



California Health Sciences University

UNIVERSITY

CHSU FACULTY PERFORMANCE EVALUATION AND REMEDIATION POLICY

PURPOSE

This policy is to establish CHSU's faculty performance evaluation process as well as provide a remediation process to help faculty falling below standards and expectations to improve.

SCOPE

The policy is for all regular faculty at all CHSU component colleges and/or programs. This policy is not applicable to adjunct faculty or other University staff and employees.

POLICY STATEMENT

The objective of the employment review is to discuss the development and professional needs of each faculty member as well as to assess their performance of duties and responsibilities, professional goals and objectives, and progress towards promotion. The remediation procedure is designed to provide a structured corrective action process to improve work performance and prevent a recurrence of undesirable faculty behavior and performance issues.

RELATED INFORMATION AND PROCEDURES

A. Faculty Performance Evaluation Process

CHSU requires annual, written performance evaluations for members of the regular faculty in each component College and degree program. The performance evaluation is not the end goal, but rather a culmination of ongoing dialogue between the faculty member and their supervisor to provide timely and specific feedback regarding performance. The intent of faculty performance evaluations is to promote face-to-face conversations between the administration and faculty members throughout the year on a regular basis. In these conversations, the faculty member's supervisor



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will seek out the faculty member's point of view while sharing their own feedback. The performance evaluation is designed to align and integrate with the mission, vision and values of CHSU and the faculty member's College or program with the departmental and individual expectations for success. The written evaluation will establish clear goals and objectives for faculty members and will provide the faculty members with feedback on their performance as it relates to organizational standards for continuous improvement. The Dean of each component College and Directors of degree programs in collaboration with the Office of Human Resources will establish a written evaluation procedure and forms for use with the faculty within their respective College or degree program. The procedure will identify the general timeline for evaluations and will include a mechanism for the faculty member's self-review.

The Office of Human Resources and the faculty member's next-level supervisor will provide oversight regarding the process for faculty evaluations, including review of self-evaluations and the supervisor's written evaluations prior to delivery to the faculty members. Following delivery of the written evaluation to the faculty member, a collaborative discussion regarding the content will take place prior to finalizing the document. The final written evaluation will be provided to the faculty member and the Office of Human Resources. Merit-based compensation increases for the following fiscal year, if any, will be determined only after completion of the faculty member's performance evaluation. The evaluation, including any remediation, shall be reviewed, and if acceptable, approved by the Dean or program director of a CHSU program. The Provost shall have final authority to approve the faculty's evaluation and remediation plan, if any.

B. Faculty Remediation Process The performance evaluation process is intended to be a positive, constructive approach to help employees grow with CHSU and their respective college or program and to align their efforts with the University's needs. When a faculty member's efforts do not meet CHSU's expectations, the department chair or other supervisor in conjunction with the Office of Human Resources and after review by the Dean may implement the following remediation process. As part of the comprehensive faculty remediation process, we closely align the process with the faculty members' strengths,



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weaknesses, and goals, ensuring a targeted and effective approach to support those in need of improvement.

1. **Performance Improvement Plan (PIP)** A written PIP will be provided to the faculty member that identifies the performance deficiencies and expected steps to be taken to improve performance along with an expected timeline in which corrective action is expected by the faculty member. The plans may include further faculty development opportunities, one-on-one coaching, or other opportunities determined by their department chair or supervisor. Any such plans, for faculty, may be addressed during the performance evaluation when minor correction is needed, More significant performance concerns are to be addressed through the steps set out below.
2. **Counseling and Warning** Although CHSU desires that the employee will promptly correct any performance, conduct, or other personnel issues that were addressed in the Remediation Process, the Counseling and Warning step provides an opportunity for the department chair or supervisor to schedule a meeting with the faculty member to bring attention to the existing performance, conduct, or other personnel issue. The supervisor should discuss with the employee the nature of the problem or the violation of CHSU policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem within a specified timeline.

The chair or supervisor in coordination with OHR will prepare written documentation of the meeting. The employee will be asked to sign the document to demonstrate their understanding of the issues and the required corrective action.

3. **Documentation** The employee will be asked to sign the documentation stating that they have received, reviewed, and understand the corrective action outline. All documentation will be placed in the employee's official personnel file with a copy provided to the employee.



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4. **Appeal Process** Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution. If the employee does not present this information during any of the step meetings, they will have five (5) business days after that meeting to present such information.

5. **Performance and Conduct Issues not Subject to Remediation** Behavior that is illegal is not subject to the remediation process, and illegal conduct can be cause for termination of employment. Additionally, the University may report illegal behavior to the appropriate law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to review through the remediation process system and are governed by other CHSU policies.

CHSU reserves the right to combine or skip steps depending on the issues and facts of each situation. The level of disciplinary intervention may also vary depending on the individual circumstances involved. Some of the factors that will be considered in framing the review process for a faculty member are whether the concern at issue is repeated conduct and has not been corrected despite coaching, counseling, or training, the faculty member's work record, and the impact the conduct and performance issues have on the University and other employees.



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RESPONSIBILITIES

A. The Office of Human Resources will be responsible for implementing the provisions of this document.

HISTORY (R*)

Approval Date:

09/14/2023

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09/14/2023

09/07/2018

Reviewed Date(s):

R: Office of Human Resources

A: Office of the Deans and Office of Human Resources

C: Provost, Deans, Program Directors, HR, Legal

I: CHSU faculty, Deans, and Chairs