

Guidelines for Annual Review
College of Education and Social Services
2008-2009

Sent 3/16/09

These guidelines pertain to Officers of Instruction only.
Research faculty are evaluated by guidelines described in Article 18, 2.c-d.

CESS Guidelines for Annual Review

1. All faculty will be evaluated based on the components of their assignments, e.g. teaching, advising, research, and/or service.
2. For each component the center/department will develop their own system for assigning one of the following ratings to each component: exemplary, professional, adequate, or below standard. The directors/chairs will use the numerical ratings 3,2,1,0 to evaluate faculty performance.
3. Faculty Workload Plans and Goals will serve as the basis for making performance evaluations.
4. It is up to the center/department to decide whether decimal/fractional weights will be used to rate components of a faculty member's assignment. If weights are used, they must total 1.0 and will correspond to the faculty member's assignment, i.e., .625, .25, .12 for teaching, research, based on an 8 part load.
 - a. When a person's load is non-traditional (e.g. a person is bought out to do more research or service and less teaching), the chair and faculty member will negotiate a fair weighting of the components of a person's load (if a weighting system is being used) as well as expectations for work in each component.
 - b. For faculty with a single area of assignment, e.g., teaching, a rating will be made for that component(s) alone, and it will be weighted 1.0.
5. To determine an evaluation score, ratings that are not weighted will be averaged. For ratings that are weighted, the score is determined by the weighted sum of ratings.
6. Scores that are less than one will be recommended for no performance increase. Scores between 1 and 2 will be recommended for the first level of performance increase. Scores between 2 and 3 will be recommended for the 2nd level of performance increase.
7. Director/chairs may recommend salary increases to members of the bargaining unit in excess of the amounts specified in Article 18 for the purpose of rewarding professional contributions to the University of an extraordinary nature. In this case, the

director/chair makes the recommendation to the Dean and the Dean makes the final decision. However, the University is not obligated to make such awards. Any awards made under this section shall not come out of any of the negotiated pools of money under Article 18 but shall be in addition to such negotiated amounts.

8. Evaluations and recommendations for performance increases are due to the Dean by the directors/chairs by April 15. In consultation with the department chair, the Dean shall determine the performance-based distributions to individuals in each department. The performance-based awards shall be based on performance evaluated against the workload expectations and assignments of the individual for the preceding two semesters and will also include the preceding 2 years (if employed by UVM) (Article 14, section 3.c).
9. The two levels of performance increase will be determined after CEBS knows how many faculty members will be rewarded at each level and based upon available salary dollars as outlined in Article 18. Increases will be pro-rated by term and FTE appointment.