

Faculty Handbook Committee

Wednesday, January 22 | 1-2:30p
Maucker Plaza Conference Room

Committee Members:

- **Faculty:**
 - Alexa Clements (Fernando Calderón), Melissa Dobosh, Robert Earle, Kenneth Elgersma, Becky Hawbaker, and Christopher Martin
- **Administration:**
 - Robin Dada, Susan Hill, Atul Mitra, Amy Nielsen, Scott Peters, and Theresa Westbrook

Approval of Minutes

- Approval of the minutes from 12.13.24
- Summary minutes from 12.13.24

Proposed Evaluation Calendar Discussion & Next Steps:

- Department Head Feedback Session: Friday, February 7, 3:30-4:30 Scholarly Space
- Guiding Questions:
 - Are “we” comfortable with an evaluation system that combines the P/T evaluation (i.e., summative) with the annual (i.e., formative) evaluation?
 - Perspective 1: Combining the two evaluations into one letter means the “higher-level” P/T evaluation would encompass the annual review. This would alleviate the Department Head's workload because they would only write one letter per faculty each year.
 - Perspective 2: Leaving the P/T (i.e., summative) distinct from the annual (formative) evaluation allows Department Heads to invest more time and energy in our tenure-track faculty as they work toward P/T.
 - Would Department Heads be interested in exploring putting the annual evaluation into WorkDay to streamline and make this evaluation more efficient?
 - Perspective 1: Using WorkDay for evaluation is not meaningful and introduces another system that might further complicate the evaluation process.
 - Perspective 2: It may be worthwhile to explore how WorkDay could alleviate the workload.
 - What are the strengths and weaknesses of the following three calendar options:
 - Option 1: Original CADH Proposal/One Letter
 - Option 2: One submission Date/One Letter
 - Option 3: Organized by Purpose (i.e., formative, summative)

Related Resources

- University Senate and Dean's Council Feedback Notes
- Department Head Survey Feedback
- WorkDay Updates
 - Performance Review Process
 - Example of Performance Review
 - Goals & Reflections in WorkDay?

Team Survey Update

- Draft Survey Questions
- Next Steps

New Business

Spring Meeting Schedule

- Thursday, February 13, 3-4:30 Plaza Conference Room
- Wednesday, March 12, 1-2:30 Plaza Conference Room
- Wednesday, April 9, 1-2:30 Plaza Conference Room
- Thursday, May 8, 3-4:30 Plaza Conference Room