



**FLORIDA POLYTECHNIC
UNIVERSITY**

February 5, 2021

To: Florida Poly Faculty

From: Terry Parker, Provost

Re: Annual Faculty Evaluation

The faculty evaluation system is carefully described in the Collective Bargaining Agreement (CBA), article 8. The overall CBA is on the Provost office webpage for your reference (https://floridapoly.edu/general-counsel/assets/uff_amended_cba_2020-06-20_ratified.pdf). The evaluation system is based upon:

- Review periods that are exactly defined, February 1 of one year through January 31 of the following year.
- Development and dissemination of annual review “guidelines” before the start of the review period.
- Ongoing development of the format for Faculty Activity Reports (FAR) and the use of the FAR by faculty to document their years effort.
- Evaluation of faculty using the FAR and the Evaluation Guidelines for the review period. This happens during the spring semester.

For this performance cycle, COVID-19 presents a few complications for the system. There have been two Memorandum of Understanding (MOU) agreements between the Florida Poly Board of Trustees (FPU-BOT) and the United Faculty of Florida, Florida Poly chapter (UFF-FPU). For the evaluation that will happen this spring, the important changes are:

- Faculty “must declare their choice regarding the evaluator’s use of Student Assessment of Instruction” when they submit their Faculty Activity Report for the 2020-2021 evaluation period. To manage this choice, faculty members must submit their FAR to Human Resources (email address forthcoming) with a statement that declares if the faculty member wants the SAI scores to be used or not. If a faculty member chooses to not use the SAI, HR will facilitate the redaction of SAI scores from the FAR.
- Faculty can include as an addendum to their FAR a statement “detailing specific impacts” to them on teaching, research, and service.

The contractual submission date for FARs is February 15, 2021. For this year, the UFF Florida Poly chapter and Florida Poly administration mutually agree that a submission date this year of Feb 28 at midnight is appropriate for the spring 2021 semester. Please plan accordingly to submit your FAR on or before Feb 28, 2021. As noted above, we will provide a separate email address for this submission.

The Faculty Activity Report (FAR) format is attached to this email and is also available on the provost’s office webpage (<https://floridapoly.edu/provost/faculty-resources.php>) under faculty resources. Please follow the format carefully and also, please note, that there are always very naturally areas where there is no activity. The format is not designed to require faculty to have activity in every sub-area, rather it is designed to thoughtfully capture activity in a very structured manner.

Finally, two other documents are attached to this email. They are:



FLORIDA POLYTECHNIC UNIVERSITY

- The evaluation guidelines for the 2020-2021 year that were distributed early in the spring semester of 2020.
- The MOU Between FPU-BOT and UFF-FPU chapter from the end of the spring 2020 semester. Please note items c and d on page 1. The modified evaluation guidelines are included as appendices to this document. The modifications to the guidelines are relatively small, if you have questions about the modifications, please bring them to your chair or the Provost's office.

Thanks again for carefully providing your input to the faculty evaluation system.