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## MEMORANDUM

**TO:** Deans and Other Supervisors

**FROM:** Boris Baltes, Associate Provost for Faculty Affairs and Associate Vice President for Academic Personnel

**SUBJECT:** Evaluation and Salary Adjustment Program for Represented Faculty

**DATE:** February 9, 2021

This memorandum and its attachment provide procedures and guidelines for the evaluation phase for represented faculty members. The 2013–2021 WSU/AAUP-AFT Agreement provides for a 1.25% across-the-board salary increase and a selective salary pool of 1.25% for represented faculty and academic staff (Article XII). Please note: this memorandum and the attached guidelines apply to the selective salary evaluation of represented faculty only. Instructions and guidelines for represented academic staff will be issued separately.

1. Performance evaluations need to be completed during April, May, and June, bearing in mind that faculty may not be available for committee work during the summer.
2. The evaluation period should end on such date as is convenient, given the realities of the evaluation process in your school or college. Make sure that faculty are notified of the period and that you are consistent from year to year (except as needed for adjusting the period), so that no month in the evaluation period is either overlooked or double- counted.
3. There is one change in the guidelines document that must be noted in all units. Under a letter of agreement with the AAUP dated September 26, 2014, the time period for student evaluations of teaching has been changed to three years, consistent with the review period for scholarly/creative/research activities. Please refer to section I.2 of the guidelines.
4. All departments and schools/colleges must utilize the standard, longitudinal report of Student Evaluations of Teaching. This report can be accessed by individual faculty, chairs, and deans from Academica:

Academica → Faculty Instructional Resources → Student Evaluation of Teaching Reports

The reports should contain results from Winter 2018 through Fall 2020.

5. No lists of eligible individuals are provided at this time; all current, represented faculty must be evaluated, subject to the eligibility statement in the guidelines. (The evaluation for salary adjustment is in addition to, and separate from, the detailed written annual evaluation, per the WSU/AAUP-AFT Agreement [see Article XX.C.1 and 2], of a faculty

member who is untenured.)

6. ***Special notice for academic year 2020-21:*** The absence of SET Scores from the Winter 2020, Spring/Summer 2020, Fall 2020, and Winter 2021 semesters should not be used as a negative factor in determining Selective Salary scores and adjustments or in Promotion and Tenure decisions.
7. There will be future correspondence with instructions for the data entry of scores, selective increases, and promotional increases.

Attachment: 2021 Guidelines for Evaluation of Faculty