1-30-2017

Staff Required to Create Materials for Faculty Tenure and Promotion Dossiers

Rob Yarbrough
Georgia Southern University

Request for Information (RFI) Staff Required to Create Materials for Faculty Tenure and Promotion Dossiers

Submitted by: Rob Yarbrough

1/30/2017

Question(s):

Is it the duty of staff to assist in compiling data for faculty tenure and promotion dossiers? Are administrative assistants now required to create some materials for faculty tenure and promotion dossiers? If so, why and by whose authority?

Rationale:

According to staff members from multiple departments, administrative assistants are now required to use the Student Rating of Instruction (SRI) software Remark© to create the excel spreadsheet of faculty SRIs to be included in tenure and promotion dossiers (and presumably pre-tenure packets as well). Indeed, an email explaining how to pull the data from the software and copy it into T&P files was sent to administrative assistants in the fall. Do faculty really need department/unit staff to do this? Is this a necessary component of the duties of department/unit administrative assistants?

Response:

Request for Information Response
February 10, 2017

Staff Required to Create Materials for Faculty Tenure & Promotion Dossiers

1) Is it the duty of staff to assist in compiling data for faculty tenure and promotion dossiers?

The University use of Scantron machines for the collection of data from scantron type survey documents has been stopped as a result of a discontinuation of support services and available Scantron equipment. The University replaced the data collection process for end of semester student ratings of instruction surveys with the use of Ricoh copy machines equipped with scantron type survey reading capabilities. All administrative staff were trained on the use of this application and currently use this application as the official process for reading and recording student ratings of instruction surveys at the end of each semester.

2) Are administrative assistants now required to create some materials for faculty tenure and promotion dossiers?

The staff are not required to compile data for faculty tenure and promotion dossiers. They are trained on the use of Ricoh copy machine capabilities to process the end of semester student ratings of instruction surveys and are required to submit those documents to the College administration and to faculty for final use in faculty annual evaluations. This requirement is unchanged from prior expectations for the handling of end of semester student ratings of instruction survey results.

3) If so, by whose authority?

Any decisions related to staff assistance in compiling the collective student ratings of instruction for use in faculty and tenure and promotion dossiers is at the discretion of the College. It should be noted that faculty would need

training in the use of Ricoh copy machine applications if they wish to create their own student ratings of instruction data records for use in their tenure and promotion dossiers.

Respectfully submitted by:

Jean Bartels
Provost and Vice President for Academic Affairs