

Report of the Professional Standards Committee for 1997-98
April 29, 1998

Committee Members

William Breitenbach, Nancy Bristow, Alva Butcher, Barry Goldstein (spring semester), Catherine Hale, John Hanson, Betty Ragan (chair), James Sorensen, Terry A. Cooney (ex officio)

What We Did

- The PSC completed a thorough review of the entire statement entitled "University Evaluation Criteria", as charged by the Faculty Senate for 1997-98. The individual sections of the statement were discussed by the whole committee and then groups of members wrote up the modifications that resulted from the Committee's discussion. Drafts of the modified sections were then returned to the Committee for final revisions. We have now forwarded the entire revised document to the Faculty Advancement Committee for review.
- The PSC requested revised copies of all department/school procedures, criteria, and standards for evaluation so that the statements could be reviewed by the PSC to determine if they are in agreement with changes in the current Code (Revised Faculty Code, approved September 1997). We are presently in the process of reading these statements.
- The Committee responded to the request of the Academic Dean to comment on a memorandum from the Academic Dean to chairs, directors, and deans that outlines the process for administering student course evaluations for faculty undergoing evaluation. After making several changes the Committee approved the memorandum as amended.
- An alternate instructor evaluation form submitted by the School of Education for evaluation of instructors who supervise student teaching and practica was approved with suggested modifications.
- After discussion, the Committee recommended approval of the revised policy for part-time employment for retired faculty that removes references to an age requirement.
- The Committee discussed a draft of the Faculty Medical and Family Leave Policy and Faculty Disability Policy that had been submitted by the Academic Dean for review. The document was made available to faculty on the web. After faculty members had had an opportunity to respond, the Committee continued discussion of the document and recommended approval to the Board of Trustees with suggested modifications for clarification of information.
- The PSC responded to a request for clarification of two items from an individual faculty member having to do with five year evaluations of full professors.

What Should Be Done Next Year

The Professional Standards Committee Should:

- Work with the Advancement Committee and the Dean to complete the revision of the "University Evaluation Criteria" after the Faculty Advancement Committee has reviewed the PSC revisions of the document.
- Continue the review of department evaluation statements
- Coordinate the letters that go out from the PSC to department chairs, deans and school heads with information that is sent out to faculty being evaluated in the coming year.

- Review again the revised memorandum from the Academic Dean outlining the process for administering student course evaluations since some questions remain about how the exact procedure should be carried out.