

Date: May 12, 2003
To: Faculty Senate
From: D. Wade Hands, Chair, Professional Standards Committee
Subject: Year-End PSC Report (2002-2003)

The following report summarizes the activities of the Professional Standards Committee during the 2002-03 academic year.

1. The PSC approved two departmental statements on Evaluation Criteria, Procedures, and Guidelines remaining from the previous year (Exercise Science and C&TA).
2. The PSC responded to four charges from the Faculty Senate:
 - a) Prepared a detailed report on the "Four Written Confidentiality Policies." (initial report on 11/25/02 and supplemental response on 12/4/03)
 - b) Reviewed and reported on the proposed amendment to the university's alcohol and drug policy. (report 12/2/02)
 - c) Prepared a detailed report on ways to streamline the faculty evaluation process. (report 4/7/03)
 - d) Responded to the request to consider ways that the faculty might contribute regularly to the evaluation of the Dean. (report 5/5/03)

Time did not permit the committee to act on the Senate's fifth initial charge (to review the Instructor Evaluation Form).

3. The PSC also reviewed and approved five requests from the Dean's Office:
 - a) Clarification of the administration of instructor course evaluations.
 - b) Revision of the Faculty Recruitment Guideline Documents for clarity and to reflect changes in the Faculty Code.
 - c) Statement on extended faculty absences.
 - d) Clarification of the term "working days" in the Faculty Code.
 - e) Clarification of what constitutes a "signed letter" in the context of the faculty evaluation process.
4. Finally, the PSC responded to two departmental requests regarding informal interpretations of the Faculty Code (Biology and C&TA); considered one request to modify an existing departmental statement (Psychology); and dealt with one confidential matter.

Respectfully Submitted,

D. Wade Hands, Chair: Professional Standard Committee