

## ARTICLE VIII - EVALUATIONS

Evaluations are conducted for the purposes of making personnel decisions, encouraging and assessing professional and pedagogical experimentation, assisting members of the academic community in the improvement of performance and programs.

No unit member may serve on his/her own evaluation committee. No member of the bargaining unit shall serve on an evaluation committee or otherwise participate in the conduct of an evaluation if to do so would constitute a conflict of interest or the appearance of a conflict of interest. No unit member, for example, shall participate in the evaluation of his/her spouse or domestic partner.

If, due to a conflict of interest under Massachusetts G.L. c. 268A or the appearance of a conflict of interest as determined by the President in his/her sole discretion, a Department Chair or Library Program Area Chair, as the case may be, is unable to evaluate a member of the department or library, or the Department Chair is unable to conduct a post-tenure review classroom observation, or the Library Program Area Chair is unable to conduct a direct observation, then a tenured member of the department or library, as the case may be, elected by and from among the tenured members of the department or library, shall serve in the Department Chair's or Library Program Area Chair's stead for those purposes. If a tenured member of the department or library is not available for such purposes, a tenured member of a cognate department shall be elected by the tenured members of the affected department or the library (or by the tenure-track members of that department if there are no tenured members).

No member of the bargaining unit who is a candidate for a particular personnel action shall be twice evaluated for that personnel action by another individual member of the bargaining unit; this rule does not prohibit Department Chairs from both evaluating candidates for tenure in the manner required by the Agreement and serving as consultants to the Committee on Tenure.

No written materials shall be used in the conduct of any evaluation pursuant to the provisions of this Article VIII except such materials as shall have been submitted at the commencement of such evaluation in accordance with the provisions of Section E(1) hereof. Every member of the bargaining unit who is the subject of any such evaluation shall be entitled to see and inspect all such materials.

All evaluations conducted pursuant to this Article shall be performed in accordance with the applicable academic Personnel Calendar in Appendix M.

Incidental observations of any unit member shall not be used, in whole or in part, in any manner whatsoever, in conducting an evaluation pursuant to the provisions of this Agreement.

All members of the bargaining unit at each University shall be evaluated in accordance with the following provisions, subject where applicable, however, to the provisions of Article VIII-A.

Every provision of this Article VIII that is of application to full-time members of the faculty shall also be of application to salaried part-time faculty members, and every provision of this Article VIII that is of application only to part-time members of the faculty shall be of such application only to part-time members of the faculty who are not salaried part-time faculty members.

Regular evaluations shall be made of each member of the faculty and of each librarian, and, in accordance with the requirements of the other applicable provisions of this Agreement, a written record shall be kept of the substance of the evaluation. Every such evaluation shall be conducted in accordance with the provisions of this Article VIII.

No person who is a member of the bargaining unit by reason of the fact that he/she holds a temporary appointment of the kind described in Section C(6) of Article XX shall be entitled to vote in any election conducted pursuant to the provisions of this Article VIII.

Except as otherwise provided in this Agreement, persons who are responsible for evaluating others pursuant to this Article VIII have a duty to keep in confidence any evaluations or evaluation materials to which they are privy in that capacity.

All members of an evaluation committee are required to vote, meaning that they shall not be allowed to abstain.

For purposes of this Article VIII, Article VIII-A and Article VIII-C, "Dean" shall mean any person who is the administrative head of a College, School or Division of a State University within which academic departments or libraries are housed, or shall mean any academic administrator appointed by the Vice President to fulfill the responsibilities of a Dean in the evaluation of those faculty and librarians in a designated area consisting of academic departments or libraries not within a School, College, or Division.

A. Criteria for Evaluations

1. Criteria for the Evaluation of Full-time Faculty

The following criteria shall be used in the evaluation of all full-time members of the faculty:

- a. i. teaching effectiveness, including pedagogical experimentation and community-engaged teaching methods, that fosters an inclusive learning environment where every student has an equal opportunity to succeed, as exhibited in lectures, seminars, internships, independent studies and other instructional settings;
- ii. academic advising, as prescribed in Section A(3) of Article XII;
- b. i. continuing scholarship, including
  - (A) contributions to the content of the discipline, which must may include audiences beyond the university;
  - (B) participation in or contributions to professional societies and organizations;
  - (C) ~~(i) for personnel actions other than promotion to full Professor,~~ research as demonstrated by published or

unpublished work (or, where applicable, artistic or other creative activities);

~~(ii) for promotion to Professor, research demonstrated by published (to include the scholarship of teaching and learning), artistic and other creative activities; or~~

(D) work toward the terminal degree or relevant post-graduate study;

(E) scholarship that includes community-engaged approaches.

Nothing in this paragraph (b)(i) shall be deemed to require any member of the faculty to engage in all or in any particular one of the activities that constitute continuing scholarship; and no member of the bargaining unit shall be denied a personnel action by sole reason of his/her not having engaged in any one or another of such activities. In evaluating each member of the faculty it shall be the responsibility of those charged with doing so to assess the quality, significance and relevance of that faculty member's continuing scholarship.

- ii. other professional activities, which by way of example shall include such matters as public service, and contributions to the professional growth and development of the university community (which contributions may include (v) community-engaged service, (w) scholarship that includes community-engaged approaches and methods of dissemination, (x) service on inter-institutional and system-wide committees, (y) service as a Program Area Chair without a reduction of workload pursuant to Article XII, Section D, and (z) academic advising of students in excess of thirty (30) assigned at the beginning of the semester), which contributions are not to be ignored or discounted on the basis that the faculty member received compensation for that work; and
- iii. such responsibilities, if any, as may be assumed by a faculty member in lieu of, in whole or in part, the normal faculty instructional workload in academic subject areas by serving as a department chair pursuant to Article VI, by performing services in a counseling center, facility or program pursuant to Section A(3)(b) of Article XII, by discharging any alternative professional responsibilities pursuant to Section D of Article XII (including service as a program area chair if accompanied by a workload reduction), and/or by undertaking any program of professional development pursuant to Article XIV.

In applying these criteria, regard shall be had to the fact that the State Universities are primarily teaching institutions.

2. Criteria for the Evaluation of Part-time Faculty

The following criteria shall be used in the evaluation of all part-time members of the faculty who are members of the bargaining unit:

- a. teaching effectiveness, ~~that fosters an inclusive learning environment where every student has an equal opportunity to succeed,~~ as exhibited in lectures, seminars, internships, independent study, and other instructional settings;
- b. academic advising of students whom they are assigned to teach; and
- c. the fulfillment of their obligations under the applicable provisions of Article XII.

3. Criteria for the Evaluation of Librarians

The following criteria shall be used in the evaluation of all librarians:

- a.
  - i. effectiveness in performing assigned responsibilities within the library;
  - ii. effectiveness in rendering assistance to students, faculty and the academic community, ~~and students, so as to foster an inclusive learning environment where every student has an equal opportunity to succeed;~~
- b.
  - i. continuing scholarship, including
    - (A) contributions to the content and pedagogy of the discipline as evidenced by the participation in and contributions to the improvement and development of library programs or library services;
    - (B) in or contributions to professional societies and organizations;
    - (C) ~~(i) for personnel actions other than promotion to Senior Librarian,~~ research as demonstrated by published or unpublished work; and
      - ~~(ii) for promotion to Senior Librarian, research as demonstrated by published work (to include the scholarship and learning).~~
    - (D) work toward the terminal degree or relevant post graduate study;

- (E) scholarship that includes community-engaged approaches.
- ii. other professional activities, which by way of example shall include such matters as public service, and contributions to the professional growth and development of the university community (which contributions may include (v) community-engaged service, (w) scholarship that includes community-engaged approaches and methods of dissemination, (x) service on inter-institutional and system-wide committees and (y) service as a program area chair without release time), which contributions are not to be ignored or discounted on the basis that the librarian received compensation for that work; and
- iii. such responsibilities, if any, as may be assumed by a librarian in lieu of, in whole or in part, the normal librarian workload in library service areas, by serving as Library Program Area Chair, by discharging any alternate professional responsibilities pursuant to Section D of Article XII and/or by undertaking any program of professional development pursuant to Article XIV.

Whenever a librarian teaches a credit-bearing course pursuant to the provisions of this Agreement, his/her teaching shall be evaluated pursuant to the provisions of this Article VIII that pertain to the evaluation of a faculty member's teaching. Student evaluations of a librarian shall be administered by the Department Chair of the department to which the course is assigned. Classroom observations, if required to be conducted, shall be conducted of a librarian by the Department Chair and the Peer Evaluation Committee of the department to which the course is assigned.

In applying these criteria, regard shall be had to the fact that the State Universities are primarily teaching institutions.

#### 4. Application of the Criteria

The foregoing criteria are to be used as a measure with reference to each work year or years (or, in the case of part-time faculty, each semester or semesters) in respect of which an evaluation is being conducted. The overall evaluation of each unit member will be based upon his/her entire professional performance during each such year or years (or each such semester or semesters), and, in the conduct of any such evaluation, regard may properly be had to evaluations conducted in respect of any prior year or years (or any prior semester or semesters).

The basis for every evaluation shall be professional quality demonstrated with reference to each of the applicable criteria. Whenever any unit member is being evaluated as a candidate for promotion, such criteria shall be applied together with the requirements applicable to promotion to the rank for which such person is a candidate, it being the understanding of the parties that for promotion to each higher rank, a higher order of quality may properly be demanded. Whenever any unit

member is being evaluated for tenure, such criteria shall be applied together with the applicable provisions of Articles IX and XX of this Agreement.

Beginning with evaluations in academic year 2018-2019, whenever a unit member at the rank of Assistant Professor/Assistant Librarian/Associate Librarian is a candidate for tenure and has satisfied the time in rank and years of experience requirements for promotion to the next higher rank or is being evaluated for tenure during the sixth year, the unit member shall be considered for tenure with promotion. The unit member must satisfy the requirements of Article IX and must demonstrate meritorious performance.

In cases where consideration shall be given to the performance of a member of the bargaining unit during any prior review period when evaluating the unit member's performance during the current review period, the then-applicable criteria as set forth in any predecessor agreement or agreements shall be applied only to the applicable review period or periods.