

**Faculty Personnel Committee Report
To: The Faculty Senate, 2016-2017
Submitted, April 1, 2016**

Committee Membership

<u>Name</u>	<u>Term</u>
Karunathilake, Upali (Chair 2015-2016)	3 of 3
Stroupe, Walter	2 of 3
Mosby, Gail	1 of 3
De, Suvayan	3 of 3
Carroll, Mathew	2 of 3

Background Information

At the beginning of the academic year, all the necessary supplies for the Spring 2016 evaluations were ordered. This generally takes time as outside suppliers take to print the materials. Currently committee has all that is required and in the process of arranging the evaluation materials for this semester.

Evaluations for online classes

Dr. Thomas Kiddie has been making arrangements for faculty evaluations for online classes. However, the student participation in these is low. Committee highly recommends that the faculty teaching these classes encourage their students to participate.

Meetings of the Committee

Committee met once on 03/29/2016 to finalize the remaining work and approve the committee report to the senate.

Action Taken by the Committee

The primary work of the committee is the organization and execution of the Faculty Evaluation Program. That work consists of

- planning the work schedule;
- ordering supplies;
- arranging labels and envelopes for distribution to chairs;
- recovering the completed evaluation packets;
- making them ready ;
- refilling the faculty members' envelopes with his or her score sheets
- arranging for chair pickup

The committee is also responsible for developing a calendar of events for each academic year. A proposed Calendar for the coming 2016-17 academic year is attached.

Previous evaluations

Committee completed scanning evaluations for Spring and Fall of 2015.

Recommendations

There is no formal mechanism for the scanning the evaluations. Last few times it was done through student workers under supervision by committee chair. There needs to be a formal arrangement for these evaluations to be done.

Work remaining to be done

Committee needs to complete Spring 2016 faculty evaluations.

**West Virginia State University
Faculty Personnel Committee Dates for
Academic Review and Action
2016-2017 Academic Year**

September 2016

- By the 2nd College Deans conduct an election to provide for a Merit Pay Peer Review Committee for each college.
- By the 5th College Deans select and notify their third-year review committees.
- By the 9th Department chairs notify third-year review faculty to assemble their portfolios and related materials for review.
- By the 23rd Faculty seeking promotion and or tenure forward letters of intent to their department chairs with copies sent to both the College Deans and Chair of the Promotion and Tenure Committee
- By the 23rd Evaluation materials are ready for 8 week classes. These need to be completed and returned to FPC by the end of 8 week session.

October

- By the 3rd All Faculty seeking retention forward self-reports and supporting portfolios to their department chairs.
- Faculty seeking third-year review forward their portfolio and related materials to the third-year review committee.
- Faculty seeking promotion and/or tenure forward their portfolios and related materials to their department chairs.
- By the 19th Department Chairs can pick up faculty evaluation packets.
(location will be notified later)
- By the 24th Third-Year Review Committees forward their results to the department chairs.
- By the 24th Department chairs distribute faculty evaluation packets for fall semester to all faculty. Student evaluations of faculty are conducted

By the 28th Chairs forward their recommendations for promotion and tenure with portfolios to the College Deans.

November

By the 4th Chairs forward recommendations for faculty seeking retention and their portfolios to the College Deans.

By the 9th Chairs forward their recommendations for their third-year review faculty to College Deans.

By the 15th Faculty return evaluation packets to department chair.

By the 16th Chairs forward all faculty evaluations packets (Location to be announced later)

December

By the 5th College Deans forward recommendations and portfolios for faculty seeking retention, promotion, and or tenure to the Chairs of the Promotion and Tenure and Retention Committees.

January 2017

By 17th Evaluation materials are ready for 8 week classes. These need to be completed and returned to FPC by the end of 8 week session.

By the 27th Department Chairs : results of faculty evaluations are ready for pickup (Location to be announced later)

By the 30th Department Chairs return faculty evaluation packets to faculty members.

February

By the 6th Faculty members forward their Annual Reports to department chairs.

By the 6th Chair of Promotion and Tenure Committee forwards recommendations to faculty applicants with copies to College Deans and Department Chairs.

By the 6th Chair of the Retention Committee forwards recommendations to the faculty applicants with copies to their College Deans and Department Chairs.

By the 6th Chairs of Promotion and Tenure and Retention Committees forward recommendations and portfolios for faculty seeking promotion, tenure, and retention to the Vice President for Academic Affairs.

By the 22nd Vice President for Academic Affairs forwards recommendations for retention, tenure, and promotion to the President.

By the 22nd Department Chairs discuss merit evaluations with faculty members and forward their recommendations to College Deans, unless a faculty member disagrees with the chair and wishes for a Peer Review Committee process to be implemented.

March

By the 6th The President notifies faculty of the decision regarding their retention, tenure, and or promotion.

By the 6th Faculty Members in merit pay dispute forward merit pay materials to the Peer Review Committee for their consideration.

By the 13th College Deans forward recommendations and materials for faculty merit pay to Vice President for Academic Affairs, except for those faculty members whose merit pay is under consideration by the college's Peer Review Committee.

By the 13th Department Chairs forward non-tenure-track self-reports and recommendations to College Deans.

By the 13th Peer Review Committees forward their review reports to the faculty members, the Department Chairs, and College Deans.

By the 20th College Deans meet with faculty whose evaluation was under consideration by the Peer Review Committees and Department Chair, to resolve the issue, then forward their recommendations to the Vice President of Academic Affairs

By the 27th The Vice President for Academic Affairs forwards recommendations for merit pay to the President.

April

By the 9th Department Chairs pick up faculty evaluation packets (Location to be announced later)

- By the 10th** **Department Chairs** distribute evaluation packets to faculty.
- By the 26th** **Faculty** return completed evaluation packets to their Department Chairs.
- By the 28th** **Department Chairs** deliver completed faculty evaluation packets (Location to be announced later)

May

- By the 17th** Department Chairs work with faculty members to develop goals for the coming academic year.
- By the 17th** **Faculty Personnel Committee** delivers faculty evaluation packets for scanning

June

- By the 7th** Faculty evaluation reports are to be completed.
- By the 14th** **The Vice President of Academic Affairs** notifies faculty members of their merit pay increases.
- By the 14th** **Department Chairs** pick up completed faculty evaluation packets (Location to be announced later)
- By the 28th** **Department Chairs** return faculty evaluations to faculty members and discuss the results as needed.