

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

Humanities
COLLEGE

Philosophy
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:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11 April 2019
- Department or College initiating proposed changes Philosophy
- 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").
Department had no document enumerating additions to section 700.

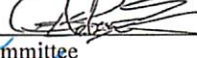

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MAY 10 2019


Office of
Faculty Affairs

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 4/11/19
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _____

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Adam Swenson  4/17/19
Chair, Department Personnel Committee Date
TIM BLACK  4/22/19
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES:

 5.8.19
Chair, College Personnel Committee Date
[Signature] 5-8-19
College Dean Date
[Signature] 08/21/2019
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	Fall 2022 for changes in criteria	
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

1 Department of Philosophy
2 Additions to Section 700

3 **Preamble**

4 The following are additions to Section 700 of the *Administrative Manual*.
5

6 **A. Evaluation of Teaching**
7

8 *a. Class Visit Policy*
9

10 1. The class of a lecturer is visited at the times required by Section 700.
11

12 2. The required written report of the visit should comprise a description and
13 evaluation of the conduct of the class.
14

15 3. The lecturer and visitor will confer before class regarding the methods and goals of
16 the lecturer's teaching and after the class regarding what happened in the class and how it
17 should be interpreted.
18

19 *b. Teaching Evaluation Forms*
20

21 1. Student course evaluations are conducted in all philosophy classes taught in the
22 fall semester. Course evaluations are also conducted in all spring semester classes taught
23 by lecturers.
24
25
26