

Professional Standard Committee meeting minutes for Sept 18 2013

Present at the meeting were:

Kristine Bartanen, William Barry, Geoffrey Block, Jennifer Hastings, Tiffany MacBain, Mark Reinitz, Kurt Walls, and Andreas Madlung.

The meeting convened at 8:00. The first order of business was to elect a new chair.

Election of new chair: Jennifer Hastings was nominated, seconded and approved by acclamation.

Charges from last year's year-end report were read to the committee.

The proposed charges for 2013-2014 are:

- 1) Review the policy on "Background Checks of Faculty" being drafted by the Human Resources Department;
- 2) Continue the review of Faculty Code provisions on guidelines for the use of course assistants.
- 3) Formulate recommendations for streamlining the faculty evaluation process in order to reduce workload on evaluatees, departments, head officers, and the Faculty Advancement Committee.
- 4) The PSC recommends that the Faculty Advancement Committee be tasked with recommending page limits and detailing expectations for faculty evaluation files.

Current business:

1. An urgent matter was brought up by via email by Foreign Languages department chair Diane Kelley and presented by Kris Bartanen. The question was who among visiting and adjunct faculty as well as instructors may or should participate in evaluations of faculty colleagues.

There was a clarifying question: What is the definition of an instructor, or as they are often referred to "ongoing instructor"?

The answer was found in the Faculty Code and in the Faculty Evaluation Criteria and Procedures document:

Instructors are defined on page 1 in the Code and the evaluation procedure of Instructors is described on page 45 in the evaluation criteria document (aka the "buff document").

In direct answer to the question by Diane Kelley the committee pointed to the recent Interpretation of the Faculty Code on page 46, line 53, which specifies who is required to participate in the evaluation and who is not. Specifically for the question by Foreign Languages, the wording of the Code would allow ongoing instructors (Instructors as defined on page 1 in the Code) to participate and vote but exclude visiting faculty and adjuncts from the process.

The PSC further asserts that the Code overrides departmental guidelines in this process.

2. The draft of a memo to be sent to department chairs had been circulated by Kris Bartanen to the members of the PSC regarding the administration of the recently revised evaluation form for class evaluations.

Kris Bartanen asked for input for changes or edits in the document. Some editing of the memo was done by the committee.

The committee also considered reviewing the entire procedure of how to administer evaluations at a later time.

The committee adjourned at 8:50.

Respectfully submitted by

Andreas Madlung