

From: Personnel Policies Committee

For: Faculty Senate Meeting of Wednesday, November 5, 2014

Motion 1: The Faculty Senate endorses this statement explaining and clarifying the relation between annual faculty evaluations as described in current policy (APPM 4.4) and those referred to in the post-tenure review policy draft (PTR Policy Draft). This statement will be forwarded to Academic Council and VPs McMillan and Clark as an item of information.

The Faculty Senate's PTR Policy Draft has been forwarded for legal review. At a joint meeting of the Faculty Senate Executive and Personnel Policies Committees with Vice Presidents McMillan and Clark ([September 29, 2014](#)), the Personnel Policies Committee committed to work with the VPAA on reviewing the current policy and practice of annual faculty review. As part of this work, the Personnel Policies Committee has drafted a statement to explain and clarify the relation between references to *annual faculty evaluation/review* in the PTR Policy Draft, and those in the current policy and practice (APPM 4.4).

Annual Faculty Evaluation/Review

PTR Policy Draft: "All faculty members at Southeastern (tenured and non-tenured) participate in an annual performance evaluation. The annual evaluation considers the faculty member's performance in the areas of teaching, research, and service." (1.1 Principles and Goals)

Current SE Policy: "An annual academic performance review (Faculty Development and Evaluation Summary) is submitted for each full-time faculty member." (APPM 4.4.1)

All mention of *annual reviews* and *evaluations* in the PTR Policy Draft refer to this *annual performance review* and to the ratings that are given in the Faculty Development and Evaluation Summary.

Tenured faculty reviewed at least each third year

Current SE Policy: "A formal evaluation is conducted for each non-tenured faculty member each year and for each tenured faculty member at least each third year." (APPM 4.4.1)

"While formal evaluations of tenured faculty are required at least each third year, formal evaluations may occur more frequently at the request of either the faculty member or [sic] the department chair. In years when a complete evaluation is not done, a continuation form will be submitted ([Appendix G](#)—Part II)." (APPM 4.4.3, point 7)

It is our understanding that some department chairs have used this approach and submitted the continuation form, which consists of the Faculty Development and Evaluation Summary with an addendum:

The categorical and overall performances of tenured faculty member are substantially the same from November 1 _____, to November 1_____, as reported on the attached Faculty Development and Evaluation Summary.

In those cases where the continuation form has been used, the ratings given faculty will be those used for the practice of post-tenure review as set forth in the PTR Policy Draft.

Motion 2: Request that the Faculty Senate authorize the use of Survey Monkey to gather information about the annual faculty review/evaluation process.