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MAY 30 2014

Office of  
Faculty Affairs

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

MGT  
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 5/5/2014
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").  
We are required to have a separate document for reviewing tenured faculty and we are complying.

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

**DEPARTMENT APPROVAL: (Sign & Print Name)**

John Bruton John Bruton 05-05-2014  
Department Chair or Chair, Department Personnel Committee Date

**COLLEGE APPROVAL: (Sign & Print Name)**

Kenneth R. Lord Kenneth R. Lord 05-05-2014  
College Dean Date

**PP&R APPROVAL:**

Sheila Grant 9/3/14  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>S114</u> Approval date	<u>F'14</u> Effective date	<u>F'18</u> Date of next review

DEPARTMENT OF MANAGEMENT  
PERSONNEL PROCEDURES

Effective Spring 2013-revised

CRITERIA AND PROCEDURE FOR REVIEW OF TENURED FACULTY (Section 600)

I. Peer Evaluation

A. Frequency of Evaluation

1. Each tenured faculty member in the Department shall be evaluated at least once every five years. A normal evaluation for promotion shall be considered an evaluation under these procedures.

B. Notification and Calendar for Evaluation:

1. On or before November 1 of the academic year of the evaluation, faculty members identified for evaluation shall be notified, in writing, by the Department Chair of their selection for evaluation. The evaluation shall be completed by the end of the academic year of the evaluation.

C. Peer Review Committee

1. The Department of Management Personnel Committee will be reconstituted as the Department of Management Peer Review Committee. Should any member of the Department Personnel Committee be identified for peer review evaluation or should a member of the committee be at associate professor rank, he or she shall not be eligible to serve as a member of the Department Peer Review Committee. A replacement for the disqualified faculty member shall be designated by the Chair of the Department.
2. The Chair of the Department of Management Personnel Committee shall also serve as the Chair of the Department of Management Peer Review Committee.

D. Peer Evaluation of Teaching Effectiveness

1. A class visit shall be made by at least one member of the Department Peer Review Committee. The faculty member being evaluated shall have the right to be visited by more than one member of the Department Peer Review Committee if he or she so desires.

## II. Student Evaluation of Teaching Effectiveness

### A. Procedures for Collecting, Processing, and Interpreting Written Student Evaluations of Teaching Effectiveness.

1. A student evaluation questionnaire, approved by the department faculty, will be administered in each class being evaluated. The questionnaire also provides students with an opportunity to submit open-ended comments about the class and the instructor. Normally each section of each course in the Department of Management will be evaluated each semester. Each faculty member of the Department shall provide for a student to administer and collect the student evaluation faculty forms according to the time and method for collecting data provided by the College. These student evaluations shall be anonymous and shall be provided to the faculty member only after the semester grades have been submitted to the Department. In accordance with Section 600 both the quantitative and qualitative (free-form) response data shall be included in the Personnel Action File.
2. The faculty member may also develop additional methods to determine student learning and student attitudes toward the instructor's teaching effectiveness. These data may be placed in his or her Professional Information File.

### B. Procedures for Student Consultation

1. The Department Chair and the Department Personnel Committee shall make themselves regularly available each semester for student consultation regarding the quality of teaching in the Department. Students will be notified of the opportunity to provide feedback on the quality of teaching to the Department Chair and the Department Personnel Committee.