

Article 3 Employment Performance Evaluation

3.1 Policy. The job performance of [A comprehensive annual performance appraisal](#) for each employee, whose term of appointment is one (1) semester or longer, shall be evaluated in writing once during each such appointment. [The university-wide comprehensive annual performance appraisal format will be used for all appraisals.](#) The employment evaluation shall include evaluation of assigned duties and such other responsibilities as are appropriate to the assignment. [Additional consideration will be given to the satisfactory progress towards completion of the degree program according to university policy.](#) Personnel decisions shall take such employment evaluations into account, provided that personnel decisions need not be based solely on written employment performance evaluations. [The Graduate Program Director will certify completion of the annual performance appraisal for each employee to the Graduate School.](#)

3.2 Procedures. The employment evaluation [comprehensive annual performance appraisal](#) shall be discussed with the employee, at which time any deficiencies shall be specifically noted and suggestions for their improvement made. A reasonable schedule shall be given to accomplish the necessary improvements. Such evaluation shall be placed in the employee's evaluation file. The employment evaluation [comprehensive annual performance appraisal](#) shall be signed by the person who performed the evaluation and shall be shown to the employee, who shall be given the opportunity to sign it. A copy of the employment evaluation [comprehensive annual performance appraisal](#) shall be given to the employee. The employee may attach a concise comment to the comprehensive annual performance appraisal form. Written student comments or evaluations need not be signed to be used for evaluation purposes. [If the performance evaluation is not completed in accordance with 3.1, the employee's performance shall be deemed satisfactory for the covered period.](#)

3.3 Observations and Visitations. Observations or visitations for the purpose of evaluating employee performance may be either announced or unannounced.

(1) Within two (2) weeks after an observation or visitation, the employee shall have an opportunity to meet and discuss the observation or visitation with the observer. The University and the UFF-GAU agree that it is beneficial for the employee and the observer to meet as soon as possible after the observation.

(2) A concise written comment by the observer regarding the observation or visitation shall be placed in the evaluation file. A copy of such comment shall be given to the employee no later than two (2) weeks following the observation, unless the employee and observer agree to extend the time period or there is a documented unavailability of either party. Such comment shall not be grievable; however, the employee shall have the right to respond in writing and shall have such response attached. The employee shall have the right, to be exercised within three (3) working days after the meeting with the observer, to request in writing an additional observation or visitation by a different observer. Such additional observation or visitation shall be accomplished prior to the end of the semester, and shall be placed in the evaluation file. The employee shall have the right to respond to this observation also and have the response attached.

3.4 Criteria. The performance evaluation [comprehensive annual performance appraisal](#) shall be based upon assigned duties, and shall consider the nature of the assignment, in terms where applicable, of:

A. Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, and adherence to accepted standards of professional behavior in meeting responsibilities to students.

B. Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity. The evaluation shall include consideration of the employee's productivity, including the quality and quantity of what has been done during the year and of the employee's research and other creative programs and contributions; and recognition by the academic or professional community of what is done.

C. Service to, and awards by, international, professional, state, and community organizations.

[D. The employee must show progress toward degree completion in a timely fashion to assure successful completion of the degree within the timelines established by university policy.](#)

Article 12

Matriculation and Tuition Payment Program

12.1 Intent. Payment by the university of matriculation fees for graduate assistants and non-resident tuition charges for all out-of-state graduate assistants, which results in those employees not paying such charges is highly desirable in order to attract high quality graduate students to the University and to improve the quality of education therein.

12.2 Tuition Payment Program.

A. The University and the UFF-GAU will continue to seek legislative funding to meet the costs associated with the matriculation and tuition payment program. A graduate assistant appointment shall result in eligibility for the tuition payment program. To the extent funding is available, tuition payment shall be for at least the minimum number of credit hours necessary to hold the graduate assistant appointment. If sufficient funds are not available to provide all graduate assistants with such tuition payment, first consideration for receipt of these payments shall be given to graduate assistants who are employed for .25 FTE or more for at least one (1) semester during the prior academic year and who are students in good standing.

B. In order to supplement the funding provided by the Legislature for this program and following the practice of other major research institutions throughout the country, the university shall encourage those individuals who make application for contracts or grants to incorporate the costs of the matriculation and tuition charges which are associated with graduate assistants who are to be supported by such contract or grant into the contract or grant proposal.

C. The University and the GAU shall appoint and meet no later than October 1, 2007, a committee comprised of three members from each side to evaluate the feasibility of payroll deductions on any remaining balances of fees after a student's waiver has been applied. Preliminary report shall be made no later than December 1, 2007.

12.3 Excess funds. The UFF-GAU may request a consultation with the Graduate Dean or his/her representative regarding the distribution of funds in excess of those needed to fund the tuition payments described in [Article 12.2](#).

12.4 Right to request information. The GAU shall have the right to request information provided in Chapter 447, Part 2, Florida Statutes, titled Labor Organizations, Public Employees.

Article 23 Stipends

23.1 Minimum Stipend. The minimum stipend shall increase as follows:

A. For students at the masters' level, each nine-month employee (19.5 pay periods) on a .50 FTE appointment shall be guaranteed a minimum stipend of ~~\$7,800.00~~ \$8,100.00. Appointments greater or less than .50 FTE shall be paid at a stipend rate representing a proportion of this minimum as determined by the fractional FTE appointment and the budgeted weeks of activity.

B. For students at the doctoral level, each nine-month employee (19.5 pay periods) on a .50 FTE appointment shall be guaranteed a minimum of ~~\$8,580.00~~ \$9,580.00. Appointments greater or less than .50 FTE but no less than .25 FTE shall be paid at a stipend rate representing a proportion of this minimum as determined by the fractional FTE appointment and the budgeted weeks of activity.

23.2 Employer's Contribution to Health Insurance.

A. The University will pay up to \$600/year \$940/year of the health insurance premium for individual coverage of those employees on a .50 FTE appointment who elect coverage under the USF Student Health Insurance Plan. The employer contribution will be paid directly to the insurer. The employee is responsible for payment of the remainder of the insurance premium for coverage selected by the employee. ~~The University will pay the individual premium on the policy provided by the USF Student Health Insurance Committee for graduate employees appointed at .5 FTE or greater. Graduate employees who are eligible for this benefit include all those specified by Article 1.1. The employer contribution will be paid directly to the insurer such that the employee will not be held responsible for paying any part of the individual insurance premium. Article 23.2 is subject to the grievance procedure, but only to the extent of the entitlement to the subsidy.~~

B. Payment of the employer contribution will be discontinued under the following circumstances:

1. cessation of the appointment; or
2. reduction of the appointment to less than .50 FTE; or
3. completion of the hours specified for completion of the degree requirements of the program in which the employee is enrolled; or
4. failure of the employee to pay the employee portion of the insurance premium when due.

23.3 Effective Dates. The minimum stipend shall be increased as provided in Article 23.1 effective ~~August 13, 2007~~ August 7, 2007. The employer's contribution to health insurance as provided in Article 23.2A shall ~~commence effective August 13, 2007~~ August 7, 2007, be paid in accordance with the established schedule set forth in the Student Health Insurance guidelines for each semester.

23.4 Departmental Discretion to Provide Stipend Increases. Nothing contained herein shall prevent departments from paying stipends higher than the minimum specified above or from providing stipend increases during the term of this collective bargaining agreement.

23.5 Initial Payment. Employees who have turned in paperwork in a timely manner shall receive their first paycheck not later than four (4) weeks after the first day of the term of their contract. In the case of administrative error by the University and the employee is not paid on time, the University shall make a reasonable effort to provide the paycheck to the employee within one (1) week of notification of the error.