

1 **UNITED ACADEMICS PROPOSAL**

2 **PERIODIC REVIEW OF FACULTY**

3 Procedures, policies, and criteria for Periodic Review of Faculty (PROF) are developed and  
4 modified by each academic unit, with faculty input, and will be made available to the bargaining  
5 unit members.

6 Fixed-term bargaining unit members **who have not achieved promotion** will receive an annual  
7 PROF consistent with unit, college, campus, and university policies and procedures. Fixed-term  
8 bargaining unit members who have achieved promotion will receive a PROF consistent with  
9 unit, college, and university procedures at least once every three years.

10 Tenure-track bargaining unit members will receive an annual PROF consistent with unit, college,  
11 campus, and university policies and procedures **until they have achieved promotion. Tenure-**  
12 **track and tenured** bargaining unit members **who have achieved promotion** will receive a PROF  
13 consistent with unit, college, and university procedures at least once every three years.

14 Bargaining unit members are entitled to a PROF in any year upon request by the bargaining unit  
15 member.

16 The initiation of the PROF is the responsibility of the supervisor, academic unit head, review  
17 committee chair, or the appropriate administrative officers. In each instance, the PROF shall  
18 include:

- 19 a. a written assessment of the bargaining unit member's progress in fulfilling the duties  
20 described in their position description;  
21 b. the sources of information used as the basis for evaluation; and  
22 c. an assessment as to whether the bargaining unit member exceeded, met, or failed to meet  
23 expectations for satisfactory performance.

24 The PROF shall be based only on material that is appropriate to the bargaining unit member's  
25 position description and performance of assigned responsibilities.

26 The bargaining unit member must be provided the opportunity to read and initial the PROF and  
27 furnish written comments, explanations, and/or rebuttal materials. The PROF will be placed in  
28 the bargaining unit member's personnel record.