

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

Education

COLLEGE

Secondary Education

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 personnel 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 or College Committee 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. Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
2. Date that current proposed changes were sent forward February 16, 2016
3. Department or College initiating proposed changes Secondary Education
4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). Proposed changes respond to requests from PP&R to delete the
second reference to Section 600, and to modify the procedure
so that substantive feedback from faculty will not be
anonymous to the coordinator being evaluated.

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**Office of
Faculty Affairs**

5. The proposed changes have been approved by the faculty of the College ☐ or Department ☐. (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Norm Herr

Chair, Department Personnel Committee

2/16/16

Date

Julie Gainsburg

Department Chair

2/16/16

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Jenny H. Mowbray

Chair, College Personnel Committee

8/30/14

Date

Paul S. [Signature]

College Dean

8/31/16

Date

[Signature]

Chair, Personnel Planning and Review Committee

8/30/16

Date

(for PP&R use only)

S'16

Approval Date

F'16

Effective Date (see attached)

F'20

Date of Next Review

DEPARTMENT OF SECONDARY EDUCATION
PERSONNEL POLICIES AND PROCEDURES
FOR TEMPORARY FACULTY SERVING AS PROGRAM COORDINATORS

Approved by SED on October 8, 2015

Section 700 of the Administrative Manual mandates all academic personnel policies and procedures. The Department of Secondary Education Personnel Policies and Procedures for Temporary Faculty Serving as Program Coordinators describe additional Departmental procedures, consistent with Section 700 of the Administrative Manual.

3. PERSONNEL POLICIES AND PROCEDURES FOR TEMPORARY FACULTY SERVING AS PROGRAM COORDINATORS

3.1 Temporary faculty receiving units to coordinate a department program (e.g., ACT, Student Teaching, Induction, SSUIP, and PACT) will be evaluated on the schedule specified in Section 700.

3.1.1 The instrument used for this evaluation is the “Department of Secondary Education: Evaluation of Temporary Faculty Serving as Coordinator” (below).

3.1.2 Tenured department faculty members will be invited but not required to complete any or all of the evaluation instrument. The decision to do so should be based on the faculty member’s level and scope of familiarity with the coordinator’s work.

3.1.3 Faculty members’ individual responses are generally not shown to the coordinator (see 3.1.6 for exceptions). Instead, the Department Chair synthesizes and draws on the responses when completing the evaluation instrument. The Department Chair shares responses to the instrument items with the coordinator, who is informed that these responses take into account the opinions of multiple department members.

3.1.4. The Chair’s evaluation represents a synthesis of the faculty responses and becomes part of the coordinator’s PAF.

3.1.5 The Chair’s completed evaluation instrument summary becomes part of the coordinator’s PAF in the department office.

3.1.6 Should the Chair make the threshold determination that the comments of an individual faculty member, staff member, or student are sufficiently substantive to affect employment decisions about the coordinator, the Chair will require the individual to provide comments in writing, with a signature, to be included in the coordinator’s Personnel Action File, where they will be accessible to the coordinator. These comments include ratings and remarks made on the “Department of Secondary Education: Evaluation of Temporary Faculty Serving as Coordinator” instrument.

Department of Secondary Education: Evaluation of Temporary Faculty Serving as Coordinator

Tenured faculty only: This is your opportunity to evaluate [*name of Coordinator*], in her/his role as [*type(s)*] Coordinator. Completing this form is **optional**. If you have had interactions with this Coordinator that allow you to provide rating on the items below, your input is welcome. Please skip items for which you have little basis for an evaluation.

The Department Chair will take into account the ratings that SED faculty members submit when the Chair compiles a single, formal evaluation. [*Name of Coordinator*] will be told that this final evaluation includes input from faculty members with whom this coordinator has worked. Generally, you will remain anonymous to the coordinator in this process (but not to the Chair; if you want your ratings to be taken into consideration, you must include your name below). However, should the Chair deem your ratings or comments sufficiently substantive to affect employment decisions about [*name of Coordinator*], the Chair will ask you to sign this form so that it can be considered for inclusion in the [*name of Coordinator's*] Personnel Action File, where it will be accessible to [*Name of Coordinator*].

Evaluator Name: _____

Ratings: 1 = Does not usually describe this Coordinator
 2 = Usually but not always describes this Coordinator
 3 = Always describes this Coordinator

- 1) Completes required tasks punctually
- 2) Completes tasks with accuracy and attention to detail
- 3) Consults and collaborates effectively with faculty, staff, and district partners
- 4) Communicates effectively orally and in writing
- 5) Advises students with accurate information
- 6) Responds to students professionally, empathetically, and promptly
- 7) Responds to colleagues professionally, empathetically, and promptly
- 8) Understands and adheres to department, college, campus, and state-level policies and practices
- 9) Maintains and updates position-related handbooks and websites frequently and accurately
- 10) Attends position-related meetings and events
- 11) Organizes and leads effective events for faculty and students

12) Makes efforts to learn how to better perform position-related tasks or to improve position-related procedures and systems

13) Addresses program needs proactively

Please write any additional comments you have about this coordinator: