

Change # 1

Rationale: These faculty evaluation changes reflect current policy and were agreed to by the Provost's Office and the Faculty Senate in the spring of 2008 after the Handbook was completed.

*Handbook 2008-2009 Edition*

Section XII

Instructional Faculty Personnel Regulations

p. 108-109

p. 108

Step 11

15 The evaluatee submits his or her required EVAL-6 PROFESSIONAL ACTIVITIES REPORT and  
16 updated dossier to the **DRC** chair.

17

18 a) Consistent with University and departmental standards and procedures, the **DRC** solicits and  
19 accepts for consideration written, signed, dated information from the academic dean and other  
20 sources, including **DRC** members' firsthand knowledge about the evaluatee. Such information may  
21 be added to the dossier as long as the faculty member has, at the same time, the opportunity to  
22 include a written response to the new information prior to the next step in the review process  
23 period. Examples of information to be considered are classroom visitation reports, discussions  
24 with students and colleagues, and information from chairs of committees on which the evaluatee has  
25 served. In the special case of information from a source requesting anonymity, the evaluatee may  
26 request verification of the source, without revealing the identity, by a third party mutually  
27 acceptable to the evaluatee and the **DRC**. If agreement cannot be reached, the third party is selected  
28 by the FRC. The **DRC** may recommend to the evaluatee the inclusion of additional information or  
29 clarification concerning any submissions.

30

31 b) In its deliberations the **DRC** may call upon other members of the academic community to  
32 contribute written statements concerning the evaluatee and/or to participate in part or all of the  
33 deliberations. However, the decisions are those of the **DRC**.

34

35 c) The **DRC** meets to combine the individual findings of each member. On a form furnished by the  
36 Provost, the **DRC** reports its recommendation, along with an accompanying statement justifying  
37 that decision.

38

39 Each member signs the ~~report form indicating agreement or disagreement, and either signs the~~  
40 ~~statement or prepares a separate statement indicating the area or areas of disagreement with the~~  
41 ~~recommendation and/or accompanying statement~~ **EVAL-7 to certify that the decision of the committee**  
**as a whole has been accurately conveyed. Members dissenting from the EVAL-7 recommendation of the**  
**committee or the summary statement may attach signed minority reports to this document.**

42

43 Step 12

44 The **DRC** submits its signed EVAL-7 PEER GROUP RECOMMENDATION AND SUMMARY  
45 STATEMENT to the evaluatee for review and acknowledgment.

46

47 a) The signed recommendations are presented to the evaluatee for signature. This signature confirms  
48 that the evaluatee has read them.

49

50 b) If in disagreement with the recommendation or with any minority statement, the evaluatee may  
51 forward a signed statement concerning the areas of disagreement.

52

53

1 Step 13

2 The **DRC** submits its ~~signed~~ **completed** EVAL-7, **signed by all committee members to indicate the**  
3 **accuracy of the recommendation and bearing the evaluatee's acknowledgment; the EVAL-6; and the**  
4 dossier to the ~~dean~~ **Office of the Provost. The dossier is stored securely but made accessible to all**  
5 **subsequent reviewers in the process.**

6

7 Step 14

8 ~~The dean reviews the dossier and associated documents to add a college-wide perspective to the~~  
9 ~~evaluation. In the case of questions, the dean may consult with the department chair, the **DRC** and/or~~  
10 ~~the **FRC**. The dean completes the appropriate section of the EVAL-8 SUMMARY OF~~  
11 ~~ADMINISTRATIVE ACTIONS ON INSTRUCTIONAL FACULTY EVALUATION and forwards it,~~  
12 ~~the EVAL-6, the EVAL-7, and the dossier to the Provost. A copy of the resulting EVAL-8 is sent to~~  
13 ~~the evaluatee. The evaluatee may give to the Provost written comments on the dean's recommendations.~~  
14 ~~A copy of the evaluatee's comments should be sent to the dean by the evaluatee.~~  
15 **The Office of the Provost provides the EVAL-8/FRC and the EVAL-8/Dean in the front of each dossier**  
16 **for independent reviews of the materials in Step 13 by the FRC and the Dean. The Office of the Provost**  
17 **will schedule separate and independent access to the secure room for the FRC and Deans. Completed**  
18 **EVAL-8 forms will include 1) a recommendation and 2) brief comments as appropriate and will be placed**  
19 **in a confidential location, designated by and accessible only to the Office of the Provost. In case of**  
20 **questions during the review, the FRC Chair and the Dean may consult with the DRC Chair. No other DRC**  
21 **or FRC committee members are authorized to consult or to be consulted.**

22 Step 15

23 ~~The provost refers the materials in step 14 to the Faculty Review Committee (FRC). The FRC reviews~~  
24 ~~the materials to provide University-wide perspective to the evaluation process and assigns relevant~~  
25 ~~University-wide priorities. Office of the Provost will copy the EVAL-8/FRC and the EVAL-8/Dean and~~  
26 ~~send to the candidate in a confidential envelope without attending letter or comment. Candidates may not~~  
27 ~~personally retrieve their forms. Candidates may submit written responses to the Provost, copying the FRC~~  
28 ~~Chair and/or Dean, within the timeframe specified on the EVAL-1.~~

29

30 Step 16

31 ~~The FRC completes the appropriate section of the EVAL-8 and forwards it, together with the other~~  
32 ~~materials in step 14, to the Provost.~~

33

34 Step 17

35 ~~The Provost reviews the dossier and associated documents, including comments submitted regarding~~  
36 ~~FRC and Dean recommendations. The Provost forms a final recommendation, completes~~  
37 ~~the appropriate section of the EVAL-8/Provost. In case of questions, the Provost may consult with the~~  
38 ~~Vice and Associate Provosts, the Deans, the FRC, and the DRC Chair. and forwards it, together with the~~  
39 ~~other materials in step 14, to~~  
40 ~~the president. Should there be any failure to act in Steps 1-16 15 in any required peer review, the dean,~~  
41 ~~upon the request of the faculty member(s) to be reviewed, proceeds to develop a file and a~~  
42 ~~recommendation for timely presentation to the Provost.~~

43 Step 18

44 **The Provost makes available to the President the completed EVAL-8 forms. The President makes the**  
45 **University decision by completing the EVAL-8/President.**

46 Step 19

47 ~~The president completes the appropriate section of the EVAL-8. The Office of the Provost will mail to~~  
48 ~~the candidate in a confidential envelope a copy of the completed EVAL-8/Provost and EVAL-8/President,~~  
49 ~~without any attending letter or comment. The Provost may also present these copies directly to the evaluatee~~  
50 ~~during a scheduled meeting. The completed EVAL-6, EVAL-7~~

32 and EVAL-8 are placed in the evaluatee's official file. Copies of the EVAL-8 are sent to the  
33 department chair, **the DRC chair**, the dean, and the FRC. The EVAL-6s, EVAL-7s, EVAL-8s, and  
dossiers are  
34 returned to the custody of the department chair.