April 25, 2016

To: Faculty Senate

From: Evaluation Committee, John Patrick Rice, Ph.D., Chair

Re: 2015-2016 Academic Year Report

This year the Evaluation Committee was highly engaged in the revision of the Academic Faculty Evaluation form and Policy and Procedure. The committee was chaired by Norm Whitacre during the first semester, and by John Patrick Rice, Ph.D., during the second semester. The committee members were Staci Warnet, Lynnette Macfarlan, Xumming Du, Bob Byram, Clint Kelly and Brandy Nielsen. Faculty Senate Chair Mary Doucette also participated.

The committee met on the following dates:

* August 21 and 28, 2015
* September 4, 11, 18 and 25, 2015
* October 2, 9, 16, 23 and 30, 2015
* November 6, 13 and 20, 2015
* December 4 and 11, 2015
* January 29, 2016
* February 5 and 19, 2016
* March 4 and 18, 2016
* April 1 and 8, 2016

Each meeting lasted between one and three hours. All members attended regularly. When conflicts arose, members who could not attend meetings provided input on each iteration of the form and the policy and procedures.

During the first semesters, meetings focused on the revision of the faculty evaluation form and the weights and ranges for evaluated roles. A good portion of the meetings during the first semester included the VPAA and Deans. This facilitated an efficient process, eliminating the need to go back and forth between the committee and administrators. Problems or differences of opinion were discussed and resolved quickly. The evaluation form was approved by Senate in its December, 2015 meeting.

During the second semester focus shifted to the development of the Policy and Procedures for evaluation. Using NSHE Code as a starting point, the committee ultimately adopted the attached policy. (Previous iterations are available upon request.) During this process, the committee met alone and the iterations were shared with VPAA and Deans as they were developed. VPAA and Deans provided input along the way. Finally, the committee met jointly with VPAA and Deans and agreed upon the attached draft of the policy.

The policy will be discussed and given “first reading” at the April 29, 2016 Faculty Senate Meeting with final adoption expected at the final faculty senate meeting in May, with approval by President’s Council to follow.