

Changes since First Reading (August 30, 2022)

SUMMARY OF CHANGES

Following the first reading by the Whole Faculty on August 30, the Steering Committee received feedback on the proposed changes to the Faculty Handbook. After reviewing the feedback, the committee has made several key updates to the proposal.

The most significant change is that the use of the Likert scale will only be used in Annual Evaluations. It will not be used in promotion, tenure, or post-tenure review. The annual reviews are required to be a component of these other review processes, but they will be one aspect of a more holistic review of faculty achievements. This allows us to satisfy USG requirements while maintaining our current processes for all other faculty reviews.

Another significant change is removing the rubrics from the Faculty Handbook. As the unit rubrics will be the evaluative tool for faculty, the more generic Institute rubric is for guidance purposes only and will be provided to all faculty in a guidance document on faculty evaluations.

We have also added the opportunity for re-calibration of evaluation criteria should a faculty member's duties and responsibilities change during an annual review cycle. A mechanism for individualized alternative criteria is provided during post-tenure review, as it had previously been under PPR. This re-calibration allows us to maintain an appropriate level of flexibility for faculty.

For clarity, broad examples of student success activities are included in Section 3.3.7 (Promotion and Tenure Evaluation). More detailed information, including how to document these activities, will be provided to all faculty in a guidance document on student success activities.

A final element that was included since the first reading was a clarification in promotion and tenure, which requires faculty who supervise graduate students or post-docs to include a discussion of their mentorship in their personal narrative. While not directly tied to the USG requirements on faculty evaluations, it is an important component of tenure and promotion review that is not up to date in the Faculty Handbook.

DETAILED CHANGES

3.1.2.1 Annual Evaluations

- Evaluation Criteria and Faculty Member's Self-Evaluation – allows for re-calibration of evaluation criteria should responsibilities and duties change in a given year
- Supervisor's Evaluation – Notes that guidance for rubrics is presented in 3.1.2.1.1, rather than the suggested Institute rubrics being located in the Handbook
- Annual Evaluation Immediately After Performance Remediation Plan – clarifies what is meant by a non-tenured faculty member

3.1.2.1.1 Evaluation Rubrics, Scales, and Criteria

- Adds requirement that the rubrics be developed and voted on by faculty
- Encourages units to evaluate student success within the rubrics of instruction, research/scholarship, and service.
- Moves details on student success activities to section 3.3.7
- Removes rubrics from the Faculty Handbook

3.2 Non-Tenure Track Faculty

- Adds USG language that annual reviews must utilize the Likert scale
- Removes use of the Likert scale for promotion
- Clarifies what the evaluations will encompass and that examples can be found in 3.3.7

3.2.1 Research Faculty: Hiring and Promotion Guidelines

- Adds statement on grievance process at the end of the section

3.2.2 Non-Tenure Track Academic Faculty Members: Hiring and Promotion Guidelines

- Lecturers – Guidelines for Promotion and Evaluation – removes examples of student success activities (as they have been moved to 3.3.7)
- Removes use of the Likert scale for promotion
- Adds statement on grievance process at the end of the section

3.3.5 Tenure

- Removes use of the Likert scale for tenure

3.3.6 Promotion

- Removes use of the Likert scale for promotion

3.3.7 Promotion and Tenure Evaluation

- Evaluation of Student Success Activities – clarifies what is meant by student success activities and provides examples, but also moves most detailed examples to a guidance document
- Removes section on documenting student success activities to align with sections on other evaluation criteria in the handbook. These details are moved to a guidance document
- Adds requirement for faculty members who serve as primary advisors in research must be evaluated on their activities on mentorship in research

3.3.8 Promotion and Tenure Procedures

- Format for Promotion and/or Tenure Packages: Guidelines for Candidates – adds requirement for faculty members who serve as primary advisors to grad students and postdocs to include discussion of their mentorship in the narrative
- Format for Promotion and/or Tenure Packages: Guidelines for Units – adds requirement for up to five years-worth of annual reviews to be included
- Adds statement on grievance process at the end of the section

3.3.9.1 Post Tenure Review

- Areas of Evaluation – removes use of rubrics, and replaces with “evaluative criteria” that must be approved by faculty
- Unit-level PTR Committee – removes use of the Likert scale for post-tenure review
- In the language thought – Renames possible outcomes to reflect removal of the Likert scale

- Outcomes and Consequences of Post-Tenure Review – shifts language from “exemplary” to “noteworthy” to align with USG language