

6-23-2005

Amendment to section 205.06 - Procedures for Faculty Evaluations

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Recommended Citation

Carton, Jean-Paul and Faculty Welfare Committee, "Amendment to section 205.06 - Procedures for Faculty Evaluations" (2005).
Faculty Senate Index. 402.
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Approved by the Senate: 6/23/2005

Not Approved by the Senate:

Approved by the President:

Not Approved by the President:

Amendment to section 205.06 - Procedures for Faculty Evaluations

Submitted by: Jean-Paul Carton/Faculty Welfare Committee

6/23/2005

Motion:

To insert in Section 205.06C of the Faculty Handbook the following sentence, which would be the third sentence in that section, "A written statement must be made in regard to an individual's progress toward the entire tenure, promotion and review process."

Response:

Moderator Humphrey stated that two agenda requests had been received. She noted that the SEC had met by email to discuss these requests. Jean-Paul Carton submitted an agenda request from the Faculty Welfare Committee concerning faculty evaluations. This request came from the referred motion on pre-tenure review from the April 25th meeting. That request appears as item #7 on today's agenda, and is to be presented by Barry Balleck as Jean-Paul is in Europe. Motion from Senator Barry Balleck on behalf of the Faculty Welfare Committee, "Amendment to section 205.06 - Procedures for Faculty Evaluations."

Patricia Humphrey then called on Barry Balleck (CLASS) for Jean-Paul Carton to present Jean-Paul Carton's Motion. This motion, on behalf of the Faculty Welfare Committee, is to insert in Section 205.06C of the Faculty Handbook the following sentence, which would be the third sentence in that section, "A written agenda, and is to be presented by Barry Balleck as Jean-Paul is in Europe. Motion from Senator Barry Balleck on behalf of the Faculty Welfare Committee, "Amendment to section 205.06 - Procedures for Faculty Evaluations."

Patricia Humphrey then called on Barry Balleck (CLASS) for Jean-Paul Carton to present Jean-Paul Carton's Motion. This motion, on behalf of the Faculty Welfare Committee, is to insert in Section 205.06C of

the Faculty Handbook the following sentence, which would be the third sentence in that section, "A written statement must be made in regard to an individual's progress toward the entire tenure, promotion and review process." Richard Flynn seconded the motion. Patricia Humphrey gave the floor first to Barry Balleck to lead discussion on the motion.

Balleck began the discussion by noting that the motion is in response to a charge from the SEC, which came through the Faculty Grievance Committee as presented by Dr. Clara Krug, who came before the Faculty Welfare Committee on April 29. There had been a situation in which an individual had come before the Faculty Grievance Committee regarding a third-year review. The individual had received positive yearly evaluations from chairs but had been told at that third-year review that his/her contract would not be renewed.

The process taking place among chairs in terms of providing proper evaluation and written documentation as to how colleagues are being evaluated was questioned. It seemed to the Faculty Welfare Committee that there is currently quite a bit of difference among departments on campus in terms of the amount of written feedback that faculty receive during the review process. Balleck noted that Amy Heaston from the Provost's Office had attended the Faculty Welfare Committee meeting on April 29th, and that she had told the committee that there is an attempt on the part of the Provost's Office to make the process more uniform among the various departments.

The Faculty Welfare Committee determined that their discussion of this problem needed to include the entire process of tenure and tenure review rather than just the discussion of the third-year review. As a result of discussion at the meeting, the committee has recommended that there must be an adequate paper trail that includes written evaluations by chairs, and that the process must be uniform across campus.

Candy Schille (CLASS) stated that the language might be a little vague and asked what "in regard to" meant. She wanted to know if the motion had "teeth." Balleck replied that the intent was to make sure that there was something documented. He also stated that the intent was to make sure that we could go to a personnel file and find written documentation as to how the chair rated that faculty member. Schille replied that she liked the idea, but that she was not clear on exactly how many written evaluations should be required and when they should be required. Balleck replied that Amy Heaston from the Provost's Office had stated at the meeting that there is an attempt on the part of the Provost's Office to make the process more uniform among the various departments. Schille then questioned whether this motion refers to something other than an annual evaluation.

Balleck replied that what prompted this motion was that during annual evaluations some faculty members are not receiving anything in written form, and that written statements of progress need to be part of their permanent personnel file, even if it is not a third-year review or a tenure and promotion review circumstance.

Richard Flynn (CLASS) stated that he wondered why annual evaluation forms were not being found, since, without the added language, the policy states that a narrative summary of the evaluation will be written by the department chair. He suggested that the language be appended to that by saying that the statement needs to assess the individual's progress towards tenure and promotion. He noted that it seems that people who are not providing annual written evaluations are not following the policy, as it is presently constituted. In response to Flynn, Balleck stated that he agreed with Flynn and that it had been determined that there was not continuity among the various departments in terms of what the chairs were providing.

Section 205.06 **Criteria and** Procedures for Faculty Evaluations

D. Locus and responsibility

The process of faculty evaluation **is** carried out primarily in the department. The chair directs the evaluation and provides **s** summaries and recommendations to the dean.

E. Departmental determination of criteria and procedures

1. **Members of each department shall approve all criteria for evaluation of instruction, scholarship and creativity, and service and all procedures for evaluation.**

2. Each department shall describe in writing its **criteria and** procedures for evaluation. A copy shall be submitted to the dean for approval.