

Instruction for Academic Professional Evaluations

AAUP/Academic Professionals

Due: Annual reviews are due to HR by the third Monday in May each year as per AAUP bargaining agreement Article 17 Sec 8(a). Deadlines set by OAA for personnel actions may be found on their [Policies & Reference page, under Academic Personnel Policies](#).

Departments/work units may select from two appraisal forms with the proviso that once selected the same form be used consistently for all Academic positions within the department/unit.

Refer to the [Performance Management](#) section of the [Policies, Contracts & Forms](#) page for forms.

OAA Academic Personnel Deadlines

Third Monday of April

AP performance reviews are due to Deans, Vice provosts, Provost or relevant vice president

Third Monday of May

AP performance reviews are due to Human Resources

Third Monday of May

Academic Professional Assurance of Review is due to OAA for those APs that meet the AAUP CBA, Article 17, [Section 6\(b\)](#) criteria.

First Friday in June

Review Cognos Report regarding all APs eligible in the following AY for their 4th year review.

Article 17. Academic Professionals as stated in the [AAUP 2021-2024 CBA](#):

Article 17, Section 6. Salary Range Structure Movement and Advancement within Job Levels

- (a) Changes in the minimum and maximum of the salary ranges for each job family and level shall be determined by those increases designated in Article 30 (SALARY), Section 3 (Salary Adjustments).
- (b) Academic Professional Advancement within a Job Level: Academic professionals will be given regular opportunities for salary progression within their job grouping/level up to the maximum salary within that range.
 - i. Academic Professionals who have worked at Portland State University in an Academic Professional position for at least four years at the time of their annual evaluation will be eligible for a salary increase.
 - ii. If the Academic Professional's aggregate evaluations are rated satisfactory or above for that four-year period, they will receive the salary increase.
 - iii. The salary increase will be added to the base salary beginning in the July that follows the evaluation.
 - iv. Thereafter, Academic Professionals will be eligible for recurring salary increases every four years upon meeting the requirements in subsection (i) and (ii) [above], until the maximum salary for job grouping/level is reached.
 - v. Salary adjustments will begin in July, 2022. The salary adjustment amount is listed in Article 30, Section 7B. (Salary Adjustments).
- (c) An Academic Professional who obtains a salary increase under this Section will also be eligible for a Cost-of-Living Adjustment in the same calendar year.
- (d) Criteria listed in subsection (b) of this article will not be used by the University to prohibit an Academic Professional from obtaining a Cost-of-Living Adjustment, as referenced in Article 30, Section 4.

Article 17, Section 8. Academic Professional Evaluations

- (a) All Academic Professionals shall have annual performance reviews (evaluations). The performance review year will be the preceding 12 months. The Performance Evaluation Form for Academic Professionals must be completed. A calendar for the performance evaluation cycle shall be established and published at the same time as the promotion and tenure review cycle. Academic Professionals on one-year appointments shall be reviewed annually.
- (b) Each division, school, or college is required, with the participation of the appropriate academic professional employees, to establish specific written job-relevant criteria supporting the achievement of program, division, school or college, and university goals as well as professional growth of individuals. Such evaluation methods and criteria should be clear and unambiguous, but also flexible; so that, when an Academic Professional's assignment is in multiple areas such as teaching, research, administration, and service, the evaluation will address all appropriate areas.
- (c) Performance evaluations should promote the effectiveness of Academic Professionals by:
 - Articulating the types of contributions that will lead to greater professional growth, recognition, and rewards;
 - Recognizing relevant talents, capabilities, and achievements;
 - Identifying job performances that were below expectations that shall be addressed during the next evaluation period.
- (d) Performance evaluations shall document in writing consideration of:
 - Job performance relative to established criteria during the evaluation period;
 - Professional development and future expectations.
- (e) The Provost, or other relevant vice president, vice provost, or dean of each division, school, or college is responsible for an annual evaluation of all Academic Professionals employed within their unit. The evaluation shall be conducted according to the guidelines established by the University. The guidelines shall be available on the Office of Human Resources website. The University will seek input from Academic Professionals and the Association if substantial changes are contemplated.

- (f) The University will provide support and training for supervisors about the AP evaluation process. If an employee receives a negative evaluation, a written performance improvement plan will be offered by the supervisor.

Article 17, Section 9. Alternative work Arrangements and Flexible work schedules

- (h) Evaluation: Employees with alternative work arrangements will be evaluated on their performance and output of work regardless of their where they perform their work.

Article 30, Salary and Retirement

Article 30, Section 7B. Academic Professional Advancement within a Job Level Salary Increase

As of July 1, 2022, Academic Professionals who have met the eligibility and evaluation standards outlined in Article 17 Section 6 (b) for Academic Professional Advancement within a Job Level will receive a \$1,600 increase to their ASR. Academic Professional Advancement increases will be effective July 1 (for those employed on a 12-month basis) and September 16 (for those employed on a 9-month basis). This amount will remain the same for the duration of this contract.