

## **Minutes for the PSC Meeting on February 14, 2020**

In attendance: Provost Laura Behling, Andreas Madlung, Jim Jasinski, Suzanne Holland, Jennifer Utrata, and Jennifer Neighbors

The meeting was called to order at 2PM.

The committee approved the minutes for the February 7, 2020 meeting of the PSC.

The committee first continued its discussion of team-taught course evaluations, and decided to amend the bolded section heading at the bottom of page 18 of the User Guide to read: "Faculty teaching team-taught courses at either the undergraduate or graduate level may use any one of the options below for student evaluations. Faculty members in graduate programs may want to check with their Chair or Director to ensure that there are no additional forms that need to be used as well."

The rest of the meeting was devoted to fixing internal inconsistencies in how streamlined reviews are handled within the Faculty Evaluation Procedures and Criteria document (hereafter, "User Guide"), and between the User Guide and the Faculty Code:

Question 1: Are streamlined files "open" or "closed"?

The PSC decided: "All streamlined review files are considered 'open' files." This information will be added to page 27 of the User Guide, at the end of the first paragraph under the section heading "Alternative Evaluation Process."

Question 2: Do evaluatees have a 5-day window to review their file at the Provost's office (a window granted to evaluatees undergoing non-streamlined reviews)?

The PSC decided: "After their file has been forwarded to the Provost's office by the head officer and the Provost's office has notified the evaluatee that their file is complete, the evaluatee will have five days to review their file." This information will be added as an Item 5 under "Alternative Evaluation Process" on page 27 of the User Guide

Question 3: Can candidates take a picture of information in their file while they are reviewing that file in the Provost's office?

The PSC discussed the potential pros and cons of permitting taking such pictures. The committee discussed possible privacy concerns for letter writer(s), and whether letters in these (open) files could be given directly to evaluatees, with the caveat that letters could not be shared beyond the university community. The PSC decided to defer further discussion of this issue until its next meeting, which will be attended by the University Counsel.

Question 4: Who determines whether an eligible evaluatee's review is to be a streamlined review or a full review? Page 3 of the User Guide says that the evaluatee makes the decision, with approval of the head officer and the Provost. Page 27 of the User Guide says that the head officer alone makes that decision.

The PSC decided that the relevant text as written on page 3 of the User Guide should replace the relevant text on page 27.

In addition, Item 1 on page 27 should be changed to read:

1. The faculty member consults with the head officer about the review one year prior to the start of the semester in which the evaluation is scheduled and informs the head officer whether they prefer a streamlined or full review.

And, on page 3 of the User Guide, the line:

Professors at any year of service in that rank may elect, with the concurrence of their head officer and the dean, to have a “streamlined” review.

Will be changed to read:

All five-year reviews will be streamlined unless a) the evaluatee requests a full review or b) the head officer or Provost determines that a full review is necessary. Whoever calls for the full review must inform the other involved parties one year prior to the semester in which the evaluation is scheduled.

The PSC recognized that the Faculty Code also needs revision on this issue, because there is no mention of streamlined reviews anywhere in the Faculty Code. At its next meeting the PSC will write an interpretation of the Faculty Code to remedy that issue.

The meeting adjourned at 3PM.

Meeting minutes were prepared by Jennifer Neighbors.

**Addendum to Meeting Minutes (May 1, 2020)**

In a subsequent meeting, the PSC realized that its decision regarding Question 4 above would need to be revisited. The PSC is not moving forward with the changes to the User Guide proposed under Question 4, as that new wording would conflict with language found in the Faculty Code. See the minutes of the March 8, 2020 PSC meeting for further details.