



Evaluation of University-Wide Faculty Directors

RES 242505

FAC

RESOLVED: That the Academic Senate recommend revisions to the University Handbook language regarding the evaluation of university-wide faculty directors. (Deletions in ~~strikethrough~~, additions in **bold underline**.)

RATIONALE: This resolution establishes a process for evaluating university-wide faculty directors and coordinators (e.g., GECCo Director, Director of the FTLC). The creation of a new handbook section requires the updating of subsequent section numbers.

313. Evaluation of University-Wide Faculty Directors and Coordinators

During the third year of service, all University-wide faculty directors and coordinators, including those in their final year of service as director or coordinator and those who are retiring shall be reviewed by the faculty. University-wide faculty directors and coordinators that this policy applies to include the GECCo Director, the Faculty Coordinator of Online Instruction, and the Director of the Faculty Teaching and Learning Center. Other University-wide faculty directors and coordinators may be identified by the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall meet with the faculty director or coordinator to discuss how they wish to proceed with the review.

The Provost and Vice President for Academic Affairs shall identify the University-wide faculty directors and coordinators to be reviewed and organize a review committee comprised of one tenured faculty member from each of the colleges, one college dean, one staff representative, and one student representative appointed by Associated Students, Inc.

In preparation for the review, the director or coordinator shall submit a self-evaluation of their performance for the period under review to the review committee and the Provost and Vice President for Academic Affairs. In addition, the review committee shall offer the opportunity for all faculty to provide feedback. The review committee shall issue calls for feedback and comments multiple times in the review process and shall remind constituents that the process is confidential.

Individuals participating in the evaluation of faculty directors or coordinators shall submit their written comments on a confidential survey that does not collect identifiable information (e.g., names, email addresses). This survey shall include quantitative and qualitative (i.e., open-ended) assessments, including questions about constituency type so that data can be disaggregated and reviewed by the committee. The review committee may work with Information Technology Services to develop the survey and build processes for ensuring confidentiality, fairness, and validity. The comments will then be coded, deidentified, and aggregated by the review committee to ensure the person's confidentiality in the review process.

The review committee is charged with compiling a report on the faculty director/coordinator's effectiveness based on the feedback collected as well as the self-study provided by the director/coordinator. This review shall assess the director/coordinator's effectiveness based on the criteria established at the time of appointment. The review must occur during the spring term of the third year, or sooner if the faculty director/coordinator has left or is leaving that position. The review committee shall submit its written review of the director/coordinator under review to the director/coordinator and to the Provost and Vice President for Academic Affairs by March first (1st) of that year. The Provost and Vice President for Academic Affairs and director/coordinator shall then meet to discuss the report by March 15th. Reappointment decisions shall be made by April 1st of that year.

(Below are renumbered sections)

3134 RANGE ELEVATION FOR TEMPORARY FACULTY

Under the current Collective Bargaining Agreement (CBA), temporary faculty have the right in specified circumstances to apply for range elevation, which if granted, shall result in a minimum 2-step salary increase.

3134.1 Eligibility

Temporary faculty (excluding coaches) are eligible for range elevation if they (a) are not eligible for more SSIs in their current range and (b) have been employed in their current range for at least five years.

3134.2 Criteria for Range Elevation

For elevation to the range of Lecturer B or above, the individual must hold a degree appropriate for teaching assignment(s). For teaching faculty, teaching success is the principal requirement for range elevation; service and scholarly work are not required. For Lecturers whose assignments include non-teaching tasks, successful performance on those tasks is required.

3134.3 Application

Application shall consist of 1) a written statement explaining and justifying the applicant's request, and 2) a complete vita.

3134.4 Procedures for Consideration of Range Elevation Requests

- A. Eligible individuals must apply prior February 1 for range elevation to be effective at the beginning of fall semester.
- B. Applications are submitted to the Provost, department or program chair, and to the appropriate school dean. In addition to the application, all levels of review shall review the applicant's personnel action file. The unit committee provides its evaluation to the department chair, who may add his/her own evaluation. The chair forwards the application and all recommendations to the appropriate dean on March 1. All levels of review shall provide copies of evaluations to the applicant.
- C. The appropriate school dean shall make a decision and notify the applicant no later than March 15.

3134.5 Appeals of Range Elevation Denials

Faculty who are denied range elevation may appeal the decision to a Peer Review Panel within fourteen (14) calendar days of notice of denial. The Peer Review Panel shall convene and review each case within thirty (30) days of the appeal. The panel shall allow appellants to make presentations to the Panel and to be represented by CFA, at each appellant's discretion. The Panel shall render a decision within thirty (30) days of hearing an appeal. The decision of the Peer Review Panel shall be final and binding on the parties.

3134.5.1 Formation of Peer Review Panel

In the spring term of each year, if one or more individuals is denied range elevation, the faculty shall elect members to a Peer Review Panel, which shall hear appeals of denials of range elevations as described in section 313.5. Membership in the Peer Review Panel shall include one representative from each school within the University and one at-large member. Faculty members serving on a department range elevation committee in that academic year are not eligible to serve. All other members of the faculty who consent to serve shall be eligible for election.

306.2.2 Criteria for Periodic Evaluation of Faculty

- a. For temporary teaching faculty, evaluations shall focus on teaching performance. For temporary faculty with non-teaching duties, including temporary librarians and counselors, evaluations shall focus on the performance of assigned duties, which may include teaching. Evaluation criteria and procedures shall be made available to the faculty member no later than 14 days after the first day of instruction of the academic term.
- b. In the evaluation of the teaching performance of temporary faculty, departments should use the same criteria and processes as used for probationary faculty, and as enumerated in Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.
- c. Evidence of service and scholarly activity that is included in the file should be addressed. However, if service and/or scholarly activity are not part of the temporary faculty member's assigned duties, omission of such evidence is acceptable.
- d. The temporary faculty member, with advice and direction from the unit chair, shall be responsible for the preparation of a Periodic Evaluation File (PEF). The temporary faculty shall insert appropriate materials to document teaching or other performance. In selecting the documents, the temporary faculty should refer to Appendix G Contents and Organization of the RTP File (WPAF), and to Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.
- e. Temporary faculty in Groups 1, 3 or 4 shall submit SOCIs in accordance with during the fall semester, prior to the beginning of the evaluation process for the first established departmental policy and for a minimum of two classes for each year taught since their last periodic evaluation. Temporary faculty in Group 1 shall be

reviewed during the Spring PEF cycle. Temporary faculty in Group 3 or 4 shall be reviewed yearly during the Spring RTP cycle.

- f. Temporary faculty in Group 2 shall be reviewed only in their third year, unless the temporary faculty member or the President requests a review in the first or second year. Such faculty shall submit SOCIs for a minimum of two classes each year since the most recent review. The review will occur during the Spring RTP cycle.
- g. A unit committee elected by the department faculty from the tenured faculty shall review the PEF for faculty in groups 1 – 3, and prepare a report on the faculty's performance. The report shall be placed in the PEF. For temporary faculty in Group 4 only, a written review may be conducted solely by the chair or other appropriate administrator, and placed in the PEF.
- h. The responsible school dean shall review the PEF for temporary faculty in Groups 1 – 3, and prepare a report on the faculty member's performance. The report shall be placed in the PEF.
- i. Temporary faculty in Group 5 shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The faculty member may request that an evaluation be performed.
- j. Successful periodic evaluations do not automatically result in range elevations.

For information on range elevations, see Section 3134.

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