AGENDA

Faculty Evaluation Review Subcommittee

February 5, 2019 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 November 6, 2018

See [Appendix A](#Minutes)

IV. Chair Report

V. Old Business

* 1. FIAC feedback on Disciplinary Statements.  
     See [Appendix B](#Revisions)
  2. Revise references to Promotion and Tenure Committee to conform with expansion of membership (Faculty Handbook, pp. 119-120
  3. AITC on Electronic Portfolios

VI. New Business

* 1. Student Evaluation of Instruction schedule

VII. Announcement

* 1. Next Meeting: February 5, 2019 3:30-5:00 pm UC 233

VIII. Adjournment

Faculty Evaluation Review Subcommittee

Meeting Minutes

Tuesday, November 6, 2018

UC 233

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

Members Absent: Misty Stone

Recording Secretary: Nancy Palm Puchner

I. Call to Order

The meeting was called to order by Larry Arnold at 3:30 p.m.

II. Adoption of the Agenda

The agenda was adopted at 3:31 p.m.

III. Approval of Minutes from October 2, 2018

Approved without additions or corrections at 3:32 p.m.

IV. Chair Report

1. Larry Arnold reported that he met with the Provost and discussed proposed disciplinary statement language and no changes were recommended.
2. Larry Arnold reported that make-up of Promotion and Tenure committee is being revised, but nothing available in writing yet as to how.

V. Old Business

1. Revise faculty evaluation portions of the Faculty Handbook to incorporate departmental revision and approval of Disciplinary Statements.
   1. Discussion took place over Larry Arnold’s proposed addition to the handbook regarding revision of disciplinary statements.
   2. Committee added language describing process for departments initiating review before it is required by Academic Affairs.
      1. Addition to handbook regarding the revision of disciplinary statements unanimously approved at 4:11 p.m.
   3. Committee discussed the idea of creating a schedule on Academic Affairs site of rotation of which departments are revising which years.
2. Revise references to Promotion and Tenure Committee to conform with expansion of membership (Faculty Handbook, pp. 119-120)
   1. We have not been notified exactly what the expansion will be, so this is tabled until we have more information
3. Electronic Portfolios
   1. Larry Arnold reported there are no constraints to using Canvas for electronic portfolios~~, according to AITC~~
   2. Committee discussed benefits to using Canvas, since the University is already subscribed, faculty already have accounts
   3. Larry Arnold will bring this up at the AITC meeting on Monday
   4. Larry Arnold will bring this up at FIAC

VI. New Business – none

VII. Announcement

1. Next Meeting: December 4, 2018 3:30-5:00 pm UC 233

VIII. Adjournment

Meeting was adjourned at 4:32 p.m.

Respectfully Submitted

Nancy Palm Puchner

Recording Secretary

From p. 72, Faculty Handbook [revisions–additions bracketed and in green, original in black]

As can be seen, *The Code* prohibits the mechanical use of “checklists” in faculty evaluation. Thus, Disciplinary Statements should not take a checklist form nor should they state a candidate must complete a specific number of activities in a particular area of evaluation in order “to be eligible” for tenure and/or promotion. Further, while evaluators are strongly advised to take the department’s Disciplinary Statements into account before rendering an evaluation, the above section of *The Code* also states evaluators should draw on their own experience. As a result, faculty should not assume these statements are binding on evaluators.

Used properly, Disciplinary Statements offer useful insights into specific expectations within a discipline and/or department. The statements are not a vehicle for creating substantially new or more stringent requirements for faculty nor can they be used to create new faculty evaluation procedures that go beyond the general requirements laid out in the *Faculty Handbook* in Section II, Chapter 2, Faculty Evaluation Policy and Chapter 3, Faculty Tenure and Promotion Policy. Rather, Disciplinary Statements are intended to ensure a common understanding of the ways university expectations for faculty apply across heterogeneous disciplines and departments. Departments that prefer to substantially modify criteria or procedures are strongly encouraged to develop a Departmental Evaluation Plan described in the subsection entitled, “Optional Departmental Evaluation Plan.”

Combined academic departments may develop an overall set of Disciplinary Statements that incorporate expectations for each departmental discipline or may choose to develop a separate set of statements for each discipline. Departments offering more than one degree program may choose to develop subsets of program-specific statements if department members believe such subsets are warranted.

All Disciplinary Statements must be approved by the Dean and the Provost prior to implementation. Disciplinary Statements should be reviewed by academic departments not less than once every five years to ensure they remain an accurate representation of the department’s expectations.

***[Notes from FIAC: Statement about what happens if no majority of department approves.***

***More specific timeline for completion of revisions.]***

[The Provost and Vice Chancellor for Academic Affairs will notify Department Chairs in August of the academic year in which departmental review of the Disciplinary Statements should take place. The departmental review of the Disciplinary Statements may result in approval of the statements already in use, or in changes that departmental faculty may formulate. The Disciplinary Statements, including revisions, should be approved by a majority of the General Faculty members in the department and signed by the Department Chair. If a majority of departmental faculty does not approve the revisions the current Disciplinary Statements will remain in effect. The Department Chair records the department vote count in the appropriate section of the Disciplinary Statements before submitting them to the Dean and the Provost and Vice Chancellor for Academic Affairs.]

While changes may be made more often than every five years if exigent circumstances warrant, statements should be reasonably consistent across time so that evaluations are not affected by temporary, arbitrary, or radical changes. [Departments may initiate the review of Disciplinary Statements by notifying the Provost and Chancellor for Academic Affairs no later than the first day of the academic year during which revisions are to be considered. All revisions must be completed by March 1 so that faculty undergoing evaluation in the next academic year will have ample time to prepare.]

All revisions must be approved by the Dean and the Provost and Vice Chancellor for Academic Affairs prior to implementation. Under normal circumstances, revisions approved during an academic year will become effective at the start of the following academic year. The Office for Academic Affairs maintains an online listing of all approved Disciplinary Statements and their effective dates for examination by all faculty and evaluators. Older sets will be archived online.

Under normal circumstances, when faculty members undergo review (e.g., tenure, promotion, and annual) the evaluation is guided by the Disciplinary Statements in effect in their department at the time of the evaluation. However, if a department revises its Disciplinary Statements a faculty member may elect to be evaluated under the previous set of Disciplinary Statements without penalty for a period of up to two academic years after the effective date of the new Disciplinary Statements. In such cases, the faculty member should notify his or her Department Chair in writing within 30 calendar days of the effective date of the new Disciplinary Statements. This letter must indicate whether a one or two-year grace period has been elected. If a tenure and/or promotion review occurs during the grace period, a copy of the faculty member’s letter to the Department Chair should be included in the portfolio. In no case will a faculty member be permitted to be evaluated for any purpose under a portion of an older set of Disciplinary Statements and a portion of a newer set of Disciplinary Statements.