Letter of Agreement between Lake Superior State University (LSSU) and the Lake Superior State University Faculty Association (LSSU-FA)

28 July 2020.

In order to clarify confusing issues with the faculty review system, Section 8 of the Agreement between LSSU and the LSSU-FA the following will be edited.

New language is added to section 8.3.1 defining who shall be on which timeline and identifying tenured faculty evaluation timelines is added to the beginning of this section as follows:

8.3.1 Annual Evaluation

Herein follows the timeline for annual evaluation of probationary faculty and summary evaluation of tenured faculty following the five-year cycle. Tenured faculty members shall be evaluated every five years unless requested earlier by the faculty members themselves.

A change to the table of 8.3.1 will be as follows:

Within the table under "Deadline" the date of submission of "Annual Goals Assessment Faculty Self-Evaluation and Reflection" will be changed from "Last day of the 13th week of the spring semester" to "Within seven (7) days after final grades for the spring semester are due".

A change to the table of 8.4.1 shall be as follows:

The "Deadline" for Reports in table of 8.4.1 shall be changed from May 15th to "Within seven (7) days after final grades for the spring semester are due".

An addition of section 8.4.3 to read as follows:

Tenured faculty members shall undergo summative evaluation every five (5) years. They shall follow the procedures and timelines given in Table 8.3.1 and section 8.8.1.

A change to section 8.5.1 to include tenured faculty members is as follows

8.5.1 Faculty Performance Improvement Plans

The purpose of this Faculty Performance Improvement Plan is to address evaluation ratings below "Meets Expectations" in any of the four categories (Teaching, Advising, Professional Development, and Service) of faculty performance. Complete a Faculty Performance Improvement Plan for each category of performance with an evaluation rating "Met with Concerns", or two consecutive "Met with Concerns", or "Met with Concerns" in more than one

area. **Additionally, a Faculty Improvement Plan can be initiated by the immediate supervisor in a non-evaluation year should major concerns arise within one or more of the four categories. Prior to initiation of a performance improvement plan there shall be a meeting with the faculty member, immediate supervisor, FA President or other faculty representative chosen by the faculty member, and the provost to discuss the plan.**

An additional to section 8.6.1.1 to clarify tenured faculty undergoing 5 year summative evaluation will reads as follows:

...probationary faculty and tenured faculty undergoing summative evaluation.

An addition to section 8.6.3.4 to include tenured faculty on a 5 year summative evaluation to now read as follows:

For probationary faculty, **and tenured faculty undergoing summative evaluation,** the committee will produce.....

Clarification is added to section 8.7.4.2 for cases where a faculty member has no "chair" such that it now reads as follows:

8.7.4.2 For probationary faculty, the report will be checked by the Chair for consistency and completeness. **If there is not a Chair the faculty member will submit to the immediate supervisor.** It will then be submitted for review to the School Retention, Promotion, and Tenure (RPT) Committee. The School RPT Committee will review this report.

An addition to Section 8.8.1 to include tenured faculty on 5 year summative evaluation now reads as follows:

Annual evaluation (probationary faculty) **and tenured faculty undergoing 5 year summative evaluation**

For clarification of deadlines and consistency, section 8.8.1.5 is changed as follows and to include tenured faculty undergoing 5 year summative evaluation:

8.8.1.5 The faculty member will submit an Assessment of the prior year's Annual Goals (probationary faculty, ~~and~~ faculty on a Faculty Performance Improvement Plan, **and tenured faculty undergoing 5 year summative evaluation**). All faculty will submit a Faculty Self Evaluation and Reflection to the Immediate Supervisor **within seven days after final grades are due in the Spring semester.**

An addition to include tenured faculty undergoing 5 year summative evaluation in sections 8.8.1.6, 8.8.1.7, 8.8.1.8 will have the term "and tenured faculty undergoing 5 year summative evaluation" included immediately after "Probationary Faculty" and will now read as follows:

For probationary faculty**, and tenured faculty undergoing 5 year summative evaluation,** the...

For clarification of deadlines and benefit to probationary faculty, section 8.8.1.8 is changed as follows:

8.8.1.8 For Probationary Faculty, the Immediate Supervisor must produce a Summary Evaluation by **July 15th.**

To clarify mid-probationary review due to late adoption of the agreement in 2019, and addition to section 8.8.2.6 is as follows:

In the case of a negative decision by the Provost, the President will review the decision and the materials and prior decisions made during the entire process. This will occur by January 15th.

Faculty that missed mid-probationary review due to the late adoption of the agreement may elect to undergo a mid-probationary review during year four of appointment with no dismissal process applicable.

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