

Minutes of the Professional Standards Committee Meeting, 4 October 2019

Present: David Andresen (chair), Jim Jasinski, Andreas Madlung, Jennifer Neighbors, Pepa Lago-Grana, Jennifer Utrata, Laura Behling

The committee first discussed a question posed to the PSC regarding when additional materials can be added to an evaluation file after the submission deadline has already passed, if the department feels that additional information is needed. The committee reviewed applicable passages from the Faculty Code and the Faculty Evaluation Procedures and Criteria document. A number of questions were considered. One key concern was whether allowing such additions might open the door to fluid deadlines for all faculty undergoing evaluation.

The PSC concluded that adding materials after the deadline is not permitted as normal procedure. If the department in question feels strongly at this stage that more materials are needed to make an evaluation decision at the departmental level, then that department must pursue a formal variation in evaluation procedure, as outlined in Faculty Code Chapter 3, Section 4.a.3.a. Such a discussion would require agreement from multiple parties: the evaluatee, the head officer, the Provost, and the Faculty Advancement Committee.

The committee next discussed a question posed to the PSC regarding technical issues related to the submission of an evaluation file. In this case a candidate uploaded the wrong set of SET for one course, and did not upload the SET for one section of another course. These errors were noticed by the head officer, and the head officer asked what recourse they had. The PSC decided to allow the correction of materials. The head officer should instruct the candidate to send the correct materials to the Assistant to the Provost (CC'ing that correspondence to the head officer). The Assistant to the Provost will add the new materials to the evaluatee's evaluation site (the old materials will be left in place).

The PSC will consider at a later date issuing guidelines related to the issues raised in these two inquiries, possibly to include a formal interpretation of the Faculty Code.

The meeting adjourned at 2:57 PM.

Submitted by

Jennifer Neighbors