Tenure, Promotion, and Annual Evaluation Review Committee

Committee Meeting Minutes: January 8th, 2016
10:00am-12:00pm WPN 241

Committee Members: Jeff Woods (Chair), Patricia Buford, Pamela Carr, Theresa Herrick, Shelia Jackson, Jim Musser, Jeremy Schwehm, V. Carole Smith, David Ward

Proceedings:

I. Draft Review
   - January 15th survey will close
     - 5 more responses have been submitted since last meeting
   - Need to focus on the wording of the draft and be more solution oriented
   - Will discuss suggested changes
   - Do we feel we are getting enough feedback?

II. Summary of Comparison
   - Should Department Heads use summary of comparison?
     - Wording in draft is may instead of should
     - Single number does not tell enough, department heads may not want that level of specificity
     - Some department heads currently use this and some do not
     - Is summary number used to determine merit pay?
     - New section would need to be added to the handbook in regards to the summary number and merit pay
     - Will leave the wording for summary number as may

III. Collegiality
   - How do you count this in someone’s evaluation?
   - Some colleges provide definitions of collegiality
   - The more we prescribe collegiality the more we might be legally liable
   - Teaching, scholarship, and service should be included
   - Collegiality needs to be addressed in 3rd year review or annual review
   - There is not a widespread consensus on how collegiality should be considered
   - Collegiality should be tied up into a faculty members score – AAUP standard
   - How and where is collegiality important?
     - Department head determines this
     - You see collegiality in service and scholarship
   - Our wording is very similar to other institutions and is borrowed from AAUP
   - Department head orientation a factor
   - Consequences of failed collegiality is different under different circumstances
     - Nursing vs. English
     - Needs to be flexible for different departments
   - Departments have to create a committee and guidelines
     - Changed wording from may to will create guidelines
   - Professional Studies does not have representation on P&T Committee
IV. Regular vs. Non-Regular Faculty
- Non-regular faculty are not eligible for tenure
- Instructors are not eligible for tenure, but are eligible for promotion
  - Scholarship and service is required for promotion
- Visiting instructors are temporary, thus non-regular
- Should change the wording regarding promotion of instructors in handbook
  - One may think that after being promoted to associate professor that they may also be eligible for tenure as assistant professor falls under regular faculty definition
- Tenure and promotion is separate
- Promotion provides incentive for non-tenured faculty
- What protection does faculty (instructors) have if Dean refuses promotion?
- Wording in handbook needs to reflect how we are doing things
- Non-tenured status is notated on contract but handbook states something different
- Need to add tenured track and non-tenured track faculty wording, or add clause that states promotion does not affect eligibility for tenure

V. Review Survey Questions
- Should we change satisfactory to fair?
  - Only 50% agree with this change
- Are 3’s good enough for tenure?
  - 3= satisfactory, this is contradictory
  - Departments need to set guidelines and define satisfactory
- Should we have whole numbers or whole numbers and halves
  - Change to whole numbers and halves
- Where does advising fit?
  - Should we leave advising under service or teaching and service?
  - Individuals should be able to decide where to list advising
- Department Heads can visit classrooms at anytime
- Peer Review Committee can make classroom visits under conditions
  - Should we remove at the request of faculty member?
  - Should we leave it the way it is and add at the request of faculty member?
  - Should we add a required 5 day notice for classroom visitation?
- College level committee will solve some issues, but may change processing timeline
- Should the college level committee be discussed with Faculty Senate before the draft is completed?
  - Draft can be completed and then responses will be considered

VI. Spring Schedule
- Planning to meet next week to continue draft review process