain **two copies** of his/her own professional file of materials to be used for the performance review file. One copy will be submitted to the department evaluation committee, the second will be submitted to the department chairperson. The faculty member must assume the burden of providing substantial evidence that the Performance Review Categories have been met.

1. Schedule two peer observations with the department evaluation committee the spring semester of the year prior to evaluation.
2. Schedule two peer observations with the department evaluation committee before **October 1** of the fall semester of the evaluation year.
3. Schedule one department chair classroom visitation before **October 1** of the fall semester of the evaluation year.
4. Arrange for a colleague to administer student surveys in all fall and spring classes the year prior to evaluation.
5. Student surveys in all classes must be submitted with the fifth-year probationary file.
6. Submit one copy of your performance review file, with a **green** signature form (see Appendix C) to the department evaluation committee **October 10**. (The faculty member may, if he/she disagrees with the committee's evaluation, send a written response to the dean.)
7. Submit one copy of your performance review file, with a **blue** signature form (see Appendix D) to the department chairperson by **October 10**. (The faculty member may, if he/she disagrees with the chair's evaluation, send a written response to the dean.)

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category. In all cases the job description for non-teaching responsibilities must be included in the performance review file.

The probationary faculty member will receive renewal/non-renewal notice from the President for the fifth-year evaluation by May 31. Nonrenewal becomes effective at the end of the following year.

An Overview of the Department Evaluation Committee's Procedures for the Fifth-Year Annual Probationary Review Process

Differences from the fourth-year probationary process for the department evaluation committee:

The only difference from the fourth year probationary process for the department evaluation committee is that the committee evaluates but does not submit a recommendation to renew or non-renew. Notices for renewal or non-renewal will be in accordance with Article 15, Tenure (p. 32).

An Overview of the Department Chairperson's Procedures for the Fifth-Year Annual Probationary Review Process

Differences from the fourth-year probationary process for the department chairperson:

The only difference from the fourth year probationary process for the department chairperson is that the chairperson evaluates but does not submit a recommendation to renew or non-renew. Notices for renewal or non-renewal will be in accordance with Article 15, Tenure (p. 32).

An Overview of the Dean's Procedures for the Fifth-Year Annual Probationary Review Process

Differences from the fourth-year probationary process for the dean:

The only difference from the fourth year probationary process for the dean is that the dean reviews but does not submit a recommendation to renew or non-renew. Notices for renewal or non-renewal will be in accordance with Article 15, Tenure (p. 32).

PERFORMANCE REVIEW CATEGORIES

Throughout the five-year probationary period, the probationary faculty member shall maintain two copies of his/her own professional file of materials to be used for the annual review:

- i. The faculty member must assume the burden of providing substantial evidence that the Performance Review Categories have been addressed.*
- ii. Under each category are listed some examples of data upon which judgments can be made about the applicant's performance in a given category.*
- iii. When evaluating data the appropriate evaluator(s) shall give greater weight to the quality of the performance reflected in the data, than to the quantity of the data.*

I. A. Effective Teaching:

Effective Teaching and Fulfillment of Professional Responsibilities is the most important but not the sole category for evaluating both teaching and non-teaching faculty. Competence in this category must be substantiated by evidence, which includes but not be limited to the following:

1. Two peer classroom observation reports per semester of teaching and/or non-teaching performance.
 - Faculty members with a reassigned workload must submit a job description and evidence of meeting objectives outlined in job description.
2. One chairperson peer observation report per academic year of teaching and/or non-teaching performance.
 - Faculty members with a reassigned workload must submit a job description and evidence of meeting objectives outlined in job description.
3. Student surveys of course effectiveness for each class or section taught.
4. Course syllabi and/or other student materials prepared by the candidate and used in the classroom or in non-classroom learning sites.
5. Evaluative techniques and assignments used by the candidate.

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category.

I. B. Fulfillment of Professional Responsibilities:

Fulfillment of Professional Responsibilities means the provision of responsible service, consistent with the objectives of the university.

Professional responsibility will be assessed as part of the performance review evaluation by the Department Committee and the Department Chairperson, however, the faculty member also may provide evidence of his/her performance of these basic responsibilities, which can include but need not be limited to the following:

1. Provides quality student advisement;
2. Provides prompt, and when possible, advance reporting of any changes in class hours or classrooms assigned;
3. Prepares for and meets assignments, with timely notification to the proper authority in case of absence;
4. Keeps office hours with a minimum of 5 per week on 3 different days for teaching faculty and 5 days per week for non-teaching faculty;
5. Fairly evaluates and promptly reports student achievement;
6. Reports promptly and in advance, if possible, absence due to illness;
7. Accepts those reasonable duties assigned within the field of competence;
8. Preserves and defends the goals of the university with the right to advocate change;
9. Recognizes and attempts to meet departmental goals and stated standards of performance with the right to advocate change;
10. Willingly accepts department work assignments;
11. Provides timely execution of work assignments;
12. Renders service to the university, including participation in group deliberations

II. CONTINUING SCHOLARLY GROWTH

This will be indicated, when applicable, by such items as:

1. Development of experimental programs; state, regional, national, and international
2. Papers delivered at state, regional, national, and international meetings of professional societies;
3. State, regional, national and international awards;
4. Offices held in professional organizations;
5. Invitational lectures given;
6. Participation in panels at state, regional, national and international meetings of professional organizations;
7. Grant Acquisitions;
8. Editorships of professional journals;
9. Participation in juried shows;
10. Program related projects;
11. Quality of musical or theatrical performances;
12. Participation in one-person or invitational shows;
13. Consultantships;
14. Additional graduate work beyond minimum requirements for the rank;
15. Research projects and publication record;
16. Contribution to the scholarly growth of one's peers;
17. Development/presentation of workshops;
18. Research in progress with documentation of its status;
19. Testimony of experts in the discipline or related disciplines;
20. Exhibitions;
21. Attendance and participation in professionally organized workshops, institutes, seminars, symposiums, short courses, etc., related to the discipline;
22. Participation in professional organizations that advance a professional field or discipline;
23. Development of new scholarly or practical insights;

The above items are not in priority order, nor are ALL items expected to be included.

III. SERVICE: CONTRIBUTIONS TO THE UNIVERSITY AND/OR COMMUNITY

This will be indicated, when applicable, in such items as:

1. Quality of participation in program, department, school, and university committees, which should be named and classified as Program, Department, School, University. **Show manner of participation (member, chairperson, secretary, etc.); show time demand of committee (meetings once a week all semester, four times a year, etc.)**
2. APSCUF activity contributing to the governance of the university;
3. Development of new course(s) or program(s); quality of curriculum development. Describe course, program proposals or revisions which have benefited the department, school or university;
4. Participation in university-wide colloquia;
5. Special individual assignment. Give the name of the assignment, by whom it was made, the time involved, a descriptive paragraph explaining the assignment;
6. Significant contribution to student organizations or activities. Indicate the organization or activity; tell the contribution and the time demand;
7. Significant contribution to university governance other than covered in items above. Service as a department chair is an example. A temporary assignment in an administrative position may be included here;
8. Voluntary membership in professionally oriented, community based organizations reasonably related to the faculty member's discipline. Show your professional capacity with the group; show the recognition that has come to the university as a result of this community work;
9. Lectures and consultations (give the name of the group and the kind of consultantship);
10. Consulting with local and area agencies and organizations;
11. Other miscellaneous service provided to the community. Show the relationship of the service to personal and/or professional growth and its benefit to the university;
12. Recruitment and retention activities.

EVALUATION DATES & REQUIREMENTS

Faculty Classification	Status	Student Surveys	Observations Dep. Comm.	Observation Dept. Chair	Report Deadline Faculty	Report Deadline Dept. Comm.	Report Deadline Dept. Chair	Report Deadline Dean	Comment
Tenured Full-time	Tenured - 5th Year	Fall Semester only	One (1) per semester	One (1) Academic Year	March 1	April 1	April 8	May 15	If on leave for part of year, evaluated following year
	Probationary Status First Year Fall Hire	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Dec. 1	Jan. 30	Feb. 7	Feb. 28	Must have renewal/non-renewal recommendation
Tenure Tracked Full-time	Probationary Status Fall Hire 2nd - 5th year	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Oct. 10	Nov. 1	Nov. 8	Dec. 15	2nd - 4th recommendation renewal/non-renewal
	Probationary Status First Year Spring Hire	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Sept. 1	Sept. 23	Sept. 30	Oct. 30	Must have recommendation or renewal/non-renewal
	Probationary Status Spring Hire 2nd - 4th year	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Oct. 10	Nov. 1	Nov. 8	Nov. 30	Must have recommendation renewal/non-renewal
	Probationary Status Spring Hire - 5th Year	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Mar. 5	April 1	April 8	April 15	Tenure Comm. recommendation
	First Year Fall Hire	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Dec. 1	Jan. 30	Feb. 7	Feb. 28	Recommendation renewal/non-renewal
Regular Part-time	First Year Spring Hire	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Sept. 1	Sept. 23	Sept. 30	Oct. 30	Recommendation renewal/non-renewal
	2nd - 5th years	Each Semester All Classes	Two (2) per semester	One (1) Academic Year	Oct. 10	Nov. 1	Nov. 8	Nov. 30	Recommendation renewal/non-renewal
	Beyond the 5th year								See CBA, Article 45, I. 2007 - 2011

EVALUATION DATES & REQUIREMENTS

Faculty Classification	Status	Student Evaluations	Observations Dep. Comm.	Observation Dept. Chmn.	Report Deadline Faculty	Report Deadline Dept. Comm.	Report Deadline Dept. Chair	Report Deadline Dean	Comment
Temporary Full-time	Appointment for Academic Year	Fall Semester All Classes	Two (2) per fall semester	One (1) fall semester	March 1	April 1	April 8	May 15	
	Appointment for Fall Semester	All Classes	One (1) observation per semester by either Department Chairperson	One (1) observation per semester or Department Chairperson	Oct. 10	Nov. 1	Nov. 8	Nov. 30	If rehired for Spring, then another observation is required in Spring
	Appointment for Spring Semester	All Classes	One (1) observation per semester by either Department Chairperson	One (1) observation per semester or Department Chairperson	March 1	April 1	April 8	May 15	
Temporary Part-time	Appointment for Academic Year	Fall Semester All Classes	One (1) observation per academic year by either Department Chairperson	One (1) observation per academic year by either Department Chairperson	March 1	April 1	April 8	May 15	
	Appointment for Fall Semester	All classes for semester	One (1) observation per semester by either Department Chairperson	One (1) observation per semester or Department Chairperson	Oct. 10	Nov. 1	Nov. 8	Nov. 30	
	Appointment for Spring Semester	All classes for semester	One (1) observation per semester by either Department Chairperson	One (1) observation per semester or Department Chairperson	March 1	April 1	April 8	May 15	

Appendix A

DEPARTMENTAL EVALUATION COMMITTEE REPORT OF PERFORMANCE REVIEW OF PROBATIONARY FACULTY (please print on green paper)

Faculty Member's Name

Probationary Year (1, 2, 3, 4, 5)

Department

Rank

Date Employed

Date of Anticipated Tenure

I verify that the departmental evaluation committee has followed approved university policies and procedures for evaluation, in compliance with the Collective Bargaining Agreement, as it evaluated and made recommendations for this probationary faculty member.

Chairperson, Departmental Evaluation Committee

Date

I have seen and signed this report with the knowledge that I may attach a statement to it if I should wish to clarify or disagree with any part of it.

Faculty Member's Signature

Date

The departmental evaluation committee should address the specific performance criteria described in the Tenure Policies and Procedures as it prepares this report. Generalizations of a sweeping nature are not helpful to other performance review bodies and should not be used. The committee should prepare its own statement about the faculty member's Fulfillment of Professional Responsibilities. Attach additional pages as needed; however, each page should bear the faculty member's name, the date, the probationary year, and the signature of the evaluation committee chairperson.

Appendix B

DEPARTMENT CHAIRPERSON REPORT OF PERFORMANCE REVIEW OF PROBATIONARY FACULTY (please print on blue paper)

Faculty Member's Name

Probationary Year (1, 2, 3, 4, 5)

Department

Rank

Date Employed

Date of Anticipated Tenure

I verify that I have followed approved university policies and procedures for evaluation, in compliance with the Collective Bargaining Agreement, as I evaluated and made recommendations for this probationary faculty member.

Department Chairperson's Signature

Date

I have seen and signed this report with the knowledge that I may attach a statement to it if I should wish to clarify or disagree with any part of it.

Faculty Member's Signature

Date

The department chairperson should address the specific performance criteria described in the Tenure Policies and Procedures as he/she prepares this report. Generalizations of a sweeping nature are not helpful to other performance review bodies and should not be used. The chairperson should prepare his/her own statement about the faculty member's Fulfillment of Professional Responsibilities. Attach additional pages as needed; however, each page should bear the faculty member's name, the date, the probationary year, and the signature of the department chairperson.

Appendix C
1ST YEAR PROBATIONARY PERFORMANCE REVIEW WORKSHEET
 (See CBA Article 12, pp. 2-30)

- By Dec 1: Faculty provides (1) one copy of evaluation/supportive materials to the Dept Chair and (1) one copy to the Evaluation Comm.*
By Jan 30: Evaluation Committee forwards its copy of evaluation/supportive materials and their recommendation to the Dean.
By Feb 7: Department chairperson forwards his/her recommendation only (not evaluation/supportive materials) to the Dean.

NAME: _____ DEPT: _____

ACADEMIC YEAR: _____ EVALUATION YEAR: 1

1. Updated vitae: _____
2. Teaching Effectiveness and Professional Responsibilities
 - a. Student surveys: (all classes) should be administered before Nov 15th to ensure that the Computer Center can have the results returned by the Dec 1 deadline.

Course #	Course Title	Period	Room	Completed

- b. Peer Classroom Observations: (Total of 2: Should be completed by November 15th)

Date	Course Title	Dept. Observer	Completed

- c. Chairperson Classroom Observation: (should be completed by November 15th)

Date	Course Title	Completed

3. Other pertinent data (self evaluation, syllabi, evidence of meeting non-teaching assignment, etc.)
4. Evidence of Scholarly Growth (See pages 23-24, CBA)
5. Evidence of Service

Committee Name/Type of Participation

	Manner of Participation	Time Demand of Committee/activity
Program		
Department		
College		
University		
APSCUF		
Other - See Pg 24 for other options		

The intention of this worksheet is to help the probationary faculty member prepare his/her performance review file.

Appendix D
2nd – 5th PROBATIONARY PERFORMANCE REVIEW WORKSHEET
 (See CBA Article 12, pp. 23-30)

By Oct 10: Faculty provides (1) one copy of evaluation/supportive materials to the Dept Chair and (1) one copy to the Evaluation Comm.
By Nov 1: Evaluation Committee forwards their copy of evaluation/supportive materials and their recommendation to the Dean.
By Nov 8: Department chairperson forwards their recommendation only (not evaluation/supportive materials) to the Dean.

NAME: _____ DEPT: _____

ACADEMIC YEAR: _____ EVALUATION YEAR: 2 3 4 5 (Circle 1)

1. Updated Vita
2. Student Surveys (all classes for FALL and SPRING Semesters of year prior to evaluation). Dates determined in concert with department evaluation committee.

Course #	Course Title	Period	Room	Completed

3. Peer Classroom Observations: (Total of 4: two Spring of year prior to evaluation and two by Oct 1st of evaluation year.)

Date	Course Title	Dept. Observer	Completed

2. Chairperson Peer Classroom Observation: (should be completed by October 1st of evaluation year).

Date	Course Title	Completed

3. Other pertinent data (i.e. self-evaluation, publications, evidence of meeting non-teaching assignment, etc.):
4. Evidence of Scholarly Growth (See pages 23-24, CBA)
5. Evidence of Service

Committee Name/Type of Participation

	Manner of Participation	Time Demand of Committee
Program		
Department		
College		
University		
APSCUF		
See Pg 24 for other options		

The intention of this worksheet is to help the probationary faculty member prepare his/her performance review file.

Appendix E
Performance Review
CHECKLIST

Faculty Member's Name: _____

Materials Included	Faculty Initial	Dept Eval Com. Initial	Chairperson Initial
Student surveys of course effectiveness?			
Peer Classroom Observations			
Chair Classroom Observations			
Vita			
Dept Eval Committee Written Evaluation			
Dept Eval Committee Report of Performance Review (green form)			
Department Chairperson Written Evaluation			
Department Chairperson Report of Performance Review (blue form)			

The intention of this optional form is to assist the faculty member to better assure a completed folder.

If using, please insert in the front of the folder.

Appendix F



Adjustment to First-year Probationary Faculty Review Deadline (Fall Hires)
Slippery Rock University
Side Agreement Date: April 13, 2016

This local agreement amends the 2012 local agreement entitled "Policies and Procedures for Probationary Faculty Annual Performance Review" pertaining to application deadline for first-year probationary faculty reviews (fall hires only).

Management and APSCUF agree that the December 1 application deadline for fall first-year probationary faculty hires be extended to 4pm on the University's first working Monday after the January 1 New Year holiday. This adjustment will allow faculty to receive the Student Surveys of Course Effectiveness after fall semester have been submitted. The deadline applies to both paper and electronic evaluations.

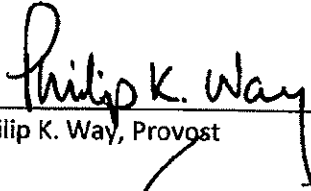
Subsequent due dates in the evaluation process will remain as listed in the policy, as follows:

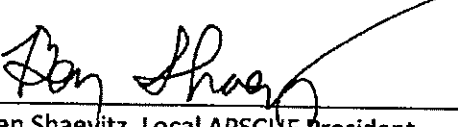
Department Committee	January 30
Department Chair	February 7
Dean	February 28
President/designee	April 1

Student Surveys of Course Effectiveness received in the IATS Office by December 1 will be returned to faculty members by December 15th. If evaluations received by December 1 are returned after December 15, all due dates in the side agreement will be extended one business day for each business day the results are late. Evaluations received in the IATS Office after December 1 will be prioritized by cannot be guaranteed by December 15.

This agreement pertains only to fall hires. Dates for spring hires are unaffected.

This side agreement will go into effect beginning with Fall 2016 first-year probationary hires. It will remain in effect until the next revision of the full policy.


Philip K. Way, Provost 4/19/16
Date


Ben Shaevitz, Local APSCUE President 4/19/16
Date