

Faculty Personnel Committee Report

To: The Faculty Senate, 2013-2014

Submitted, April 4, 2014

Committee Membership

<u>Name</u>	<u>Term</u>
Karunathilake, Upali (Chair 2012-2013)	2 of 3
Ford-Ahmed, T.	3 of 3
Stroupe, Walter	3 of 3
Wilson, David "Woody"	1 of 3
De, Suvayan	1 of 3

Background Information

At the beginning of the academic year, all the necessary supplies for the fall evaluations were ordered. The committee started functioning with a meeting in September.

Meetings of the Committee

The committee met on a regular basis to arrange and facilitate the process of student evaluations.

In Fall 2014, the committee met three times.

The committee met on April 2, 2014, to discuss approve this report as well as to discuss the issue of online evaluations.

Action Taken by the Committee

The primary work of the committee is the organization and execution of the Faculty Evaluation Program. That work consists of

- planning the work schedule;
- coordinating with computer services;
- ordering supplies;
- arranging labels and envelopes for distribution to chairs;
- recovering the completed evaluation packets;
- making them ready for computer services;
- refilling the faculty members' envelopes with his or her score sheets; and
- arranging for chair pickup.

The committee is also responsible for developing a calendar of events for each academic year. A proposed Calendar for the coming 2014-15 academic year is attached.

Completing the evaluations for Spring 2013 was delayed due to changes in computer services. While the committee has received Spring 2013 evaluations, Fall 2013 evaluations have not been received.

Recommendations

Personnel Faculty Committee does not have any recommendations.

Work remaining to be done

1. The committee has to make every effort to complete the Fall 2013 evaluations and return them to the department chairs. While we regret the delay, it is, unfortunately, outside the control of the committee.
2. The committee will recover the Spring 2014 evaluations from department chairs, make them ready for computer reading, and prepare them for redistribution to department

**West Virginia State University
Faculty Personnel Committee Dates for
Academic Review and Action
2014-2015 Academic Year**

September 2014

- By the 2nd** **College Deans conduct an election to provide for a Merit Pay Peer Review Committee for each college.**
- By the 5th** **College Deans select and notify their third-year review committees.**
- By the 10th** **Department chairs notify third-year review faculty to assemble their portfolios and related materials for review.**
- By the 10th** **Evaluation materials are made ready to be picked up for 5-week classes which are held during first one-third of the semester.**
- By the 23rd** **Faculty seeking promotion and or tenure forward letters of intent to their department chairs with copies sent to both the College Deans and Chair of the Promotion and Tenure Committee.**

October

- By the 1st** **All Faculty seeking retention forward self-reports and supporting portfolios to their department chairs.**
- Faculty seeking third-year review forward their portfolio and related materials to the third-year review committee.**
- Faculty seeking promotion and/or tenure forward their portfolios and related materials to their department chairs.**
- By the 17th** **Department Chairs can pick up faculty evaluation packets. (Chair of the Faculty Personnel Committee will notify the location.)**
- By the 21st** **Third-Year Review Committees forward their results to the department chairs.**
- By the 21st** **Department chairs distribute faculty evaluation packets for fall semester to all faculty. Student evaluations of faculty are conducted between October 22nd and return due date of November 13th.**

By the 28th

Chairs forward their recommendations for promotion and tenure with portfolios to the College Deans.

November

By the 3rd

Chairs forward recommendations for faculty seeking retention and their portfolios to the College Deans.

By the 7th

Chairs forward their recommendations for their third-year review faculty to College Deans.

By the 13th

Faculty return evaluation packets to department chair.

By the 14th

Chairs forward all faculty evaluations packets to computer services, room 112, Hamblin Hall.

December

By the 2nd

College Deans forward recommendations and portfolios for faculty seeking retention, promotion, and or tenure to the Chairs of the Promotion and Tenure and Retention Committees.

January 2015

By the 27th

Department Chairs : results of faculty evaluations are ready for pickup at Hamblin Hall, room 112.

By the 29th

Department Chairs return faculty evaluation packets to faculty members.

February

By the 3rd

Faculty members forward their Annual Reports to department chairs.

By the 3rd

Chair of Promotion and Tenure Committee forwards recommendations to faculty applicants with copies to College Deans and Department Chairs.

By the 3rd

Chair of the Retention Committee forwards recommendations to the faculty applicants with copies to their College Deans and Department Chairs.

By the 3rd Chairs of Promotion and Tenure and Retention Committees forward recommendations and portfolios for faculty seeking promotion, tenure, and retention to the Vice President for Academic Affairs.

By the 10th Evaluation materials are ready to be picked up for 5-week classes which are held during first one-third of the semester.

By the 20th Vice President for Academic Affairs forwards recommendations for retention, tenure, and promotion to the President.

By the 20th Department Chairs discuss merit evaluations with faculty members and forward their recommendations to College Deans, unless a faculty member disagrees with the chair and wishes for a Peer Review Committee process to be implemented.

March

By the 4th The President notifies faculty of the decision regarding their retention, tenure, and or promotion.

By the 4th Faculty Members in merit pay dispute forward merit pay materials to the Peer Review Committee for their consideration.

By the 13th College Deans forward recommendations and materials for faculty merit pay to Vice President for Academic Affairs, except for those faculty members whose merit pay is under consideration by the college's Peer Review Committee.

By the 13th Department Chairs forward non-tenure-track self-reports and recommendations to College Deans.

By the 13th Peer Review Committees forward their review reports to the faculty members, the Department Chairs, and College Deans.

By the 20th College Deans meet with faculty whose evaluation was under consideration by the Peer Review Committees and Department Chair, to resolve the issue, then forward their recommendations to the Vice President of Academic Affairs

By the 27th The Vice President for Academic Affairs forwards recommendations for merit pay to the President.

April

- By the 7th Department Chairs pick up faculty evaluation packets for the Spring 2015 semester in 112 Hamblin Hall.
- By the 8th Department Chairs distribute evaluation packets to faculty.
- By the 25th Faculty return completed evaluation packets to their Department Chairs.
- By the 29th Department Chairs deliver completed faculty evaluation packets to 112 Hamblin Hall.

May

- By the 16th Department Chairs work with faculty members to develop goals for the coming academic year.
- By the 16th Faculty Personnel Committee delivers faculty evaluation packets to computer services.

June

- By the 6th Computer services completes scanning and running reports for faculty evaluations.
- By the 13th The Vice President of Academic Affairs notifies faculty members of their merit pay increases.
- By the 13th Department Chairs can pick up completed faculty evaluation packets from 112 Hamblin Hall.
- By the 27th Department Chairs return faculty evaluations to faculty members and discuss the results as needed.