

# Performance Review

The Department of Dramatic Arts will support annual performance reviews for all faculty and staff members on AAUP contracts for the purpose of ensuring clear communication between employees and their supervisor(s), and enabling timely adjustments, as required by the Collective Bargaining Agreement. Conducting these Performance Reviews will be the responsibility of the Department Head, who may consult with other stakeholders.

In the cases of employees being reviewed in a given year for reappointment, tenure, and/or promotion, the Department Head's review for that purpose will also fulfill the Performance Review obligation. A positive recommendation for reappointment, tenure, and/or promotion will also result in a finding of Satisfactory for the Performance Review.

For employees not being reviewed for reappointment, tenure, and/or promotion in a given year, the following process will apply.

The Department Head shall provide to each employee an outline of their job responsibilities. In the case of joint appointments, this outline should be developed in consultation with the corresponding Department Head or equivalent. Administrative responsibilities that are reviewed separately, such as Area Head positions, will be acknowledged for context but not reviewed as part of the Performance Review, which will focus on an employee's ongoing primary responsibilities. Satisfactory performance shall be defined according to the individual's responsibilities, referring where appropriate to the normative expectations pertaining to faculty in general.

In a written statement of 1-2 pages, the employee will briefly describe their own performance in each ongoing primary responsibility and assess it as Satisfactory or Unsatisfactory. This written statement will be due to the Department Head by August 23. If merit is available that year and the employee is requesting merit compensation, this self-assessment can also serve as the optional narrative in support of that request. In such cases the statement must be provided by the earlier of the two deadlines, either the merit deadline or the August 23 Performance Review deadline.

The Department Head will review the self-assessment and may at their discretion also draw on existing data, consult with other stakeholders including Area Heads or direct supervisors of Academic Assistants, or otherwise expand their review.

By December 1, the Department Head will provide the final Performance Review to the employee with a finding of Satisfactory, or indication that an Unsatisfactory finding is at risk. Normative feedback will confirm or expand upon the material provided in the self-assessment.

If a Satisfactory assessment is rendered, the employee will also receive the outline of their anticipated job responsibilities for reference in their next annual Performance Review.

If an Unsatisfactory finding is at risk, the Department Head will meet with the employee to provide additional guidance about necessary adjustments to reach a Satisfactory finding. The employee may request the presence of an appropriate representative of the UConn-AAUP at their discretion. The employee will have a minimum of four months to make such adjustments, and will then be reviewed a second time using this same process.

Upon receiving their final Performance Review, each employee will have the option to meet with the Department head to discuss their ambitions, aspirations, teaching preferences, progress towards promotion, or other matters of interest.