

College of Arts & Sciences
Ad-Hoc Committee on Faculty Evaluation
Minutes of the Meeting
9-21-06

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

Dr. Holloway began the meeting by reviewing the charge of the committee. He again emphasized the fact that the purpose of the committee is to make the current college faculty evaluation flexible enough to summarize the activities of faculty in all departments.

Committee members discussed at length the importance of having faculty input in the establishment of guidelines for tenure, promotion, and merit raises for each department. The committee agreed that it is proceeding under the assumption that yearly expectations for each faculty member will be determined through consultation between the individual faculty member and his or her department head in accordance with departmental guidelines.

There was general agreement among committee members that there should be a summary line for the performance level (outstanding, exceeds expectations, meets expectations, and needs improvement) at the end of each section of the evaluation form.

It was suggested and agreed that the “poor” category was redundant and not necessary. The “needs improvement” category already indicates that expectations are not being met.

It was also suggested that there be a line for an overall performance level at the end of the document. The committee also agreed that the form should not be designed in such a way that the performance level can be determined by “counting checks.” The committee concurred with some of the faculty comments received which indicated that a single activity in one category may well require more time and effort than several other activities combined.

The committee discussed the possibility of eliminating the “outstanding” performance level from the form, but it was ultimately decided that this level should remain.

Committee members were provided with tenure and promotion guidelines and/or yearly evaluation forms from six departments in the College of Arts & Sciences.

Dr. Holloway handed out summaries of comments and suggestions that had been submitted by faculty and asked that each committee member review all these documents and come to the next meeting with specific suggestions for changes in wording on the current form.

The next committee meeting was scheduled for Thursday, September 28 in Dean Arant’s conference room.