

1 **UNITED ACADEMICS PROPOSAL**

2 **PERIODIC REVIEW OF FACULTY**

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

6 Fixed-term bargaining unit members will receive an annual ~~performance review~~ **PROF**  
7 consistent with unit, college, campus, and university policies and procedures **until they have**  
8 **achieved their second promotion. Fixed-term bargaining unit members who have achieved**  
9 **promotion twice will receive a PROF consistent with unit, college, and university procedures at**  
10 **least once every three years.**

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

16 **Bargaining unit members are entitled to a PROF in any year upon request by the bargaining unit**  
17 **member.**

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

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

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

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

31 **On September 1, each unit, school, or college shall send to both the Provost's Office and United**  
32 **Academics a report of all PROF conducted the previous academic year describing the number of**  
33 **bargaining unit members who were assessed as having exceeded, met, or failed to meet**  
34 **expectations for satisfactory performance.**