

1 **ARTICLE 15 – EVALUATION**

2
3 **Section 1**

4 Each unit employing Graduate Employees has the right to conduct periodic evaluations of the
5 employee’s job performance. The unit may establish job performance criteria and the
6 frequency and format of evaluation appropriate for the employee’s work assignment.
7 Evaluations will be performed no less than once each academic year. Employees shall have
8 access to all evaluative material unless otherwise restricted by this Article. Upon appointment,
9 Graduate Employees shall be notified in writing of the evaluation process and criteria. A
10 Graduate Employee will receive an evaluation if they so request from their employing unit.
11 Requests for evaluation will be fulfilled during the term in which the request was made. These
12 requests cannot be fulfilled solely by eSET student evaluations.

13
14 **Section 2**

15 The evaluation may include written input provided by students, clients, or others who have
16 direct knowledge of the employee’s performance. If the written input includes a numerical
17 rating, then a summary of the average rating scores may become a part of the Graduate
18 Employee’s personnel file. Anonymous evaluative material may not be kept in a Graduate
19 Employee’s personnel file.

20
21 **Section 3**

22 The supervisor or another faculty member designated by the employing unit may also conduct
23 one or more site visits to the employee’s classroom or work place for the purpose of
24 evaluation. Upon request by the Graduate Employee, the supervisor or a designated faculty
25 member will conduct a site visit to an employee’s classroom or workplace. A Graduate
26 Employee may request additional evaluations on ~~particular~~ specific performance issues at any
27 time.

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29 **Section 4**

30 The Graduate Employee shall be given the opportunity to evaluate the employing unit’s job
31 performance as well. The timeliness of appointment, work description, alignment of work load
32 with work assignment, and all other rights outlined in this Collective Bargaining Agreement may
33 be evaluated by the Graduate Employee. The Graduate Employee may attach a timesheet to
34 the evaluation to demonstrate whether the appointment FTE was appropriate to the work
35 performed. The University and the Union agree (per Article 17) that no retaliation will be made
36 against Graduate Employees who choose to submit evaluations.

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38 **Section 4 5**

39 The ~~employee~~ Graduate Employee shall be provided with a ~~timely~~ copy of the written
40 evaluation by the ~~department-level supervisor~~ employing-unit administrator no more than one
41 week after the evaluation takes place. Both the ~~The employee~~ Graduate Employee and the
42 employing unit representative shall sign the copy to be placed in the personnel file as an
43 acknowledgment that both parties have ~~the employee has~~ received and read the evaluation.
44 Within thirty (30) days of receiving the evaluation, the employee has the right to submit a

45 written rebuttal for inclusion in the personnel file. Rebuttals may include any subject as
46 outlined in Section 4.

47

48 Section 5 6

49 As a result an outcome of the evaluation process, the academic unit may provide support to
50 help Graduate Employees improve their performance. ~~may require that specific deficiencies in~~
51 Training and support to improve work performance ~~be remedied~~ may be offered within the
52 employing unit or as part of a different program on campus, which must be free to attend.
53 Employing units are responsible for providing support and outside opportunities to improve
54 Graduate Employees' work performance. ~~If the deficiencies are not remedied~~ issues with a
55 Graduate Employee's work performance are not resolved within a reasonable period of time
56 one academic year (9 months), the employing unit may initiate disciplinary procedures as
57 specified in Article 17.

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