UNITED ACADEMICS PROPOSAL

ARTICLE XX. PERFORMANCE IMPROVEMENT PLAN

Career Faculty

Section 1. Annual Reviews for Career Faculty. Bargaining unit faculty members in the Career classification will have an annual review.

Annual reviews can result in a determination that a Career faculty member’s overall performance does not meet expectations. Career faculty members who have achieved promotion and whose overall performance does not meet expectations are required to enter into a Performance Improvement Plan (PIP).

Section 2. Sixth-Year Post-Promotion Review for Career Faculty. Bargaining unit faculty members who have achieved promotion to their highest rank will have a sixth-year post-promotion review.

Sixth-year post-promotion reviews can result in a determination that a Career faculty member’s overall performance does not meet expectations. Career faculty members whose overall performance does not meet expectations are required to enter into a Performance Improvement Plan (PIP).

Section 3. Development of PIP. Within one month of the completion of an annual or sixth-year post-promotion review that results in a determination that the bargaining unit faculty member’s overall performance does not meet expectations as described in department or unit criteria, the bargaining unit member’s department or unit head will propose a PIP and provide a copy of the plan to the bargaining unit faculty member. The bargaining unit faculty member may provide responsive material to the proposed PIP within 14 days of receipt.

The department or unit head will forward the proposed PIP and any responsive material to the dean. The dean will review, modify, and finalize the PIP. The dean will send a copy of the finalized PIP to both the department or unit head and the bargaining unit faculty member. A copy of the PIP will be placed in the bargaining unit faculty member’s evaluative files.

Performance Improvement Plans will have three sections.

1. Identification of all factors that contributed to the determination that the bargaining unit faculty member’s overall performance does not meet expectations.

2. Identification of university resources that could assist the bargaining unit faculty member in improving their performance.

3. Establishment of specific, reasonable benchmarks the bargaining unit faculty member must achieve to earn a determination that their overall performance meets or exceeds expectations during their next annual review.
Section 4. PIP Reviews for Career Faculty. Department or unit heads will meet in the first week of Winter term with a Career faculty member who has a PIP to review progress toward accomplishing the benchmarks of the PIP and assess whether additional university resources may be necessary. The department or unit head will document their assessment of the Career faculty member’s progress and whether additional resources may be beneficial in a report to the dean. The report will be shared with the Career faculty member.

Department or unit heads will meet in the first week of Spring term with a Career faculty member who has a PIP to review progress toward accomplishing the benchmarks of the PIP and assess whether additional university resources may be necessary. In a report to the dean, the department or unit head will document their assessment of the Career faculty member’s progress and whether additional resources may be beneficial. The report will be shared with the Career faculty member.

At the end of Spring term, the unit will conduct a final PIP review. In addition to the first previous two PIP reviews, the department or unit head will also consider available materials from Spring term. The department or unit head will make a recommendation to the dean. The dean will review the department or unit head’s recommendation and all three PIP reviews. The dean will make a final determination as to whether the bargaining unit faculty member has met the benchmarks of the PIP.

Section 5. Consequences of a Positive PIP Review. Upon the determination that the bargaining unit faculty member has met or exceeded the benchmarks of their PIP, their employment will continue.

Section 6. Consequences of a Negative PIP Review. Upon determination that the bargaining unit faculty member has not met the benchmarks of their PIP, they can be terminated effective at the end of the academic year.

Tenure-Track and Tenured and Teaching Professors

Section 7. Major Reviews. Bargaining unit faculty members in the Tenured and Tenure-Track classification have a sixth-year post-tenure review following promotion or a sixth-year post-tenure review. Bargaining unit faculty members in the Teaching Professor classification have a major performance review every six years after becoming a Teaching Professor.

Major reviews can result in a determination that a bargaining unit faculty member’s overall performance does not meet expectations. Bargaining unit faculty members whose overall performance does not meet expectations are required to enter into a Performance Improvement Plan (PIP).

Merit reviews and mid-term reviews are not major reviews. These reviews can result in a determination that a bargaining unit faculty member’s overall performance does not meet expectations, but will not warrant the development of a PIP.
Section 8. Development of PIP. Within one month of the completion of a review that results in a determination that the bargaining unit faculty member’s overall performance does not meet expectations, the bargaining unit member’s department or unit head will propose a PIP and provide a copy of the plan to the bargaining unit faculty member. The bargaining unit faculty member may provide responsive material to the proposed PIP within 14 days of receipt.

The department or unit head will forward the proposed PIP and any responsive material to the dean. The dean will review, modify, and finalize the PIP. The dean will send a copy of the finalized PIP to both the department or unit head and the bargaining unit faculty member. A copy of the PIP will be placed in the bargaining unit faculty member’s evaluative files.

Performance Improvement Plans will have three sections.

1. Identification of all factors that contributed to the determination that the bargaining unit faculty member’s overall performance does not meet expectations.
2. Identification of university resources that could assist the bargaining unit faculty member in improving their performance.
3. Establishment of specific, reasonable benchmarks the bargaining unit faculty member must achieve to earn a determination that they meet expectations during their next sixth-year review.

Section 9. Annual Check-in. Department or unit heads will initiate an annual check-in for bargaining unit faculty members in the Tenure-Track and Tenured and Teaching Professor classifications with a PIP. The department or unit head should review the bargaining faculty member’s progress toward accomplishing the benchmarks of the PIP and assess whether additional university resources may be necessary. The department or unit head will document their assessment of the bargaining unit faculty member’s progress and whether additional resources may be beneficial in a report to the dean. The report will be shared with the bargaining unit faculty member.

Section 10. Third-year Review. Department or unit heads will perform a third-year PIP review. If the department or unit head, using the annual check-ins, assesses that the bargaining unit faculty member has made no progress toward their PIP benchmarks, they will notify the dean. The dean may proceed to implement the remedies for performance that does not meet expectations as described in Section 10.

Section 11. Sixth-year PIP Review. Department and unit heads will perform a sixth-year PIP review in lieu of a sixth-year post tenure review. The sixth-year PIP review will follow the same timelines and procedures as the department or unit’s sixth-year post-tenure review, but the criteria by which the bargaining unit faculty member’s performance will be measured will be the benchmarks listed in the PIP. Meeting the expectations of their PIP benchmarks will be equivalent to meeting expectations for the their sixth-year post-tenure review.
Section 12. Consequences of a Positive Sixth-year PIP Review. Upon the determination that the bargaining unit faculty member has met or exceeded the benchmarks of their PIP, there will be no change in their professional responsibilities. The Provost may choose to award an excellence raise.

Section 13. Consequences of a Negative Sixth-Year PIP Review. Upon the determination that the bargaining unit faculty member has not met expectations as described in their PIP benchmarks, their professional responsibilities may be shifted, or their FTE reduced.

Teaching. Upon the determination that the bargaining unit faculty member has not met the PIP benchmarks for teaching, the dean and the department or unit head will meet with the faculty member to discuss a shift in the bargaining unit faculty member’s professional responsibilities. While more FTE devoted to research or service may be appropriate, it may also be appropriate to reduce a portion of the FTE that had previously been devoted to teaching.

After meeting with the department or unit head and the bargaining unit faculty member, the dean will make a written recommendation to the Provost. The written recommendation will be shared with the bargaining unit faculty member and allow the faculty member 14 days from the date of receipt of the report to provide responsive material or information. The Provost will review the recommendation and any response from the faculty member before deciding on a final distribution of teaching, research, and service FTE.

Research. Upon the determination that the bargaining unit faculty member has not met the PIP benchmarks for research, the dean and the department or unit head will meet with the faculty member to discuss a shift in the bargaining unit faculty member’s professional responsibilities. While individual circumstances may vary, the default assignment will be the department or unit’s standard professional responsibilities expectation for Career Instructors.

After meeting with the department or unit head and the bargaining unit faculty member, the dean will make a written recommendation to the Provost. The written recommendation will be shared with the bargaining unit faculty member and allow the faculty member 14 days from the date of receipt of the report to provide responsive material or information. The Provost will review the recommendation and any response from the faculty member before deciding on a final distribution of teaching, research, and service FTE.

Service. Upon the determination that the bargaining unit faculty member has not met the PIP benchmarks for service, the dean and the department or unit head will meet with the faculty member to discuss a shift in the bargaining unit faculty member’s professional responsibilities. While more FTE devoted to teaching or research may be appropriate, it may also be appropriate to reduce a portion of the FTE that had previously been devoted to service.
After meeting with the department or unit head and the bargaining unit faculty member, the dean will make a written recommendation to the Provost. The written recommendation will be shared with the bargaining unit faculty member and allow the faculty member 14 days from the date of receipt of the report to provide responsive material or information. The Provost will review the recommendation and any response from the faculty member before deciding on a final distribution of teaching, research, and service FTE.

**Section 13. Subsequent Reviews.** Bargaining unit faculty members who have a successful sixth-year PIP review and have no change to their professional responsibilities will resume the standard schedule of reviews and expectations.

Bargaining unit faculty members who have their professional responsibilities adjusted due to an unsuccessful PIP review will resume the standard schedule of reviews. Future reviews shall reflect the new professional responsibilities expectations and bargaining unit faculty members should be reviewed based on their performance of the responsibilities they have been assigned.