March 15, 2018

To: Dean Van Galen, Chancellor
116 North Hall
University of Wisconsin-River Falls

From: Mialisa Moline, Chair
Faculty Senate
University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2017-18/88

The following motion was approved, with 20 in favor, 0 opposed, and 0 abstentions, by the Faculty Senate on February 21, 2018:

Motion from the Executive Committee (Mialisa Moline, Chair) to approve the attached IAS Merit Review process and documentation forwarded from the Academic Staff Council

☑ Approved

☐ Disapproved

Dean Van Galen, Chancellor
3/20/18
Motion to amend chapter six of the Faculty and Staff Handbook. All instructional academic staff members will have an initial review regardless of their tenure on campus. Reviews beyond the initial review will be determined by the schedule provided in 6.6.1. For example, an IAS member who has been under contract longer than three years will undergo an initial review but will then not be evaluated again for three years.

6.6.2 Instructional Academic Staff Performance Evaluation Guidelines

(A) Evaluation Schedule

All instructional academic staff members will be evaluated at least once per year for the first three years they are under contract, and then at least once every three years starting with the fourth contract year. During the initial year, the review should occur during the first term of employment if practical. Dean’s offices will provide notifications during fall and spring terms identifying those instructional academic staff who need to be scheduled for reviews. In cases where an instructional academic staff member is employed either initially or only during either J-term and/or summer sessions, the full review will typically occur during either the subsequent spring or fall term. This does not preclude the completion of either parts of the review (e.g. peer review(s)) or the full review during either J-term or summer, provided that both the instructional academic staff member and the academic unit agree.

1) Breaks in Service

If a break in service occurs prior to the beginning of the fourth year and the instructional academic staff member is rehired, the review schedule shall be defined as follows:

- If the break in service is less than one calendar year, the existing schedule will continue.
- If the break in service is either equal to or more than one calendar year, the review schedule will reset.

If a break in service occurs after the end of the third year and the instructional academic staff member is rehired, the review schedule shall be defined as follows:

- If the break in service is less than three years, the existing schedule will continue.
- If the break in service is either equal to or more than three years, the review schedule will reset.

2) Tenure-Track or Tenured Faculty who become Instructional Academic Staff

The review schedule for tenure-track or tenured faculty who become instructional academic staff shall be defined by the dean. It is expected that the review cycle will conform to the general evaluation schedule in 6.6.1.1. The review cycle will typically follow one of the patterns below:

- A probationary faculty member will typically be placed into an annual cycle of review.
- A tenured faculty member will typically be placed into the three-year cycle of review.

(B) Criteria for Recommendation

1) Core Criteria

The reviews will be based on the following:
A. Professional preparation and experience (i.e. meeting faculty qualifications as per departmental criteria)

B. Performance criteria
   a. Peer review(s) of teaching. The instructional academic staff member will be provided with a class observation rubric prior to the peer observation explaining how the class session will be evaluated. A form is available through Human Resources if a department does not choose to create their own.
   b. Student evaluations.
   c. A portfolio demonstrating teaching effectiveness and other activities consistent with their contract, including an optional personal statement. The contents of the portfolio will be determined by each respective academic unit.
   d. Any other evidence pertaining to activities stipulated in the instructional academic staff member’s contract (e.g. advising responsibilities, professional involvement, etc.).

(C) Positive Reviews

A positive review indicates that the instructional academic staff member is successfully meeting expectations. A positive review does not change the existing terms of employment or guarantee reappointment. Employment needs are determined by the specific mission and programs of the academic unit within the overall mission and programs as defined and set forth for the respective College and University of Wisconsin-River Falls.

6.6.2.1 Procedures for Recommendation

The review will be completed by the head of the academic unit or designee(s). A department must utilize the same review process for each instructional academic staff member.

The following table identifies the workflow and timeline.

<table>
<thead>
<tr>
<th>Action</th>
<th>Department Chair or designee(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of instructional academic staff members forwarded by Human Resources to heads of academic units no later than</td>
<td>the end of the third week of the semester.</td>
<td></td>
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<tr>
<td>Head of academic unit notifies instructional academic staff member of the upcoming review</td>
<td>by the end of the fourth week of the semester.</td>
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<tr>
<td>Head of academic unit or designee(s) communicates the review date to the instructional academic staff member</td>
<td>by the end of the fifth week of the semester.</td>
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<tr>
<td>Instructional academic staff member completes portfolio and provides it to the head of the academic unit or designee(s)</td>
<td>at least one week prior to the scheduled review date.</td>
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<tr>
<td>The academic unit recommendation with all supporting documents is forwarded to the Dean</td>
<td>Within one week of the review.</td>
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<tr>
<td>The Dean makes the decision to either confirm or deny the recommendation</td>
<td>within two weeks of the department chair (or designee) recommendation.</td>
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<tr>
<td>The Dean shall notify the instructional academic staff member and</td>
<td>within 5 business days of his or</td>
<td></td>
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</tbody>
</table>
6.6.2.2 Designee Eligibility

Only tenure-track or tenured faculty members in the academic unit or its functional equivalent may act as designee(s) except for those who have resigned for reasons other than retirement and those excluded by other UWS regulations, e.g., s. UWS 8.03 (3), the rule governing nepotism.

6.6.2.3 Decision

The Dean makes the decision to either confirm or deny the recommendation from the academic unit to determine whether or not the instructional academic staff member is meeting performance requirements.

6.6.2.4 Documentation

The Dean’s office will maintain documentation of the performance review, including the Instructional Academic Staff Evaluation Form (found on the Human Resources website, Forms page) and the portfolio provided by the instructional academic staff member.

The Dean will forward a copy of only the Instructional Academic Staff Evaluation Form to Human Resources within 5 business days of his or her decision.

6.6.3 Promotion

Instructional Academic Staff members in the Lecturer job family may also apply for promotion as per the process outlined in section 6.15.2 of this handbook.
Instructional Academic Staff Performance Evaluation Cover

INSTRUCTIONS: This form is to be completed and submitted to the Office of Human Resources. As per Faculty and Staff Handbook, section 6.6, instructional academic staff (IAS) criteria for performance recommendation are:

1) Core Criteria - The reviews will be based on the following:

A. Professional preparation and experience (i.e. meeting faculty qualifications as per departmental criteria)
B. Performance criteria:
   a. Peer review(s) of teaching. The instructional academic staff member will be provided with a classroom observation rubric prior to the peer observation explaining how the class session will be evaluated. A form is available through Human Resources if a department does not choose to create its own.
   b. Student evaluations.
   c. A portfolio demonstrating teaching effectiveness and other activities consistent with their contract, including an optional personal statement. The contents of the portfolio will be determined by each respective academic unit.
   d. Any other evidence pertaining to activities stipulated in the instructional academic staff member’s contract (e.g. advising responsibilities, professional involvement, etc.).

EMPLOYEE NAME ___________________________ TITLE ___________________________

DEPARTMENT ___________________________ DATE OF EVALUATION: ___________________________

TYPE OF EVALUATION (select one of the following):

☐ Once per year for the first three years
☐ Once every three years starting with the 4th contract year

Overall Evaluation Rating (select one):

<table>
<thead>
<tr>
<th>Rating</th>
<th>Designation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>(SME) Successfully meets expectations</td>
<td>Solid performance that meets expectations.</td>
</tr>
<tr>
<td>☐</td>
<td>(I) Improvement needed</td>
<td>Performance does not meet expectations.</td>
</tr>
</tbody>
</table>

I have read the above evaluation. I understand that my signature does not constitute a concurrence or approval but signifies that I have been shown this evaluation.

As noted in Faculty and Staff Handbook, 6.6.2. (C) A positive review indicates that the instructional academic staff member is successfully meeting expectations. A positive review does not change the existing terms of employment or guarantee reappointment. Employment needs are determined by the specific mission and programs of the academic unit within the overall mission and programs as defined and set forth for the respective College and University of Wisconsin-River Falls.

Employee Signature: ___________________________ Date: ___________________________

Department Chair Name: ___________________________

Dept. Chair Signature: ___________________________ Date: ___________________________

Dean / Director Signature: ___________________________ Date: ___________________________

The Office of Human Resources will place this form in the employee’s personnel folder.

Received Office of Human Resources (initials) ___________________________ Date ___________________________
Instructional academic staff member evaluated: ____________________________ Date of observation: ____________________________

Name of faculty observer: ____________________________________________

Class observed (include date): ________________________________________

<table>
<thead>
<tr>
<th>Specific Evaluation Criteria: Instructional Skills</th>
<th>Yes</th>
<th>To Some Degree</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>1. The instructional academic staff member specified learning objectives.</td>
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<td>2. The instructional academic staff member referenced information from the previous class(es).</td>
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<tr>
<td>3. The class presentation and activities were well-planned and organized in order to meet learning objectives.</td>
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<td>4. The instructional academic staff member demonstrated subject matter knowledge/command on subject/topic.</td>
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<td>5. The instructional academic staff member clearly explained important ideas.</td>
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<tr>
<td>6. The instructional academic staff member demonstrated an interest in and was engaged with content materials.</td>
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<tr>
<td>7. The instructional academic staff member listened to the students' thoughts and ideas.</td>
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<td>8. The instructional academic staff member probed for sources of misunderstandings.</td>
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<tr>
<td>9. The instructional academic staff member effectively managed class activities, student groupings, presentation materials.</td>
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<td>10. The instructional academic staff member's delivery was effective in terms of voice, diction and tone.</td>
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<tr>
<td>11. The instructional academic staff member aroused students' interest and encourage student participation.</td>
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<tr>
<td>12. The instructional academic staff member managed time effectively (included starting and stopping class on-time).</td>
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<td>13. There was an analysis, summarization, or conclusion at the end of class.</td>
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<tr>
<td>14. The instructional academic staff member created a safe learning environment for all students.</td>
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</tbody>
</table>

Comments (Strengths / Areas of Improvement) Observed:

*Insert Text Here.*