

**Agreement Between Chicago State University
and University Professionals of Illinois,
Local 4100**

2008

**Agreement Between Chicago State University
and University Professionals of Illinois, Local 4100**

2008

ARTICLE 33

EVALUATION AND EVALUATION CRITERIA

The Board and the University President are responsible for evaluating the performance of employees. The purposes of evaluation are to judge the degree of effectiveness of an employee's performance, to identify areas of strength and weakness, and to improve employee performance. Additionally it shall provide a basis for the University President and the Board to make personnel decisions, as appropriate. An employee who has submitted a resignation or has received a terminal contract shall not be eligible to apply for retention.

33.1 – does not apply

33.2. Evaluation Procedures for Academic Support Professionals

- a. Each employee will have an approved job description and an approved annual work plan identifying priorities and performance expectations and a description of the materials and methods, signed by the employee and supervisor, which will be used to evaluate the employee's performance. Any permanent change in period of appointment, reorganization, or change in supervisor will necessitate a review of the job description, work plan and description of materials and methods used to evaluate employee performance, within thirty days after the change, to ensure that the Academic Support Professional understands the evaluation procedure used by her/his supervisor.
- b. The employee shall receive a copy of the approved job description, work plan and description of materials and methods, which will be used to evaluate her/his performance. This description shall be reviewed annually by the employee and her/his supervisor at the time specified in the University timetable. Any suggested modifications in the materials and methods of evaluation resulting from the annual review by the employee and her/his supervisor shall be submitted to the University Vice President for approval by the date specified in the University timetable, and a copy shall be provided to the employee and to the Union Chapter President. The Academic Support Professional may attach a statement to the modifications before the proposed work plan is forwarded to the University Vice President. The University Vice President's written response shall be sent to the employee and her/his supervisor within 15 days of receipt of the request, and a copy shall be provided to the Union Chapter President.
- c. Each Academic Support Professional shall receive an annual written evaluation from her/his supervisor in accordance with the approved job description, description of materials and methods to be used in evaluating the employee's performance, and annual work plan. Copies of the evaluation shall be provided to the employee and placed in the employee's personnel file. Evaluations conducted in the employee's first, second, third, fourth, fifth, and each subsequent second year of employment at the University shall also contain a recommendation for retention or non-retention, in accordance with the provisions of Section 34.1.
- d. Materials used in evaluation shall be in accordance with the approved work plan, job description, and description of materials and methods. These shall consist of materials submitted by the employee, materials referred to in the employee's supporting materials requested in accordance with Section 33.2, and materials in the employee's personnel

file, except for confidential materials submitted in connection with the employee's initial appointment.

Any dates for the above actions specified in the University timetable will reflect a reasonable time period and will be agreed upon by the University President and Union Chapter President.

ARTICLE 34

RETENTION OF ACADEMIC SUPPORT PROFESSIONALS

34.1 Retention P

Procedures

- a. Each Academic Support Professional shall be evaluated annually by her/his supervisor. The evaluation shall occur in May.
- b. An evaluation in the first year of employment shall occur in the sixth month of employment.
- c. Regardless of the date of initial appointment, the calculation of years of employment of Academic Support Professionals will be based on a year of July 1 through June 30, provided, however, that:
 - (1) An Academic Support Professional hired between July and December 31 will enter her/his second year of service on the first July of her/his service at the University; and
 - (2) An Academic Support Professional hired between January 1 and June 30 will not enter her/his second year of service until the second July 1 of her/his service at the University; and that
 - (3) Up to three years of prior service in a position at the University shall count as years of service toward a two-year appointment in an Academic Support Professional position in the bargaining unit.
- d. In the employee's first, second, third, fourth, fifth, and each subsequent second year of employment in an Academic Support Professional position in the bargaining unit, the employee's annual evaluation shall include a recommendation for or against retention. An employee in the sixth and each subsequent second year of service in an Academic Support Professional position in the bargaining unit who has been recommended for retention shall receive a two-year appointment.
- e. An Academic Support Professional may be recommended for non-retention because of program need or unsatisfactory performance of assigned duties.
- f. Each retention recommendation shall be reviewed by the appropriate Dean/Director, if any. The appropriate Dean/Director, if any, shall submit a written retention recommendation for consideration to the appropriate University Vice President. The appropriate University Vice President shall review these recommendations with the University President. By June 15, the University President shall notify the employee in writing of her/his decision regarding retention, and, if the decision is negative, shall provide written reasons based on the reasons specified in Section 34.1 .e, as applicable. The appropriate University Vice President shall review these recommendations with the University President. By June 15, the University President shall notify the employee in

writing of her/his decision regarding retention, and if the decision is negative, shall provide written reasons based on the reasons specified in Section 34.1 .e, as applicable. The employee's official job description, the approved statement of methods and materials of evaluation specified in Section 32.8, and the annual work plan shall be utilized in the evaluation.

34.2. Notice of Non-Retention

An Academic Support Professional will receive notification of non-retention by February 1, prior to the expiration date of the contract.