

Professional Committee
Recommendations for Implementation of Full-Time Faculty Self-Evaluations
June 2, 2005

The Professional Committee submits the following recommendations regarding implementation of the revised full-time faculty self-evaluation procedures.

1. Prior to final implementation, the committee should present its proposed documents and recommendations in a college-wide forum and provide all employees a chance to respond.
2. The college should reinstitute an annual full-time self-evaluation process to begin in Fall 2005.
3. Tenured faculty should be asked to submit their evaluations in the fall semester; non-tenured full-time faculty should be asked to submit their evaluations in the spring.
4. For Fall 2005, faculty members should be required to evaluate only one year, though faculty members may choose to incorporate information about their experiences since the last self-evaluation was completed.
5. Faculty self-evaluation should play an important role in communication between the faculty body and administration.
6. The proposed self-evaluation documents emphasize formative analysis rather than punitive responses, and all aspects of the self-evaluation process should respond in kind.
7. A narrative format should be used to provide greater flexibility for faculty members from different departments and disciplines.
8. Faculty members should be required to respond in some way to Part I and Part II. Responses to Part III are encouraged but should be considered optional.
9. All prompts in the committee's proposed guidelines should be considered optional.
10. With the exception of letters of recommendation, tenured and non-tenured faculty members should follow the same self-evaluation procedures.
11. Non-tenured faculty should be required to include two letters of recommendation as a way to foster mentoring between faculty members and provide information prior to department or program voting on annual and continuing contracts.
12. Newly tenured faculty should be given an exemption from completing a self-evaluation in the fall following the awarding of tenure.
13. The self-evaluation packet should include suggestions for faculty members writing recommendation letters.

14. Current non-tenured faculty who have completed at least one year under the previous evaluation system should be allowed to choose either the previous evaluation form or the proposed evaluation procedures for the remaining evaluation periods prior to tenure.
15. Those faculty members who participated in the test cohort for the previous evaluation system should be granted a one-year exemption.
16. The chairs, directors, and the Vice President for Academic Affairs should respond to the evaluations in writing within a timely manner.
17. The administration, in consultation with chairs, directors, and faculty, should develop clear guidelines for supervisor responses and present those guidelines to the college body.
18. Faculty members should be given the opportunity to complete a written response to their supervisor's evaluation.
19. The chairs and directors should be required to complete a Summary of Faculty Recommendations on Institutional Support and Resources and submit the report to their faculty and to the Vice President for Academic Affairs.
20. The Vice President for Academic Affairs should provide a written response to the Summary of Faculty Recommendations on Institutional Support and Resources and present it to the college body.
21. Faculty members should be provided additional resources and support through orientation, faculty handbook, online sites, etc.
22. The self-evaluation documents should be available online.
23. When procedures for student opinion surveys are revised, the faculty self-evaluation documents should also be reviewed.
24. The Professional Committee should annually review and assess the faculty self-evaluation documents and procedures and, when necessary, report recommendations through the Senate.