

Ad-Hoc Committee on Faculty Evaluation  
College of Arts and Sciences  
Minutes of the Meeting  
9-28-06

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

The minutes from the 9-21-06 meeting were approved.

After some discussion, it was decided that, given its goal and purpose, the most appropriate name for the evaluation instrument is the "Faculty Evaluation Summary."

There was discussion about the concerns that many faculty members have expressed regarding the footnotes on the form. In most cases this can be attributed to the fact that these were misinterpreted as being all-inclusive lists of activities for each category. Because the form is intended to be flexible enough so that all departments can use it to *summarize* the information from departmental evaluations which are based on their departmental guidelines for tenure, promotion, and merit raises, the committee decided to eliminate the footnotes from the form.

There was agreement among committee members that most of the concerns raised by faculty were a result of a lack of understanding about what the form was designed to do and about how it was to be used. The committee decided to recommend that the finalized Faculty Evaluation Summary form be accompanied by an explanation of its purpose and how it should be used.

The committee decided to include the "poor" category in the performance levels. However, the committee agreed that, as should be the case with any evaluation, the goal of this summary instrument should be to support faculty members and to help them reach their full potential.

A question was raised about differing expectations for instructors and tenure-track faculty. It was decided that a space should be provided at the top of the form for the rank of the faculty member.

The committee made specific recommendations with regard to the Faculty Evaluation Summary form. The items on the forms should be changed to read as follows:

Teaching:

Item 4 "Takes steps to assure students master the subject matter."

Item 7 "Keeps course content and methods up to date."

Research:

Item 1 “Is actively involved in research.”

Item 4 “Successfully directs graduate theses/dissertations.”

Service:

Item 1 “Accurately advises students.”

Item 2 “Serves effectively on departmental/college/university committees.”

CONSOLIDATE Items 3 and 7 “Serves the community in/outside area of expertise.”

Item 4 “Cooperatively engaged in departmental, college, or university projects.”

Item 5 “Is engaged in recruiting and retention.”

ADD: Item “writes competitive grant proposals”

ADD: Item “Receives grant funds.”

University Citizenship:

Item 2 “Follows university guidelines, directives, and protocols.”

Item 3 “Participates in department-, college-, and university-sponsored events.”

Item 4 “Collaborates with departmental faculty on curricula.”

DELETE Item 6

CONSOLIDATE Items 7a and 7b to read “Attends and participates in departmental faculty meetings.”

ADD Item: “Helps and supports colleagues.”

The next meeting is scheduled for Thursday, October 12, 2006 in the conference room of the Dean of Arts and Sciences.