

Arts and Sciences Ad-Hoc Committee on Faculty Evaluation  
Minutes of the Meeting  
10-12-06

Members present: Fassett, Holloway, Johnson, Saydam, Sloan, Smith, Tolson

The minutes of the September 28 meeting were approved.

Dr. Holloway informed members that the official name of the committee is “Arts and Sciences Ad-Hoc Committee on Faculty Evaluation.”

The committee decided to make the following additional changes to the Faculty Evaluation Summary Form:

Item 4 under University Citizenship should read: “Cooperates with colleagues on curricular issues.”

Item 5 under University Citizenship should read: “Has rapport with students and colleagues.”

The committee considered Mr. Fassett’s written suggestions for a set of instructions to accompany the Faculty Evaluation Summary Form. The committee agreed in spirit with everything Mr. Fassett had suggested. It was decided that Dr. Sloan and Mr. Fassett would work together on the wording of an abbreviated version of the instructions which would be emailed to committee members for final approval.

Dr. Holloway will work with someone in the dean’s office to make the recommended revisions to the Faculty Evaluation Summary Form. After the the revised form is completed, it will be emailed to committee members for final approval.

It was agreed that the committee would not meet again unless a committee member expresses significant concerns about revisions made to the Faculty Evaluation Summary Form or the accompanying instructions.

Dr. Holloway thanked the committee members for their diligence, collegiality and hard work.