

**Faculty Evaluation Review Subcommittee**  
**Tuesday, April 5, 2005 (amended minutes)**  
**200 University Center**

**Minutes**

**Present:** Rick Crandall, Debra Preston, Marilu Santos, Jay Vest, Dave Zeigler

**Absent:** Jonathan Maisonpierre (excused), Sandy Cross

1. Call to Order

Rick Crandall called the meeting to order at 3:35pm.

2. Approval of the Minutes from March 1, 2005

Approved.

3. Approval of the Agenda

Approved.

4. Old Business

Compiled final draft of section 4-7.B.1 for presentation to the FIAC on April 21, 2005 (See Attachment)

5. New Business

None.

6. Announcements

None.

7. Adjournment

Adjourned at 4:40pm.

## **Attachment**

### **A Proposal from the Faculty Evaluation Review Subcommittee**

**April 20, 2005**

Rational for suggesting changes to section 4-7.B.1

The Faculty Evaluation Subcommittee requested and received input from the past three chairs of the University Promotion and Tenure Committee. All three indicated that the current wording of section 4-7.B.1 provides an inadequate guide to faculty undergoing review, especially candidates in the case of promotion and/or tenure decisions. It does not mention the inclusion of a current C.V., which the Promotion and Tenure Committee views as essential. It does not mention the documentation of service, which is clearly an oversight. It does not mention that the faculty member needs to have signed copies of their Chair's evaluations. Input from P.& T. committee chairs and prior candidates indicate that locating and obtaining such evaluations at the last minute can be problematic. In short, the current wording of 4-7.B.1 is inadequate and does not give faculty candidates the guidance they need in order to prepare for important reviews.

#### 4-7.B.1 **Forms and Documents Submitted by a Faculty Member**

For renewal of contract, promotion, and/or tenure, the candidate will need to submit certain materials, which may vary slightly with the respective decision.

Promotion and Tenure decisions typically require the following:

1. A current Curriculum Vitae (CV): Any academic professional with a tenure and/or promotion decision in his/her future should maintain an up-to-date CV which lists the major milestones in one's career.
2. An expanded Self-Evaluation that covers the entire period under consideration (typically 1-6 years for tenure, or the period since the last major evaluation). Emphasis should be placed on the past three years of employment. A self-evaluation is a narrative that is more comprehensive and inclusive than a CV, and contains items that would be inappropriate in a CV (for example, minor service accomplishments). Area weights for teaching, scholarship, and service areas, should be selected. These weights must be consistent with those noted on the Chair and Peer Evaluation reports.
3. Signed copies of the Department Chair's (or Dean's, if applicable) Annual Evaluations for the last three years.
4. All Student Evaluation reports from at least the last three years, including the summary of student comments compiled by the Department Chair. If the department does not use the University's standard evaluation form, include a copy of the form used in your department.
5. Documentation of Teaching Effectiveness in the form of course materials, where applicable, for one General Education Course, one upper division course, and one graduate course. Include syllabi and a concise sampling of handouts, assignments, PowerPoint slides, exams, web assignments, and any other pertinent materials. Mention any teaching awards and describe any significant work in the area of course development.
6. Documentation of Scholarship and professional activity within your discipline. Include a concise sampling of conference papers/posters, publications, reviews, books, creative work, recordings, recitals, title pages, programs, grants, and meetings attended with specific dates and locations. Works in progress may be described and included along with any appropriate documentation.
7. Documentation of Service to the profession, to the department, and the community. Include a concise sampling of relevant materials.

The Promotion and Tenure Committee will also require the completed Peer Evaluation Committee Nomination form (copy supplied by the candidate), the Peer-Evaluation report, and reports from the Department Chair and Dean (these sent directly to the Promotion and Tenure Committee). A letter from the Chair of the Promotion and Tenure Committee will be sent to the candidate specifying the details of how the materials listed above should be arranged and submitted (typically organized in a single 3-ring binder except for any books or odd-sized materials).