

Minutes of the Professional Standards Committee

September 9, 2010

Present: Kris Bartanen, Bill Beardsley, Geoffrey Block, Alva Butcher, Julie Christoph, William Haltom (chair), Andy Rex, Michael Spivey, and Lisa Wood

The meeting convened at 3:00 p.m. in Wyatt 226.

Minutes:

1. The minutes of 11 May 2010 were approved with minor corrections.
2. The minutes of 2 September 2010 were approved with minor corrections.
3. The letter from the Dean to department chairs that outlines procedures for administering university Instructor Evaluation forms [distributed last meeting] was approved, with the amendment of this language regarding the use of alternative "Form A," which was used in the 2009-2010 PSC letter to faculty regarding evaluation forms:

Faculty members who are not required by upcoming evaluation schedules to have Instructor Evaluation Forms administered in their courses may elect voluntarily to use the alternative "Form A" discussed by the faculty in Spring 2009 (<http://www.pugetsound.edu/Documents/acad/Form%20A%20-%20Alternative%20Instructor%20Evaluation.pdf>). Copies of the form may be requested by department support staff from the Dean's Office by contacting x3205 or acadvp@pugetsound.edu prior to the tenth week of the semester (November 1 for Fall term and April 1 for Spring term.) Form A includes only a single white copy.
4. The Committee provided counsel to the Dean regarding a question from a faculty member about participation via Skype in departmental deliberations for faculty evaluations. The committee is unaware of precedents or limitations to this possibility. The committee recognizes that new technologies offer the potential for new means of participation in evaluation processes, as well as new challenges regarding the privacy and security of information and deliberations. Although the committee does not comment on the advisability of this change in procedure, the committee recommends that the involved parties read carefully Chapter 3, Section 4.a.3.e of the Code: "Other variations in procedure are permitted provided they are mutually agreed to by the evaluatee, head officer, the dean, and the Advancement Committee. At any time during the evaluation, these same parties may resolve questions about the departmental review process by mutual agreement in writing."
5. The Committee provided counsel to the Dean regarding a question from a faculty member regarding procedures for writing a letter and voting or making a recommendation in a department evaluation while on leave. The committee determined that the faculty member can write as a member of the department to the head officer and can in this letter make a recommendation; however, the department's recommendation is made on the basis of the deliberation at the meeting. The faculty member can, as can any faculty member, write to the Faculty Advancement Committee directly.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Julie Nelson Christoph