

The PSC meeting convened on Mon Oct 1, 2018 at 4:00 pm.

Present: David Andresen, Kris Bartanen (Provost), Fred Hamel, Pepa Lago-Grana, Andreas Madlung (Chair), Paula Wilson.

1. Minutes for the September 24, 2018 PSC meeting were approved via email prior to meeting.
2. Complete work on additional charge 1: Address the request from a faculty member in the School of Education regarding the streamlined clinical instructor review process.

These changes affect clinical graduate instructors only. School of Education faculty worked on language from page 27 (first paragraph) of the Faculty Evaluation Criteria and Procedures document. They propose changing the word “alternative” to “streamlined” to avoid confusion, as follows:

Instructors who have served 17 years or more in that rank may establish an alternating schedule of full and **streamlined** reviews in consultation with the head officer and the Dean under the procedure described in this section.

They also propose adding language to address the evaluation of Clinical instructors in Graduate Programs, immediately following the previous sentence, to read:

Clinical instructors in Graduate Programs who have served 12 years or more in that rank may establish a five-year alternating schedule of full and streamlined reviews in consultation with the head officer and the Dean under the procedures described in this section.

The motion to add the aforementioned language to page 27 (first paragraph) of the Faculty Evaluation Criteria and Procedures document was approved.

Regarding a question about expectations in professional growth for Clinical instructors in Graduate Programs: the current language in page 26 of the FEC&P document states that “Instructors are expected to remain current in the relevant parts of the discipline.” It was suggested that if this expectation is not up to the School of Education standards, other language can be added to the School evaluation guidelines rather than amending the Code.

3. Continue work on additional charge 2: Review and clarify the evaluation process for non-tenure-line positions, including visiting faculty members that stay beyond 3 years and other potentially renewable non-tenure-line positions that may be created.

The PSC considers the extra work required of the department in reviewing visiting faculty. For departments with a high number of visiting instructors, a full evaluation will require extensive time commitment from the department colleagues and the head officer. The timing of a third year evaluation is key as well; if conducted in the spring it might not be needed as some visiting colleagues will be making decisions about other job offers around that time.

It was suggested to add a new section in page 26 of the FEC&P document (between “Evaluation of Three-Year Visiting Faculty” and “Evaluation of Instructors”) titled “Evaluation of Faculty with Less Than Three-Year Appointments.” The language would mirror that of “Evaluation of Three-Year Visiting Faculty” but would include specific language regarding frequency and type of evaluation to be conducted. The following language is suggested:

If the appointment is renewed beyond the second year, an evaluation will be conducted by the head officer at the end of years 1 and 3 and every three years thereafter. At the time of the sixth-year review, a full departmental review will be done. In those cases, student evaluations for those faculty members shall be administered in years 1, 2, and 5.

4. The meeting was adjourned at 4:52 pm.

Respectfully submitted,
Pepa Lago-Grana