Minutes of the Professional Standards Committee (PSC) Meeting, March 6, 2020

Present: David Andresen (Chair), Suzanne Holland, Jim Jasinski, Andreas Madlung, Jennifer Neighbors, Jennifer Utrata, and Provost Laura Behling

Guest: University Legal Counsel Joanna Carey Cleveland

Chair Andresen called the meeting to order at 2:00 pm.

The Committee sought Legal Counsel Cleveland's input on two issues.

1. How to interpret the stipulation on p. 47 of the PSC's Interpretation Appendix to the Faculty Code: "In the case of an open file, the faculty member being evaluated has access to letters in the evaluation file and may take notes while reviewing the file. If the faculty member desires copies of the letters, the faculty member must seek copies from the writers." The specific question considered was does this provision allow faculty members take photos of letters in their evaluation file? The PSC agreed that the existing practice of not allowing photographs is the correct interpretation.

2. How to interpret the word "results" in Ch. 3, Sec. 5, point b of the Faculty Code: "In making this decision the head officer shall consider information gathered from student evaluations of teaching, evidence gathered from any class visitations and the results of previous evaluations." The University Counsel agreed that the PSC can add an interpretation to the Faculty Code specifying that "results" includes the previous head officer evaluation letter and FAC evaluation letter from no more than the two most recent evaluations.

During its discussion of Ch. 3, Sec. 5, point b of the Faculty Code, the PSC determined that its recent efforts to revise the User Guide re. "streamlined" reviews for greater consistency (see minutes from Feb. 14, 2020 meeting) needed to conform to the Code provision that "The head officer shall determine whether a full review under Chapter III, section 4 is warranted or if the review will proceed under the procedures described in this section."

The meeting adjourned at 3:00pm

Submitted by: Jim Jasinski