

Side Letter Agreement for Spring 2022

1/19/2022

Part 1: Evaluation Schedules

1. Beginning in spring of 2022, all faculty will return to a regular evaluation cycle as described in the UF contract. Faculty whose evaluations were postponed due to the Covid-19 Pandemic will be scheduled for evaluation in batches, to spread the workload over several semesters and with the goal of balancing evaluation timelines between fall and spring. This side-letter will describe the process for scheduling evaluations in spring 2022 and beyond for all faculty: contract, probationary and part-time.
2. For contract faculty (full-time tenured), each department will be asked to evaluate members over the course of the next four semesters (spring 2022; fall 2022; spring 2023; and fall 2023). Approximately 25% of the tenured, full-time faculty in each department should be evaluated in each of the four semesters. These evaluations will be considered the first of a new 6-semester cycle as defined by the contract.

2.1 At the start of the spring 2022 semester, management will provide department chairs with a list of contract faculty in their departments grouped by assignment type and modality in the following order:

- faculty teaching at least one online asynchronous class in spring 2022.
- faculty teaching at least one fully on-campus class in spring 2022.
- faculty teaching at least one online synchronous (or partially synchronous) class in spring 2022
- faculty teaching at least one partially online (hybrid) class in spring 2022.
- faculty providing counseling, library or other non-classroom student services in spring 2022.

Each group on the list will be organized by time since last evaluation (with those faculty with the longest interval since the last evaluation listed first in each group and those with the shortest interval since the last evaluation listed last).

2.1.1 Names should not be duplicated on the list, so a faculty member teaching one fully asynchronous class, another fully on-campus class, and a third class partially online (hybrid) should appear in the first group (online asynchronous) but not in subsequent groups.

2.2 By the end of the third week of the spring 2022 semester, Department Chairs will propose a schedule to the appropriate dean for evaluating all contract faculty over the course of the following four semesters, as referenced above. All other contractual procedures for evaluation of tenured faculty apply (with the exception of suspended provisions of Article 27, which will not be enforced until fall of 2022).

2.2.1 UF and 4CD intend to negotiate in the next round of collective bargaining (beginning spring 2022) improvements to the forms and procedures for evaluating faculty teaching partially online (hybrid) and online synchronous (or partially synchronous) courses. Once updated forms and procedures are put in place, the priority list for returning to normal evaluation cycles may change, and departments may be asked after spring 2022 to revise timelines and plans accordingly.

2.3 In proposing evaluation schedules, Department Chairs should keep in mind the general goals of dividing the workload between the next four semesters (with at least 25% of the contract faculty being evaluated in spring 2022 and approximately 25% being evaluated in each subsequent semester through fall of 2023). In the case where the department chair and dean agree, modifications may be made to the timeline and/or priority list as reflected in the lists grouped by assignment type, modality and time since most recent evaluation.

3. For probationary (full-time tenure-track) faculty members, evaluation timelines should not have been disrupted by the Covid-19 Pandemic (except where one-semester delays were negotiated in previous side letters); therefore, all contractual timelines remain in force. In the case where an evaluation may have been skipped for any reason, the tenure timeline will not be affected, nor will makeup evaluations be scheduled.

4. For part-time faculty, each department will be asked to evaluate members over the course of the next five semesters (spring 2022; fall 2022; spring 2023; fall 2023; and spring 2024). Approximately 20% of the part-time faculty in each department should be evaluated in each of the five semesters.

4.1 Of the part-time faculty, in this context there are the following five categories: new hires; part-time faculty with fewer than six semesters of service; part-time faculty in their 7th semester; part-time faculty with more than seven semesters of service within a department who do not have staffing preference; and part-time faculty with staffing preference. The process and timeline for evaluating each of these groups is described below.

4.2 New hires shall be evaluated in their first semester and thereafter following normal contractual procedures.

4.3 Part-time faculty with fewer than six semesters of service who have not been evaluated since their first semester should be the top priority in this category and should be evaluated in spring 2022 (unless doing so would place an unreasonable burden on a department, in which case evaluations in this category may continue to be postponed for a semester). This will be considered their 4th-semester evaluation and will not affect the timeline going forward.

Their next evaluation should take place in whatever semester is their 7th semester in the department following all normal contractual procedures.

- 4.4 Part-time faculty in their 7th semester should be evaluated in spring 2022 using normal contractual procedures (except for suspended portions of Article 27).
- 4.4.1 Timelines for faculty evaluated in their 7th semester, either in spring 2022 or later, after evaluations described in 5.1 or 5.2, will continue normally, following the contract.
- 4.5 For part-time faculty with more than seven semesters of service in a department, the process will be similar to the one described for contract faculty in section 2 of this side letter. At the start of the spring 2022 semester, management will provide department chairs with two lists of part-time faculty with more than seven semesters of service in their departments (one list of part-timers with staffing preference and a second list of part-timers without staffing preference). Each list will be grouped by assignment type and modality in the following order:
- faculty teaching at least one online asynchronous class in spring 2022.
 - faculty teaching at least one fully on-campus class in spring 2022.
 - faculty teaching at least one online synchronous (or partially synchronous) class in spring 2022
 - faculty teaching at least one partially online (hybrid) class in spring 2022.
 - faculty providing counseling, library or other non-classroom student services in spring 2022.
- Each group on the list will be organized by time since last evaluation (with those faculty with the longest interval since the last evaluation listed first in each group and those with the shortest interval since the last evaluation listed last).
- 4.5.1 Names should not be duplicated on the list, so a faculty member teaching one fully asynchronous class, another fully on-campus class, and a third class partially online (hybrid) should appear in the first group (online asynchronous) but not in subsequent groups.
- 4.6 By the end of the third week of the spring 2022 semester, Department Chairs will propose a schedule to the appropriate dean for evaluating all part-time faculty with more than seven semesters of service in the department over the course of the following five semesters, as referenced above. All other contractual procedures for evaluation of these faculty apply (with the exception of suspended provisions of Article 27, which will not be enforced until fall of 2022).
- 4.7 Part-Time faculty with staffing preference may be evaluated after those part-

time faculty with more than seven semesters in a department who do not have staffing preference. But they should otherwise be evaluated using the same priorities and provisions as outlined in 4.5.

- 4.8 In the case where the department chair and dean agree, modifications may be made to the timeline and/or priority list as reflected in the lists grouped by assignment type, modality and time since most recent evaluation.
5. For all faculty (full-time and part-time) who have been recently evaluated and/or whose evaluation cycle was not disrupted by the pandemic should continue on their normal evaluation timeline. This agreement is not intended to accelerate any faculty member's evaluation timeline.

Part 2: Evaluation Forms and Procedures

The following provisions from previous side-letters on evaluations during the ongoing Covid-19 pandemic are extended to include spring 2022:

1. Recognizing that the response-rate for online student evaluations is lower than for in-person classes, evaluatees may elect to collect student evaluations from one additional section over and above the usual contractual number. This decision must be made prior to student evaluations being collected so that all student evaluations are collected during the same period of time. In addition, as a pilot-program to be evaluated and revisited going forward (after spring 2022 evaluations are complete), all student-evaluation surveys using EvaluationKit will be left open for a period of two weeks.
2. When student evaluations are administered in-person, the in-person surveys shall be used following the recently negotiated procedures for administering electronic surveys in the classroom (using EvaluationKit). When student evaluations are administered online, the regular online procedures will be used. Student surveys will remain open for two weeks. When an evaluator observes a synchronous online class meeting in a section where student evaluations will be administered, the evaluator should read a brief announcement to the students alerting them to the student-evaluation process.
3. When classroom observations are conducted in-person, the in-person forms and procedures should be used. When classroom observations are conducted online in an asynchronous class and/or in a synchronous class, the online observation forms and procedures should be used. When a class is partially online, the evaluatee and evaluator should discuss which parts of the class the evaluator will observe. The evaluator should observe for no less than one cumulative hour. The evaluator may choose (in consultation with the evaluatee) to observe an in-person class meeting, synchronous class meeting, and/or asynchronous instruction (and may use either the online observation form, in-person observation form, or both).

Part 3: Extension of Existing Side Letters

Insofar as the Covid-19 Crisis and related public health risks are continuing into spring 2022, 4CD and UF agree to extend all existing side letters through the end of spring 2022. This specifically includes provisions related to Distance Education Training; Underload; Supplemental Instructors and Adapted Technology for Online Courses/Service; Safety and the Vaccination Mandate.