Annual Evaluation Process

As we move towards the end of the calendar year, the annual faculty evaluation process should soon be getting started. The Contract is very specific about the annual review – criteria and process (Article VIII). Of particular interest at this point in time is that all faculty members should know their rights and responsibilities. Following is a guide of steps to follow during this process.

• Prepare your Personal Data Form in a timely manner, and submit it to your department chair and/or DAC (depending on your department's procedures). This is not a time for modesty: take credit for all your contributions to your department, the College, your discipline and the community. Document those activities that are not self-evident so that your reviewers can do their jobs.

• The Advisory Committee for your department should provide your chairperson with recommendations for each category of the evaluation: teaching effectiveness and "professional competence" (scholarship and service).

• Your chairperson has final responsibility for your annual evaluation. S/he must adhere to the criteria of the Contract. Article 8.13 states that departments may develop additional criteria and standards for "defining and implementing" criteria with the approval of the Union and the RIC administration.

• It is the individual faculty member's ultimate responsibility to review his or her evaluation for accuracy and conformance with the Contract. If you feel that your chair's evaluation is based on criteria that are extracontractual or inaccurate, first bring your concern to your chair, and then to the Union, in a timely manner, before signing it. Later on you may decide to sign the evaluation and attach a rebuttal, but there is no requirement that you sign the
evaluation upon receiving it. Your evaluation will remain in your official personnel folder for the duration of your employment at RIC.

- The Union's role: If you contact the RIC/AFT at any time during the evaluation cycle, you will remain in control of the evaluation process and all conversations will be confidential. The Union will review your questions and/or concerns, and advise you of your options. It is the Union's responsibility to provide you with timely and accurate information and advice, help you review your options, and represent you throughout any procedures that may ensue. Ultimately, the RIC/AFT's responsibility is to enforce the Contract. This is done with you at every step, so that nothing happens without your knowledge and approval.

- A word about timeliness. The Contract says that the chairs' evaluations of faculty are due on or about February 1. Check with your DAC and/or chairperson for the due date of your Personnel Data Form. Your chair should provide you with his or her evaluation with enough time for you to raise any concerns before the evaluation is submitted to the College.

**Contract News**

The faculty at URI and CCRI and five other unions in higher education have signed one-year roll-over contracts. Essentially, there are no changes in salaries or health care premium costs. Each of the unions received a small incentive, e.g., faculty development fund. We are exploring the best possible package for our faculty. The Contract that expired on June 30, 2003, remains in effect for us.

**Announcements**

QuEST 2003, a professional issues conference sponsored by the RIFTHP, will be held on Friday and Saturday, Nov. 14-15, at the Westin Hotel. The focus remains elementary and secondary education. For information, contact the RIC/AFT, ext. 9842.

National AFT has established a web site for higher education news and issues. Go to www.highered@aft.org.

The RIC Promising Practices Dialogue on Diversity Sixth Annual Multi-Cultural Conference and Curriculum Resource Fair will be Saturday, Nov. 15, at the College. Watch for registration materials in Briefs and your mail.