

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

ARTICLE 11
EVALUATION FILE

11.1 Policy.

(a) There shall be one (1) evaluation file containing a dated copy of all documents used in the evaluation process including the binder prepared for the purposes of tenure or promotion decisions.

(b) When evaluations and other personnel decisions are made, the only documents that shall be used are those contained in the evaluation file.

(c) The custodian of the evaluation file shall place such documents in the evaluation file and give a copy to the faculty member promptly when it is placed in the evaluation file, unless it is material submitted by the faculty member.

(d) Faculty members shall be notified of the location of the evaluation file and the identity of the custodian. A notice specifying the location of the evaluation file shall be posted in each department/unit.

11.2 Access.

(a) A faculty member may examine the faculty member's evaluation file, upon request, during the regular business hours of the department/unit office in which the file is kept, and under such conditions as are necessary to ensure its integrity and safekeeping.

(b) Upon request, a faculty member may paginate with successive whole numbers the materials in the faculty member's evaluation file.

(c) The faculty member may attach a concise statement in response to any item in the faculty member's evaluation file.

(d) Upon request to the custodian of the evaluation file, a faculty member is entitled to one (1) free copy of any material in the evaluation file. Additional copies may be obtained by the faculty member upon the payment of a reasonable fee for photocopying.

(e) A person designated by the faculty member may examine that faculty member's evaluation file with the written authorization of the faculty member concerned, and subject to the same limitations on access that are applicable to the faculty member.

Approved: Michael Mattione
For the Florida State University

Date: July 8, 2004

Approved: S. Baker
For the United Faculty of Florida

Date: 8 July 2004

1 11.3 Indemnification.

2 The UFF agrees to indemnify and hold the Board, its officials, agents, and
3 representatives harmless from and against any and all liability for any improper, illegal,
4 or unauthorized use by the UFF of information contained in such evaluation files.
5

6 11.4 Use of Evaluative Materials. In the event a grievance is filed, the Board, UFF
7 grievance representatives, the arbitrator, and the grievant shall have the right to use, in
8 the grievance proceedings, copies of materials from the grievant's evaluation file.
9

10 11.5 Anonymous Material.

11 There shall be no anonymous materials in the evaluation file except for numerical
12 summaries of student evaluations of teaching that are part of a regular evaluation
13 procedure of classroom instruction and/or written comments from students obtained as
14 part of that regular evaluation procedure. If written comments from students in a course
15 are included in the evaluation file, all of the comments obtained in the same course must
16 be included.
17

18 11.6 Peer Committee Evaluations.

19 Evaluative materials, or summaries thereof, prepared by peer committees as part
20 of a regular evaluation system, may be placed in an evaluation file when signed by a
21 representative of the committee.
22

23 11.7 Removal of Contents.

24 (a) Materials shown to be contrary to fact shall be removed from the file.
25

26 (b) This section shall not authorize the removal of materials from the
27 evaluation file when there is a dispute concerning a matter of judgment or opinion rather
28 than fact.
29

30 (c) Materials may also be removed pursuant to the resolution of a grievance.
31

32 (d) The custodian may remove duplicative or outdated materials, such as
33 superseded curriculum vitae or student course evaluation materials, if such removal is
34 specifically authorized by the department/unit faculty evaluation criteria and procedures
35 approved pursuant to Article 10.
36

37 11.8 Limited Access Information.

38 (a) Information reflecting evaluation of a faculty member's performance shall
39 be available for inspection only by the faculty member, the faculty member's
40 representative, Board officials who use the information in carrying out their
41 responsibilities, peer committees responsible for evaluating faculty performance, and

Approved: Michael J. Patterson
For the Florida State University

Date: July 8, 2004

Approved: A. Blake
For the United Faculty of Florida

Date: 8 July 2004

1 arbitrators or others engaged by the parties to resolve disputes, or by others by court
2 order.

3

4 (b) Such limited access status shall not apply to data that are required by law
5 to be made available by the university to the public.

6

Approved: Michael Mattum
For the Florida State University
Date: July 8, 2004

Approved: A. Beck
For the United Faculty of Florida
Date: 8 July 2004