

## CLAS Guidance on Review of Faculty [rev. 7-22-21]

### Regular Faculty (AFUM)

The chief governing document for full-time, regular faculty is the UMS/AFUM collective bargaining agreement, or contract. See particularly Article 10.

Regular faculty who are **probationary**—lecturers and tenure-track faculty—are reviewed annually. The first year's review is completed in June and is administrative. The administrative review consists of a letter from the chair to the faculty member, copied to the Dean's Office and to the personnel file. After the first year, these faculty members are reviewed as part of their reappointments.

**Fixed-length** faculty members are not considered probationary and are ordinarily not reviewed unless they so request. Chairs are encouraged to offer the option of review to fixed-length faculty members to whom a performance evaluation could be professionally useful.

**Tenured** faculty and lecturers who have achieved just-cause protection are reviewed every four years, as provided in the AFUM agreement.

Whether the review is administrative, or is part of a personnel action (reappointment, promotion, tenure), or is a quadrennial "post-tenure review," it should address teaching/advising, research, and service in the context of the faculty member's assigned responsibilities and the department's criteria for evaluation, posted at <https://umaine.edu/provost/departmental-evaluation-criteria/>.

Reviews should identify areas for improvement, if applicable, as well as commending the faculty member's accomplishments. Especially in the case of tenure-track faculty members, a conscientious effort should be made to provide helpful feedback to the faculty member.

### PATFA Members

Article 9 of the PATFA contract stipulates the evaluation arrangements for PATFA members. For clarification, consult the College's HR Partner.

All UMS union contracts are available online at  
<http://www.maine.edu/about-the-system/system-office/human-resources/labor-relations/>.