

ARTICLE XX.
EVALUATIONS

Evaluations for Employees shall be in conformity with the standards, practices, and criteria in place during the 2024-2025 academic year, with these additional procedures and protections.

1. Each School, College, and Unit shall establish and publish on their respective websites clear written procedures and criteria for evaluations, including a timeline for the evaluation process, by Fall 2026. Any changes to the process shall require a notification to Employees at least one (1) calendar year in advance.
2. Evaluation shall only assess (a) whether an Employee is meeting basic job requirements as enumerated in their appointment letter and (b) whether an Employee is eligible for promotion.
3. All evaluations shall be reduced to writing and shared with the Employee within ten (10) business days of completion. Any evaluation which is not reduced to writing and shared with the Employee may not be used by the Employer in determining non-reappointment or dismissal.
4. Should the Employee receive feedback during the evaluation process (whether orally or otherwise) that is inconsistent with the feedback received in the written reports, the Employee can request that the supervisor or academic unit clarify the inconsistency in writing. In the case of such a request, the academic unit shall provide written clarification, to which the Employee may respond in writing. In keeping with Article XX: Employment Records, the Employee may also submit a response to any evaluation, and that response shall be included in the Employee's records.
5. Direct supervisors (i.e. PI, Department Chairs, Program Directors) generally have responsibility for the evaluation of Employees. Employees have a right to Union representation at any point during an evaluation.
6. For teaching appointments: Evaluation of the Employee's performance shall typically involve consideration of more than one source of evidence, such as a) teaching statements; b) teaching observations, which may only be conducted after giving two weeks' advance notice; c) external Activity Reports; d) letters of support; e) teaching portfolios.
 - i. Anonymous student feedback uncorroborated by other evidence shall not be used to determine whether Employees are meeting their basic job requirements.
 - ii. In the event that an Employee, at the request of a supervisor, accepts an additional teaching assignment on short notice or outside of the Employee's

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regular area of teaching, this context shall be considered in the evaluation of such work.

7. For staff: Each staff member shall receive an annual review, overseen by their direct manager. Demonstration of advancement, including, but not limited to, additional responsibilities, increased proficiency in the staff member's area, number of publications supported, number of users trained, and other appropriate performance metrics, shall result in the advancement of at least one Technical Ladder Position Title.