

Faculty Evaluation Review Subcommittee (FERS)

Agenda

April 5, 2011

3:30-5PM

Sampson Hall, Room 103

Members: Aaron Vandermeer, David Dran, Frankie Denise Powell, Wendy Miller, MJ Braun, Margaret Trueman, Libby Denny (chair)

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes from March 1, 2011

IV. Old Business

Previous chair annual evaluations: Should the PEC have access to these during a tenure/promotion review? Since it appears different chairs handle this issue differently, a firm policy one way or the other must be developed posthaste. See Attachment for possible draft.

V. New Business

Suggestions from the PTC regarding possible revisions to the Faculty Evaluation Model

VII. Announcements

VIII. Adjournment

Attachment

4-3.D The Peer Evaluation Committee

The Peer Evaluation Committee is responsible for preparing and submitting a Peer Evaluation Report in decisions involving tenure and/or promotion, as well as contract renewal evaluations (see Section 4-7.C.1 and 4-7.D) and in post-tenure review evaluations (see Section 4-11.C.3).

The report is based on documentation submitted by the faculty member being evaluated, observations of teaching, and external review if called for. The Peer Evaluation Committee is responsible for gathering appropriate information, assessing its implications, and formulating a coherent evaluation of the faculty member's performance. To retain the special value of their perspective, **the** Committee's evaluation should be **conducted** independently of the department chair's evaluation **for each type of review. Although the Peer Evaluation Committee should be given access to the chair's annual evaluation reports in the faculty member's tenure/promotion portfolio, no discussion of these or any other materials should take place between the PEC and the department chair during the course of the review.**

In preparing the Peer Evaluation Report for a faculty member, a Peer Evaluation Committee should use the Format for Evaluation Reports (Figure, Section 4-12.A) and be guided by the Standard Performance Rating Scale (Figure, Section 4-12.G). Serious consideration must be given to the area weights on the faculty member's Self-Evaluation Report(s).

4-11.C.3 The Peer Evaluation Committee

The Peer Evaluation Committee is selected by a process agreed upon by the tenured faculty within the department or unit. The final selection of committee members cannot be made by the faculty member who is being reviewed. The Peer Evaluation Committee is responsible for preparing and submitting a Peer Evaluation Report to the dean of the faculty member's college or school. This group is responsible for gathering appropriate information, assessing its implications, and formulating a coherent evaluation of the faculty member's performance. The Peer Evaluation process must ~~be independent~~ **proceed independently** of the department chair's evaluation (or dean's in the case of a department chair). Following completion of the Peer Evaluation Committee's work, the department chair (or dean) must consult with the committee before sending the materials to the next level of review.

4-13.B Typical Calendar of Events for Tenure and/or Promotion

September 17 Transmittal of Materials: By this date, the department chair meets with the PEC, reviews its charge, and gives the PEC **the full set of the candidate's materials, including previous annual chair evaluations (or dean evaluations for chairs).** The PEC elects its chair after meeting with the dept chair.