

**From:** "Allen Olson" <olsona@evergreen.edu>  
**Date:** December 7, 2010 4:12:06 PM PST  
**To:** "All Faculty" <allfaculty@evergreen.edu>  
**Subject:** **Timely Evaluation of Student Work & Good Standing**

*This message is sent as a joint communication from Laurie Meeker and Allen Olson on behalf of UFE and the deans.*

The purpose of this message is to inform you that UFE leaders and the deans have been working to clarify some of the issues surrounding good standing, late evaluations, and notifications sent out by deans.

At the end of summer quarter, all faculty with late evaluations (over a hundred faculty) received a notice that they were out of good standing soon after the deadline. This was a departure from past practice and surprised a number of faculty who were in the last stages of getting their evaluations completed. Both union leaders and deans agree that there is a need to balance notification procedures with issues of faculty morale and workload.

The hope is that this can be partly addressed by providing a simple reminder on the my.evergreen.edu page that tells faculty how many evaluations are due (or overdue) and displays the details about those evaluations. This system will provide faculty with a tool for tracking late evaluations and will preserve faculty agency and responsibility in the situation while at the same time simplifying the notification process. We also recognize that it will still be necessary for the deans to follow up with faculty with late evaluations, but we don't expect routine notifications to all faculty at each deadline.

The current policy concerning good standing is outlined in the current Collective Bargaining Agreement (Article 13). This article also references the Faculty Handbook policy on Timely Evaluations of Students' Work (7.622).

CBA Article 13 addresses the issues as follows:

13.1 To be eligible for all faculty development opportunities including professional leave, sponsored research awards, professional travel funds, summer institutes, faculty exchanges, summer school teaching and post-retirement employment contracts, faculty members must be in good standing.

13.2 Measures for good standing are:

13.2.1 Timely submission of student evaluations consistent with College policy as defined in the Faculty Handbook.

13.2.2 Evidence of meeting faculty responsibilities (as described in Article 6) at required faculty reviews (as described in Article 8 for Regular Faculty and Article 9 for Temporary Faculty); provided that before a faculty member loses good standing for failing to meet his/her responsibilities, he/she must first be notified of a material performance deficiency and given a reasonable opportunity to complete an improvement plan developed in collaboration between the faculty member and dean.

13.3 The Provost or dean will notify a faculty member if he/she is not in good standing, preferably with sufficient time to permit him/her to correct the problem prior to the decision on award of any affected opportunities.

Section 7.622 of the Faculty Handbook states that any faculty member with "late evaluations" is out of good standing and thereby "ineligible for professional leaves, professional travel, summer school teaching, sabbaticals, sponsored research..." Once a faculty member submits all the evaluations for which she or he is responsible, good standing is restored, and the faculty member is once again eligible for these faculty development opportunities.

It is important to note that there are two different categories defined by the Faculty Handbook: "late evaluations" and "excessively late evaluations." Late evaluations are any evaluations not turned in by the due date (excluding incompletes and no-credit awards) and excessively late evaluations are evaluations that are more than one quarter late.

In terms of general practice (before and after the ratification of our CBA), there have been four ways in which faculty have been notified about late evaluations and good standing:

- 1) When a faculty member applies for one of the listed faculty development opportunities, a dean checks to see if they have any late evaluations; if so, faculty are notified and given "sufficient time" to "correct the problem prior to the decision on award of any affected opportunities." (CBA 13.3)
- 2) Throughout each quarter, a dean notifies faculty members who have late evaluations, starting with faculty who have a large number of late evaluations, (because the largest number of students are impacted), and working down the list until all faculty with late evaluations are notified.
- 3) After two consecutive quarters of "excessively late evaluations," a faculty member is notified by the dean via email and a posted letter that they are out of good standing and why.

It is important to note that no information related to the notices described above is placed in a faculty member's personnel file.

- 4) The only time any direct notice related to late evaluations is placed in a faculty member's personnel file is when the problem continues. This action has been taken very few times since the adoption of this policy. To quote the Faculty Handbook (7.622):

If the situation or problem ...continues into a third consecutive quarter, or recurs at some future point, a second letter will be sent to the faculty that documents his or her response and action taken (or not taken) to this point to remedy the late evaluations. Copies will be designated for both the Deans' Area files and the faculty portfolio; a copy will also be sent to the Provost, who will investigate and follow up as necessary....

In closing, UFE and the deans have agreed that our policies emphasize a faculty development model at the same time as they underscore the importance of getting evaluations done on time. As you know, timely evaluations are essential for students with financial aid or transcript requests. Please note that both the deans and the UFE leadership have expressed an interest in reworking the current policy and CBA language concerning good standing and the timely evaluation of students. As we enter the next round of negotiations, please provide both parties with your input about the process and suggestions for a process that serves the needs of students, faculty, and administrators.