

## **ARTICLE 11 EVALUATION FILE**

11.1 Policy. There shall be one (1) evaluation file containing a dated copy of all documents used in the evaluation process, other than evaluation for tenure and promotion. When evaluations and other personnel decisions are made, other than for tenure and promotion, the only documents which may be used are those contained in that file. Such documents shall be placed in the evaluation file within a reasonable time after receipt by the custodian of the file. Faculty members shall be notified, upon written request, of the location of the evaluation file and the identity of the custodian. A notice specifying the location of the evaluation file shall be posted in each department/unit.

11.2 Access. A faculty member may examine the evaluation file, upon reasonable advance notice, during the regular business hours of the office in which the file is kept, normally within the same business day as the faculty member requests to see it, and under such conditions as are necessary to insure its integrity and safekeeping. Upon request, a faculty member may paginate with successive whole numbers the materials in the file, and may attach a concise statement in response to any item therein. Upon request, a faculty member is entitled to one (1) free copy of any material in the evaluation file. Additional copies may be obtained by the faculty member upon the payment of a reasonable fee for photocopying. A person designated by the faculty member may examine that faculty member's evaluation file with the written authorization of the faculty member concerned, and subject to the same limitations on access that are applicable to the faculty member.

11.3 Indemnification. The UFF agrees to indemnify and hold the board, its officials, agents, and representatives harmless from and against any and all liability for any improper, illegal, or unauthorized use by the UFF of information contained in such evaluation files.

11.4 Use of Evaluative Materials. In the event a grievance is filed, University, Board, and UFF grievance representatives, the arbitrator, and the grievant shall have the right to use, in the grievance proceedings, copies of materials from the grievant's evaluation file.

11.5 Anonymous Material. There shall be no anonymous material in the evaluation file except for numerical summaries of student evaluations that are part of a regular evaluation procedure of classroom instruction and/or written comments from students obtained as part of that regular evaluation procedure. If written comments from students in a course are included in the evaluation file, all of the comments obtained in the same course must be included. Materials are anonymous in instances where the author and his/her source of information are unidentified.

11.6 Peer Committee Evaluations. Evaluative materials, or summaries thereof, prepared by peer committees as part of a regular evaluation system, may be placed in an evaluation file when signed by a representative of the committee.

11.7 Removal of Contents. As permitted by law, materials shown to be contrary to fact shall be removed from the file. This section shall not authorize the removal of materials from the evaluation file when there is a dispute concerning a matter of judgment or opinion rather than fact. Materials may also be removed pursuant to the resolution of a grievance.

11.8 Limited Access Information. Information reflecting evaluation of faculty performance shall be available for inspection only by the faculty member, the faculty member's representative, university and Board officials who use the information in carrying out their responsibilities, peer committees responsible for evaluating faculty member performance, and arbitrators or others engaged by the parties to resolve disputes, or by others by court order. However, such limited access status shall not apply to summary data, by course, for the common "core" items contained in student course evaluations, which have been selected as such by the board or the university and made available by the university to the public on a regular basis.

11.9 Tenure and Promotion Files. The creation of tenure and promotion files will be the responsibility of the faculty member.

a) The University will designate the archival system that will be used for evaluation to the faculty member at least three (3) years prior to the date that the faculty member applies for tenure and/or promotion. The faculty member must be able to upload documents to the archival system at that time.

(1) The University shall appoint and identify the case manager for each academic unit. This list shall be made public and provided to the UFF by February 28th of the calendar year of submission.

i) The case manager will be designated by the academic unit for each unit, who will be responsible for authorizing access to faculty members within the unit, and serve as their point of contact regarding system issues.

ii) If the University changes the archival software provider, then such changes must meet the requirements of Article 11.9 (a).

(2) The tenure and promotion submission deadline shall not be prior to the 6<sup>th</sup> week after the 9 month contract starts and the due date shall be on a Sunday at 11:59 pm, in the time zone of the University. This shall be effective Fall 2023.

b) There shall be no rules in the file that are inconsistent with the CBA or University tenure and promotion criteria. Faculty shall be evaluated according to standards in the CBA and approved criteria for their respective colleges/schools.

c) Tenure and promotion files may be re-uploaded when a reviewer of the documents indicates that a file appears to be corrupted.

d) The number of uploads in any category shall not be limited.

*for/2027*

UFF

FAMU

*Acad Leader*

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_