

**ARTICLE 9**  
**PERFORMANCE EVALUATIONS**

- 9.1 A “Performance Evaluation” is an Appropriate Administrator’s written assessment of an Instructors’ employment performance. This evaluation will include consideration of student teaching evaluations (where available) and the classroom evaluations of the Instructor.
- 9.2 Instructors with one (1) year or less of service shall be evaluated by the end of each assignment. An Instructor with more than one (1) year of service, and who has received at least two consecutive satisfactory (or greater) evaluations, shall thereafter be evaluated at least annually.
- 9.3 Prior to a performance evaluation taking place, the evaluator shall communicate in writing the evaluation criteria, schedule, and procedures for written performance evaluations.
- 9.4 An Instructor shall be given a draft evaluation at least five (5) work days to review a draft evaluation and provide input, if any, to the evaluator.
- 9.5 The evaluator shall consider input provided in the five (5) work day review period in preparing the final performance evaluation, and prior to placing it in the Instructor’s personnel file.
- 9.6 If an Instructor disagrees with the content of the final evaluation, within fourteen (14) days of receipt of the evaluation, the Instructor may submit a rebuttal statement that the University shall attach to the performance evaluation.
- 9.7 The content of a performance evaluation of an Instructor 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.