AGENDA

Faculty Evaluation Review Subcommittee

September 4, 2018 3:30-5PM

UC 233

Members: Larry Arnold (chair), Youngsuk Chae, Richard Kang, Nancy Palm, Maria Pereira, Gretchen Robinson, Misty Stone

I. Call to Order

II. Adoption of the Agenda

III. Approval of Minutes from April 3, 2018

 See [Appendix A](#Minutes)

IV. Election of Secretary

V. Chair Report

 Brief review of FERS’s charge in the Faculty Senate By-Laws, absence rule, and so forth. See [Appendix B](#Charge)

VI. Old Business

VI. New Business

1. Revise faculty evaluation portions of the Faculty Handbook to incorporate departmental revision and approval of Disciplinary Statements.
2. Revise references to Promotion and Tenure Committee to conform with expansion of membership.

VII. Announcements

VIII. Adjournment

Appendix A

MINUTES

Faculty Evaluation Review Subcommittee

April 3, 2018 3:30-5PM

Chavis University Center 233

Members: Larry Arnold, Michael Berntsen (secretary), Yuho Chi, Libby Denny (chair) Nancy Palm, Maria Pereira, Gretchen Robinson

I. Call to Order

The meeting was called to order by Chair Dr. Libby Denny at 3:30 p.m.

II. Adoption of the Agenda

Agenda was approved by the committee with a modification of April 2 to April 3.

III. Approval of Minutes from March 13, 2018

Minutes approved with the intention to move delete the repeated mention of “Gretchen Robinson” in the Members list.

IV. Chair Report

Dr. Denny informed the committee that FIAC acknowledged the concerns over outlining disciplinary statements voting procedures.

The Senate endorsed the committee’s recommendation that the chair evaluation form be consistent and reviewed and implemented on a regular basis.

AaronVandermeer informed that the handbook revisions that include the disciplinary statements will be on the agenda for April 13 meeting for Board of Trustees.

There will be two training sessions after the BOT meeting if the Faculty Evaluation Model approved: one for heads of departments including chairs and deans and the other for faculty members.

V. Old Business

A. The committee continued its discussion concerning how to insert a provision for voting in some way that guides faculty input or knowledge concerning department’s disciplinary statements.

The committee advised that this project should be conducted next year, recommending that future members of FERS think about how departments can provide input on disciplinary statements; how can departments be consistent in how they handle policies.

**VI. New Business**

1. None

**VII. Announcements**

1. None

**VIII. Adjournment**

Meeting was adjourned at 4:15 pm.

Respectfully submitted by:

Michael Berntsen

Recording Secretary

Appendix B

The Faculty Evaluation Review Subcommittee (FERS) is a subcommittee of the Faculty and Institutional Affairs Committee (FIAC)

Purpose:

The Faculty Evaluation Review Subcommittee shall review the Faculty Evaluation Model regularly and strive to clarify the existing document. The subcommittee shall make recommendations to the Faculty and Institutional Affairs Committee regarding any changes in the written document and shall respond to all requests for alteration of the document or its underlying philosophy. (From the By-Laws of the Faculty Senate Constitution)

The Faculty Evaluation Review Subcommittee is responsible for representing the norms and values of the general faculty in all matters related to the Faculty Evaluation Model. When the current provisions of the Faculty Evaluation Model do not provide adequate instruction on a specific procedural matter, the party involved may request an ad hoc ruling from the Faculty Evaluation Review Committee. This ruling will be forwarded for consideration to the Faculty Evaluation Review Subcommittee’s parent committee, the Faculty and Institutional Affairs Committee. (From the Faculty Handbook, p. 76)

Meeting Time, 3:30-5PM, 1st Tuesday unless makeups are scheduled (see below)

Meeting Place: Chavis University Center 233

Meeting Dates this year:

September 4

October 2

November 6

February 5

March 12 (Makeup meeting for meeting missed during spring break. May not need)

April 2

Absences from Meetings (From the By-Laws)

When a member of either a Committee or Subcommittee cannot be present for a meeting, the member will notify the Chair of the Committee or Subcommittee in writing.

When a member of a Committee or Subcommittee misses more than two regular meetings, that member will be dismissed from the committee. A replacement will be chosen in accordance with Article VI, Section 3. A of the Faculty Constitution (for a subcommittee member) and Article VI, Section 4 (for a committee member).