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## GTFF PROPOSAL

### ARTICLE 12 EVALUATIONS

**Section 1.** Departments and employing units may evaluate GTFs as employees as often as the department deems advisable. The establishment of performance criteria is the responsibility of the department or employing unit, but consultation with GTFs concerning such criteria is not precluded.

**Section 2.** GTFs job performance shall be evaluated by established University and departmental procedures. A general description of evaluation processes shall be kept on file in the employing unit or department office and shall be made available to GTFs upon request. GTFs shall be notified no later than two workdays prior to the first ~~evaluatory~~ *evaluative* observation per term. Notification of subsequent ~~evaluatory~~ *evaluative* observations in a term is optional. When prior notice is not required, the GTF will be told either at the beginning of or immediately following the class that an observation or evaluation is to be or has been made. When a faculty member has the responsibility for evaluating a GTF, the GTF shall have the opportunity to submit to the department additional questions appropriate to the evaluation of the GTF's teaching performance. The department shall administer these questions concurrent with the regular department student evaluation.

**Section 3.** In those teaching situations where the University does not require student evaluation, the department may on its own initiative, and shall at the request of the GTF *no more than once per term*, administer ~~an appropriate~~ student evaluation. The evaluation shall be administered in ~~the same manner as those required by the University in order to~~ *a way that* preserves student anonymity.

**Section 4.** In addition to any evaluations as permitted by Section 1 of this Article, the person to whom a GTF is assigned shall observe and provide a critique of the classroom performance *no more than once per term at the request of the* ~~of that~~ GTF. ~~at the request of the latter.~~

**Section 5.** All evaluations of job performance shall be placed in the GTF's personnel file, but only after having been discussed with the GTF by the supervisor. GTFs must sign the evaluation stating that they have read the evaluation. A GTF may attach a rebuttal for inclusion in the file. Student evaluations are to be included in the GTF personnel file at the GTF's request.

**Section 6.** The results of student evaluations of GTFs shall be made available to GTFs in the same manner as the results are made available to the faculty in the same department. Supervisor evaluations, as well as other measures of teaching effectiveness, shall provide the basis for a GTF's evaluation.

**Section 7.** Deficiencies noted in an evaluation of a GTF shall include specific recommendations for improvement and a time frame in which the GTF is expected to remedy such deficiencies to the satisfaction of the supervisor.