



In closing, President Kitts mentioned that Dr. Ross Alexander and Mr. Evan Thornton will conduct an assessment of build

Data presented by Dr. Purser

	2013	2014	2015	2016	2017
Overall	68.8	70	70	47	66
Full	68.7				8
Associate	83.9				7
Assistant	66.2				7
Instructor	70				6
Adminf.	40.7				4

**Unfinished Business:**

**Final Approval of the Revised Minutes from the September 7<sup>th</sup>, 2017 Faculty Senate Meeting**

**Minutes from Sept. 7, 17 meeting found to be in error.**

**Revision to Appendix 2F of the Faculty Handbook – Application for Promotion and/or Tenure.**

Senator Zayac moved to approve the proposed revision to Section 2.5.4 of the Faculty Handbook involving Renewal or Termination of a Probationary Appointment. Senator Graham seconded the motion. The motion passed. (see Attachment E.)

**Revised Minutes from Sept. 7, 17 meeting addressing the error.**

**Revision to Appendix 2F of the Faculty Handbook – Application for Promotion and/or Tenure.**

Senator Zayac moved to approve the proposed revision to Appendix 2F of the Faculty Handbook – Application for Promotion and/or Tenure to align the application form to the policy under which a faculty member applies for promotion and/or tenure. Senator Graham seconded the motion. The motion passed. (see Attachment E.)

After reviewing the revised minutes, Senator Satom moved to approved the Sept. 7<sup>th</sup> minutes. Dr. Alejandra Alvarado-Brizuela seconded the motion. The motion passed unanimously.

**New Business:**

**Revision of Appendix 2G of the Faculty Handbook-Promotion and/or Tenure Evaluation Form**

Senator Zayac moved to approve the proposal to revise Appendix 2G of the Faculty Handbook-Promotion and/or Tenure Evaluation Form to eliminate criteria at the bottom of the form as that language was not applicable to both policies. Senator Statom seconded the motion. The motion passed unanimously. (See Attachment A)

### **Revision to Section 3.15 of the Faculty Handbook-Faculty Evaluation**

Senator Statom moved to approve the proposal to revise Section 3.15 of the Faculty Handbook-Faculty Evaluation to add language confirming that student evaluations of courses would be transitioning to online administration. Senator Zayac seconded the motion.

There was some discussion seeking to clarify when the online administration would begin. A pilot will be conducted Spring 2018 involving MBA courses with the University seeking to implement online administration Summer 2018 or, at the latest, Fall 2018.

The motions passed unanimously. (See Attachment B)

### **Information Items:**

There were no information items.

### **Adjourn:**

Senator Statom made a motion to adjourn. Dr. Alejandra Alvarado-Brizuela seconded the motion. The meeting adjourned at 4:15pm.



MEMORANDUM

To: Dr. Lee G. Renfro, Chairman  
Shared Governance

From: Dr. Ross C. Alexander, Vice President  
for Academic Affairs

Date: October 16, 2017

Enclosed with this memorandum is a copy of the proposed changes to Appendix A of the Shared Governance Policy. The recent revision of the policy points to the fact that the new policy covers the new policy but the area for shared governance is not covered. The Shared Governance Policy is enclosed for your review.

Thank you.

rv  
Enclosure

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taught in non-lecture format. The faculty member will announce to the class in advance that the rating forms will be administered. The professor will read the following statement to the class: "The evaluation about to commence is intended for constructive feedback. After your final grades in this course have been submitted, your evaluated responses will be seen by the department or department chair. Please be fair and honest. Since the purpose of the evaluation is improvement, if you are going to be critical, try to document your criticism in your responses in such a way that the instructor can benefit. Please complete this form as you would be if you were going to drop the course. We will not see the results of these forms until the semester is over and the final grades have been submitted. If you have any questions or comments, please contact the faculty member. The faculty member should give the envelope with the blank forms and instructions to the student. The faculty member will give the envelope to the student. The student will have ample time to complete the form. As students complete the form, they will place the evaluation responses in the envelope so provided. When they are finished, they will place their form in the proper envelope, the student proctor will seal the envelope and take it to the office of the department chair. The departmental administrative assistant will collect all sealed envelopes and forward them to the Office of Institutional Research, Planning, and Assessment (OIRPA) for processing. The OIRPA will process the forms online evaluation in writing format and forward results to the department chair. The summary of the ratings shall be shared with faculty member.

Performance Evaluations. Using the faculty member's updated curriculum vitae, Faculty Performance Report, student ratings, and other appropriate information, department chairs will conduct performance evaluations of their faculty members on the following schedule: by September 15 every year for nontenured faculty and every two years for tenured faculty. Performance evaluations may be provided more frequently at the discretion of the department chair or upon request by the faculty member or the dean of the college. The evaluation will be signed by the department chair and the faculty member. The faculty member has the option of submitting a written response to the department chair by September 30.

For department chairs of departments in colleges other than the college of business, with the above process and scheduled by the dean of the appropriate college and will include evaluation of administrative staff. Department chairs are expected to consult department faculty and staff in conducting the chair.

**3.15.2 Use of the Results of the Faculty Evaluation Program**

The Faculty Evaluation Program is an institutional effectiveness program. Departments will use the information collected through the Faculty Evaluation Program in their departmental and academic planning.

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