COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES

ART
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your Post-Tenure Review procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward **February 22, 2016**
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600").
   
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. The proposed changes have been approved by the tenured and probationary faculty of the Department: X

DEPARTMENT APPROVAL: (Sign & Print Name)

Lesley Krane

Department Chair or Chair, Department Personnel Committee

Date

COLLEGE APPROVAL: (Sign & Print Name)

Date

PP&R APPROVAL:

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

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   February 22, 2016

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   proposed changes were initiated by the Department because the document was VERY outdated

3. The proposed changes have been approved by the tenured and probationary faculty of the Department: X

DEPARTMENT APPROVAL: (Sign & Print Name)

Edward Alfano

Department Chair or Chair, Department Personnel Committee

Date

02/22/2016

COLLEGE APPROVAL: (Sign & Print Name)

Date

02/22/2016

PP&R APPROVAL:

Chair, Personnel Planning and Review Committee

Date

02/22/2016

(for PP&R use only)

Approval Date  Effective Date  Date of Next Review
Department of Art Personnel Policies and Procedures
Post-Tenure Faculty

I. Procedures for Evaluation of Tenured Faculty (Post Tenure Review)

The purpose of the evaluation of tenured faculty is to assist faculty members in the improvement of their teaching effectiveness and to encourage the development of their creative contributions and service to the academic community. An overall profile during a period of five years shall be considered. All evaluation considerations shall be confidential.

A. Committee Membership

A Peer-Review Committee shall be established to evaluate each faculty member scheduled for review.

The Peer-Review Committee shall consist of two tenured full professors of the Department designated by the following method:

i. The Department Personnel Committee Chair and the individual under review shall, after consultation, each select one eligible member to serve on the committee.

ii. Faculty members who are under peer-review are not eligible to serve on a Peer-Review Committee.

iii. If the Department Personnel Committee Chair is being reviewed, the role of the Department Personnel Committee Chair in peer-review is assumed by the Department Chair.

B. Identification of Faculty to be Evaluated

Each tenured faculty unit employee shall be reviewed at least once every five years. A performance review for promotion shall be considered to be such review in calculating the five-year intervals. Tenured faculty unit employees shall not be reviewed while on sabbatical leave or leave of absence. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.

C. Frequency of Evaluations
All tenured faculty, except those scheduled for promotion review, shall be evaluated at intervals of no greater than five (5) years.

D. Evidence to be used in evaluating instructional performance

Because the goal of the evaluation is to improve the quality of instruction and to encourage the development of creative contributions and service to the academic community, importance will be placed on evidence documenting teaching effectiveness as well as professional growth and/or currency in the field and University and community service:

i. Student evaluations of teaching effectiveness over the last five years.

ii. A brief statement from the individual under review outlining any activities that contribute to teaching effectiveness.

iii. Materials selected by the individual under review demonstrating instructional performance in the faculty member's area of teaching responsibility. Examples include but are not limited to:

1. Course outlines, syllabi, tests, assignments, projects, and student work.

2. Evidence of scholarly or professional growth and/or currency in the field.

3. Evidence of contributions to the University and community service.

4. Verified awards and honors for outstanding teaching performance and evidence of student performance or student success outside class.

5. A "Department Class Visitation Report Form" completed by a member of the Peer-Review Committee, if requested by the individual under review.

E. The Evaluation Sequence

Evaluations of tenured faculty shall be made in the Spring semester between March 15th and April 30th.
After the Committee has received and evaluated all relevant materials, the Committee shall meet with the individual under review to discuss its findings.

The Department Peer Review Committee shall provide a written report of the evaluation to the faculty member.

The faculty member may request a meeting with the committee to discuss the report. The meeting shall be held within ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period.

The Peer-Review Committee Chair and the individual under review shall then meet with the Dean to discuss the Committee’s report and any written response from the individual under review.

The Peer-Review Committee summary report and any written response from the individual under review, will then be placed in the faculty member’s Personnel Action File.