

Staff member's employment status, and the organizational reporting structure of the division and budget unit of which the Professional Staff member is a part. The Parties recognize that supervisory feedback is a critical component to success in the workplace. The entire professional performance record of a Staff member shall be considered at the time such employee is being evaluated.

Staff who are not managerial or confidential employees or in classified service and are subject to the review process provided for in the Master Agreement and described in this MOA.

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unit, [and] who serve in a regular and continuing functional working relationship to the Candidate” . . . “to provide a written appraisal of the Candidate's ability, performance, contributions, and potential.” Any potential letter writers/evaluators are to be identified and contacted by the Immediate Supervisor, after consultation with the Staff, as set forth in the Master Agreement.

Appendix I, Article I, section 3.4 of Master Agreement defines users as “a clearly identifiable constituency including a sufficient number of individuals who have an ongoing and regular professional relationship with the Candidate [Staff] so as to provide a meaningful sample of evaluation.” Any potential user evaluations are to be identified and contacted by the Staff and includes anyone not in the review process (for example, but not limited to, colleagues, faculty, student0.00000919()-14/F1 12 Tf1 0 0 1 212.85 620. cW\* F1 12 Tf1 f1 0 0 1 154.



6, et seq., must include the employee option to request written reasons for the decision, pursuant to Article XIII, Sections H-I of the Master Agreement.

D. The Staff may provide a letter of rebuttal in response to any letter of review except that of the President. Letters must be provided within three (3) business days after the recommendation's due date or the date the letter is submitted to the file, whichever is later, and will be considered by the next evaluator. In all cases, the Staff's response letter also becomes part of the evaluation file.

E. Performance is demonstrated through the preparation of a file of materials for consideration by the evaluating individuals. It is the responsibility of the Staff under review for reappointment to demonstrate in an accurate and timely manner the extent and quality of their performance in light of:

- a. The expectations of all State and University employees according to current University policies;
- b. The individual's contract; and
- c. Applicable goals, which may include the professional development and career

Immediate Supervisor, Subsequent Evaluator, and/or Divisional Executive.

- 7) A review of past performance and achievements and a complete description of current professional responsibilities.
- 8) An analysis of professional contributions and potential for continued development.
- 9) A statement of professional goals and objectives that align with applicable departmental and institutional goals.
- 10) Attention should also be paid to any pattern of concern in previous evaluation(s) and achievement of any professional goals and objectives stated by the Staff in the most recent evaluation.
- 11) Service (if required; if optional, Staff may still include their service activity in their self-evaluation and provide supporting documentation in Part IV).

Staff may provide appropriate documentary evidence to support the self-evaluation submitted in the previous section. The type of evidence will vary according to the type of work involved, the audiences served, and the unit in which the Staff serves. The emphasis should be on documenting the \_\_\_\_\_ of one's efforts.

- 12) Optional "Identified Employee" Evaluator Letters: See Section I, Definitions for more details. Whenever Employee Evaluators are asked by Immediate Supervisors to write evaluation letters, they should be informed that their evaluation letters will be seen by the Staff and all evaluators. Staff shall be given access to all evaluation letters within one (1) working day of their receipt in order to upload.
- 13) Optional "User" Letters: See Section I, Definitions for more details.
- 14) Teaching Evaluations: Required only for Staff who assume teaching responsibilities for credit-bearing courses as part of their job responsibilities at any time during their current review cycle. Staff will document their teaching effectiveness using, at a minimum, a self-evaluation of teaching in the form of a written statement and student evaluations as per the Procedure for Evaluation of Faculty and Library Faculty. A Teaching Portfolio may also be included, consisting of representative

associated with clinical education courses, wherein they are responsible for assigning grades but do not actually teach the clinical courses, are not expected to provide IDEA results for those courses.

15) Any other additional evidence Staff deem appropriate.

Staff will acknowledge their file is complete and certify that all contents of the evaluation file submitted are true, accurate, and complete to the best of their knowledge. This signing does not preclude the Staff from adding material in accordance with their rights under the Master Agreement; Staff may request that HR provide them electronic access to the file before the final closing date so the Candidate may upload their additional information. If a file is not acknowledged, it will automatically close at the end of business on the file closing date.

A. The Immediate Supervisor will review the evaluation file and will prepare a letter that notes the Staff's strengths and weaknesses relative to the Staff's contract, any applicable goals, and the expectations of all State and University employees. The Immediate Supervisor may also request, at this time, a reclassification of the Staff under review by providing relevant information, including new job duties and recommended change of title, following established HR protocols for reclassification.

a. When a Staff's Immediate Supervisor changes within ninety (90)







party in writing no later than thirty (30) days prior to June 30, 2027, or thirty (30) days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS HEREOF, the University and the SFT Local 2275 have acknowledged their understanding of this Memorandum of Agreement and affix their signatures below.

For: Stockton University

For: The Stockton Federation of Teachers

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Harvey Kesselman, President

Emari DiGiorgio, President

Date:   jmi  

Date:   3 June 2022  

#### Evaluation Schedule from the 2019-2023 Master Agreement

PS Members hired as of 7/1/2017	PS Members in 4-Year contract as of 6/30/17	PS Members in 5-Year contract as of 6/30/17
All Multi-Year Contracts: 3 Years*	1 <sup>st</sup> Contract: 4 Years	1 <sup>st</sup> Contract: 5 Years
	2 <sup>nd</sup> Contract: 4 Years	2 <sup>nd</sup> Contract: 5 Years
	3 <sup>rd</sup> Contract: 3 Years	3 <sup>rd</sup> Contract: 4 Years
	All subsequent contracts: 3 Years	All subsequent contracts: 3 Years

\*If the University, at its sole discretion, awards multi-year contracts longer than three (3) years but no longer than five (5) years, those contracts will follow the above four- (4-) or five-year (5-year) schedules unless expressly renewed for the longer number of years.