

PLAN FOR TRANSITIONING TO THE NEW ADMINISTRATIVE AND PROFESSIONAL FACULTY EVALUATION SYSTEM – PART A

For colleges currently evaluating administrative and professional faculty on a fiscal year cycle:

- Implementation of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan commences on July 1, 2016.
- Evaluations for Fiscal Year 2015-16 should be completed in accordance with previously existing plan and previously established deadlines.
- For first-year faculty hired during Fiscal Year 2015-16, any interim performance evaluation completed prior to July 1, 2016 should be conducted in accordance with previously existing plan.
- First-year faculty hired after July 1, 2015 enter the probationary first-year evaluation cycle in Fiscal Year 2016-17. Such faculty must participate in the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan in accordance with the provisions therein which are applicable to first-year faculty.
- Continuing faculty will establish annual objectives in accordance with the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan by August 1, 2016.
- All continuing faculty, regardless of multi-year appointment status or eligibility for multi-year appointment, must be evaluated in Fiscal Year 2016-17 in accordance with the provisions of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan and the deadlines established therein.
- Professional faculty who are on or eligible for multi-year appointment must transition to a calendar-year evaluation cycle by completing an evaluation in accordance with the provisions of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan by December 31, 2016. This evaluation should address performance from July 1, 2016 through December 31, 2016.
- Thereafter, professional faculty who are eligible for a multi-year appointment but who are currently on a one year appointment, must be evaluated annually on a calendar-year cycle. Professional faculty who are on a multi-year appointment must participate in a comprehensive evaluation, in accordance with the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan, in the final full calendar year of that multi-year appointment.
- Professional faculty who are on a multi-year appointment and receive a summary rating of “Meets Expectations” are deemed to sustain that rating until the next comprehensive evaluation, to be conducted in the final full calendar year of that multi-year appointment. In the meantime, they will continue to establish annual objectives and shall remain eligible to participate in the Reward and Recognition component of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan.
- Administrative faculty and professional faculty who are not eligible for multi-year appointment must be evaluated annually, in accordance with the provisions of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan, on a fiscal-year cycle.

For colleges currently evaluating administrative and professional faculty on a calendar year cycle:

- Implementation of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan commences on July 1, 2016.
- Evaluations for Calendar Year 2015 should be completed in accordance with the previously existing plan and previously existing deadlines.
- For first-year faculty hired between January 1, 2016 and July 1, 2016, any interim performance evaluation completed prior to July 1, 2016 should be conducted in accordance with previously existing plan.
- First-year faculty hired between January 1, 2016 and July 1, 2016 enter the probationary first-year evaluation cycle in Fiscal Year 2016-17. Such faculty must participate in the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan in accordance with the provisions therein which are applicable to first-year faculty.
- Continuing faculty will establish annual objectives in accordance with the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan by August 1, 2016.
- All continuing faculty, regardless of multi-year appointment status or eligibility for multi-year appointment, must be evaluated in Fiscal Year 2016-17 in accordance with the provisions of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan and the deadlines established therein.
- Administrative faculty and professional faculty who are not eligible for multi-year appointment must transition to a fiscal-year evaluation cycle by completing an evaluation in accordance with the provisions of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan by June 30, 2017. This evaluation should address performance from July 1, 2016 through June 30, 2017. (For such faculty, any formal evaluation of performance for the period from January 1, 2016 through June 30, 2016 should be conducted in accordance with the previously existing plan).
- Thereafter, administrative faculty and professional faculty who are not eligible for a multi-year appointment must be evaluated annually on a fiscal-year cycle.
- Professional faculty who are on or eligible for multi-year appointment must continue to be evaluated on a calendar-year evaluation cycle by completing an evaluation in accordance with the provisions of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan by December 31, 2016. However, this initial evaluation under the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan should address performance from July 1, 2016 through December 31, 2016.
- Thereafter, professional faculty who are eligible for a multi-year appointment but who are currently on a one year appointment, must be evaluated annually on a calendar-year cycle. Professional faculty who are on a multi-year appointment must participate in a comprehensive evaluation, in accordance with the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan, in the final full calendar year of that multi-year appointment.
- Professional faculty who are on a multi-year appointment and receive a summary rating of "Meets Expectations" are deemed to sustain that rating until the next comprehensive evaluation, to be conducted in the final full calendar year of that multi-year appointment. In the meantime, they will continue to establish annual objectives and shall remain eligible to participate in the Reward and Recognition component of the new Administrative and Professional Faculty Development, Evaluation, and Recognition Plan.

