

## ARTICLE 8

### **EMPLOYMENT EVALUATION**

- 8.1 “Employment Evaluation” is a faculty member’s or supervisor’s written assessment of a bargaining unit employees’ employment performance.
- 8.2 If an employment evaluation is to take place, the employing department or hiring unit shall communicate, in writing, evaluation criteria, schedule and procedures for written employment evaluations, to employees or upon request to the Union within the first fourteen (14) days of the appointment period.
- 8.3 There shall be no changes in criteria and procedures used to evaluate the bargaining unit employee during the appointment period, unless there is a change in the assignment of the bargaining unit employee in which case notice of new criteria, schedule and procedures for written employment evaluations shall be provided in accordance with provision 8.2, above.
- 8.4 An ASE shall be given a draft evaluation at least five (5) days prior to placement in the personnel file. Upon request, an ASE shall be provided the opportunity to meet with an appropriate administrator to discuss the draft evaluation. The request to meet, if any, shall be made within five (5) days of receipt of the draft evaluation. If a meeting is requested, it shall take place within ten (10) days of the request by the ASE. Following the meeting, the administrator shall consider all information provided by the ASE concerning the relevancy and accuracy of the employment evaluation prior to making a final decision to place the final evaluation in the file. An ASE shall be given a copy of the final evaluation within five (5) days after placement in the personnel file.
- 8.5 If a bargaining unit employee disagrees with the content of the final evaluation, within fourteen (14) days of receipt of the evaluation, the bargaining unit employee may submit a rebuttal statement that the University shall attach to the employment evaluation.
- 8.6 The content of an employment evaluation of a bargaining unit employee shall not be subject to the grievance procedure, but the procedural requirements of the provisions of this article shall be subject to the grievance procedure.
- 8.7 If the bargaining unit employee is alleging that the content of an evaluation constitutes a violation of Article 16, Non-Discrimination, then the bargaining unit employee may contest the content of the evaluation subject to the requirements of Article 16, Non-

Discrimination. If the bargaining unit employee is alleging that the content of an evaluation constitutes a violation of Article 10, Grievance Procedure, then the bargaining unit employee may contest the content of the evaluation subject to the requirements of Article 10, Grievance Procedure.