

**Faculty Personnel Committee Report
To: The Faculty Senate, 2016-2017
Submitted, April 7, 2017**

Committee Membership

<u>Name</u>	<u>Term</u>
De, Suvayan (Chair 2016-2017)	1 of 3
Stroupe, Walter	3 of 3
Mosby, Gail	2 of 3
Niu, Linwei	1 of 3
Carroll, Mathew	3 of 3

Background Information

The Committee ordered all the necessary supplies for Spring 2017 at the start of the Fall 2016 semester. The committee had pending faculty evaluations to be done from the last two semesters because of a lack of IT support. After consultation with the Provost's Office and Faculty Senate, there was a process change in the Faculty evaluation which is described below. The Provost's office is now responsible for the execution of the faculty evaluation program. The present FPC chair, Dr. De is also a part of Faculty Senate Task Force on Student Evaluations of Faculty and Procedure of Student Evaluation Task Force.

Meetings of the Committee

Committee met on November 15 and March 29 (joint meeting with "Faculty Senate Task Force on Student Evaluations of Faculty").

Action Taken by the Committee

The primary work of the committee is now to oversee the Faculty evaluation process. The Committee approved the present process of Faculty evaluation. The committee believes the present faculty evaluation process is more efficient and could be completed in a short period. It will help the faculty to use their evaluations for retention, promotion, tenure and possible change of course structure.

Work remaining to be done

The committee is also responsible for developing a calendar of events for each academic year. The Committee is working on the 2017-2018 calendar. It will be completed soon.

Recommendations(FPC Committee)

1. The Committee recommended using a self-sticking envelope for faculty evaluation by students so that it can be easily sealed after faculty evaluations are completed in class.
2. The Committee recommended revisiting the instruments used to evaluate the faculty.

3. The Committee also recommended using a separate kind of instruments for online courses.
4. There are some considerations by the committee of changing the evaluation process online for all courses. However, it might lead to lower participation of students evaluating the faculty. The committee recommended withholding the idea for now.

Procedure of Student Evaluation Task Force (December 1, 2016, attached)

- 1) Once the teacher evaluations have been collected by the colleges, the secretary/staff of each college will come to Wallace 114, approximately one week prior to finals week to run the evaluations through the Scantron machine. (One week)
- 2) The secretaries of each college will be assisted by one of the director of the Student Center for Retention and Persistence staff assistants to ensure proper procedures are followed. The Data will be collected from each college in the week prior to finals.
- 3) Once the data has been collected for each college, it will then be given to the director of the Student Center for Retention and Persistence, and the director will work inputting data sets together for submission to IT department. (should be completed in a day)
- 4) The data sets will then be delivered to the IT staff for messaging of data for statistics to be run. This process should take no longer than one week upon reception to complete.
- 5) The data will be given to Institutional Research office so statistics and individual faculty evaluation sheets can be developed. The statistics for the college, department, and individual will again be run by the Institutional Research Office, where they also will have one week to complete.
- 6) Once these steps are complete, the data will be delivered to the Provost's office.