

Minutes of the Professional Standards Committee  
November 20, 2006

PRESENT: Kris Bartanen, Sigrun Bodine, Doug Cannon, Julian Edgoose, Karl Fields, Grace Kirchner, Don Share, George Tomlin.

Share convened the meeting at 3:00 pm.

The minutes of the November 13 meeting were approved as previously circulated.

Share announced that he received inquiries from the Department of Foreign Languages and Literature and the School of Education about the status of the review of their evaluation standards by the PSC.

Share then informed the PSC of his reply to a department chair who had contacted him seeking advice. The chair's questions and Share's written responses are noted below:

1. Can individual letters be changed after the deliberation?
  - A. I said that the PSC has always insisted that letters be submitted and complete before deliberations. However, I pointed out that addenda can be written after the deliberations and submitted to the chair, as long as those addenda are accurately summarized for the evaluatee.
2. Do individual letters have to contain a clear recommendation?
  - A. I pointed out that individual letters need only contain a recommendation when a change of status is being considered (for example, not in most third-year reviews).
3. What happens if the department is divided over the recommendation?
  - A. I suggested that the department letter (and summary of deliberations) should describe as accurately as possible the nature of that division, including minority and majority views (if those exist). I suggested that the principle here is that the FAC be given as much information about the nature of the deliberations.

The PSC considered a question from a department chair regarding a streamlined vs. full review in the instance of a faculty member appointed in multiple departments or programs. Dean Bartanen will incorporate the Committee's guidance in responding to the department chair and evaluatee.

There was no new business.

The PSC continued its previous discussion of the evaluation guidelines of the School of Education, and suggestions will be prepared and conveyed by the review subcommittee to Chris Kline, Dean of the School of Education.

The PSC returned to its discussion of the FLL department's proposed evaluation guidelines revisions. Special consideration was given to the additional information provided by members of the department during a recent visit to the PSC. We concluded our deliberations, and suggestions will be prepared and transmitted by the PSC Chair Share to Josefa Lago Graña, department chair.

The meeting was adjourned at 3:54 pm.

Respectfully submitted,

Sigrun Bodine