**Faculty Personnel Committee’s Report**

**To: The Faculty Senate, 2009-2010**

**Submitted, May 1, 2010**

**Committee Membership**

Name Term

Dr. Jerry Levine, Acting Chair 2010 2 of 3, (resigning June 31st, 2010.)

Dr. Upali Karunathilake 1 of 3

Dr. Walter Stroupe 2 of 3

Dr. Oleg Sviderskiy Elected Chair, 2009-2010 3 of 3 (completing term)

Dr. David Woody Wilson 3 of 3 (completing term of someone else)

**Background Information**

The committee began to function in mid October when the elected Chair, Dr. Sviderskiy notified us that preparation of the evaluation packets was needed immediately. Three of us were able to meet with Dr. Sviderskiy for several hours for one evening to label and stuff envelopes. Dr. Sviderskiy finished the job by himself that evening and the next day. He made the packets available in his office for both pick up and return by department chairs. He also arranged with Computer Services for the “running of the bubble sheets.” Computer services did that and had them available but not separated into the nineteen different departments.

When the results of the fall evaluations were not forthcoming to the chairs, Dr. Settle, after trying to contact Dr. Sviderskiy, contacted Dr. Levine and requested that Dr. Levine become temporary chair of the committee. He further asked that the fall results be made available to the department chairs as soon as possible. That was done by the end of that week.

**Meetings of the Committee**

Since that time, the committee met for approximately 10 hours over there days in order to put together the spring evaluations packets. We were assisted by several student workers for several hours. This work was preceded by a quick ordering of the necessary supplies: bubble sheets, envelopes, and labels. Additionally, as acting chair, I spent time inventorying on hand supplies, contacting vendors and working through the ordering process.

The committee also met on April 9, 2009 to plan our work for the remainder of the spring semester, develop a plan for the Academic Year 2010-2011, evaluate our work this year and discuss our 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. Doing this work takes approximately 50 to 60 faculty work hours of time for **each semester.** That work consists of: planning the work schedule, coordinating with computer services, ordering supplies, affixing labels to envelopes, stuffing each faculty member’s several sections of classes with the right number of score sheets, arranging for distribution to chairs, recovering the completed evaluation packets, making them ready for computer services, refilling the faculty member’s envelopes with his or her score sheets, and 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 2010-11 academic year is attached. It has been developed to accommodate and coordinate events with the University’s merit pay plan. Professor Michael Lewis was previously consulted so as to make sure it fit with the new plan. In developing the calendars, the committee has taken care to coordinate its work with computer services, as well as the deans and chairs, seeking their input and guidance to be sure the dates and time frames are workable for all parties concerned.

Because of continued difficulties with the present written-scanned processing of faculty evaluations, the Acting Chair discussed possibilities of going to an all online evaluation system staff of the Center for Instructional Technology. He was assured by Mr. David Bennett that such a system was entirely possible and workable at WVSU. He and Dr. Daryl Grider could serve as valuable resources in the design and development of such a system.

**Recommendations of the Committee**

* Given the large number of hours required to prepare faculty evaluations,

***The committee recommends that the Senate see to it that the committee has its full five members as designated in the Senate’s bylaws. There will be three vacancies on the committee as of July 1, 2010.***

* Given the cycle of the committee’s work,

***The committee recommends that the Senate alter its committee report schedule in its Bylaws so that the Faculty Personnel Committee reports at the Senate’s May meeting. This repeats a request made in the previous year’s report.***

* Given the enormous amount of faculty time needed in the physical preparation of each evaluation cycle, and
* Given the expense of acquiring envelope, labels, and bubble sheets, and
* Given the large number of evaluations that are improperly filled out by students with no index numbers, wrong numbers, partial numbers, in pen and otherwise, all of which make them unusable and unable to be scored, and
* Given the task of coordinating the evaluations with other members of one’s department to secure coverage, and
* Given the coordination problem department chairs have had obtaining and returning faculty packets by the stated deadline, and
* Given the lost teaching time from class while evaluations are being conducted, and
* Given assurances by Mr. David Bennett, Instructional Technology Operations Manager that an all online system of evaluation is possible and workable at WVSU,

**The committee recommends the following be made a motion by the Senate:**

***The Faculty Senate strongly recommends that the General faculty establish an electronic evaluation system for use by all faculty members to be in place by the spring semester, 2011.***

**Work remaining to be done**

1. The committee has to recover the spring evaluations from department chairs, make them ready for computer reading, and prepare them for redistribution to department chairs after computer services completes its work. This work should be completed by mid to end of June, 2010.
2. The committee needs to prepare for the fall faculty evaluation by, inventorying, ordering supplies, and developing a work plan for the fall evaluation.

Respectfully Submitted to the Senate

Jerry Levine, Ph.D. Acting Chair

Faculty Personnel Committee, 2009-2010.

May 1, 2010

**West Virginia State University**

**Faculty Personnel Committee Dates for**

**Academic Review and Action**

**2010-2011 Academic Year**

**September 2010**

**By the 1st. College Deans** conduct an election to provide for a Merit Pay Peer Review Committee for each college.

**By the 10th. College Deans** select and notify their third-year review committees.

**By the 14th.**  **Department chairs** notify third-year review faculty to assemble their portfolios and related materials for review.

**By the 27th.** **Faculty seeking promotion and or tenure** forward a letter of intent to their department chair with a copy sent to both the College Dean and Chair of the Promotion and Tenure Committee.

**October**

**By the 4th.**  **All Faculty seeking retention** forward self reports and supporting portfolios to their department chair.

**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 portfolio and related materials to their department chair.

**By the 22rd. Department Chairs** can pick up faculty evaluation packets at Hamblin Hall, room 116.

**By the 25th. Third Year Review Committees** forward the results of their review to the department chairs.

**By the 25th. Department chairs** distribute faculty evaluation packets for fall 2009 semester to all faculty. Student evaluations of faculty are conducted between October 25th and return due date of November 18th.

**November**

**By the 1st. Chairs** forward their recommendations for promotion and tenure with portfolios to the Dean of their College.

**By the 5thh. Chairs** forward recommendations for faculty seeking retention and their portfolios to their College Dean.

**By the 12th. Chairs** forward their recommendations for their third-year review faculty to Deans.

**By the 18th. Faculty** return evaluation packets to department chair.

**By the 19th . Chairs** forward all faculty evaluations packets to computer services, room 116, Hamblin Hall.

**December**

**By the 6th. 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 2011**

**By the 14th. Department Chairs** : results of faculty evaluations are ready for pickup at Hamblin Hall, room 116.

**By the 28th. Department Chairs** return faculty evaluation packets to faculty members.

**February**

**By the 4th. Faculty** **members** forward their Annual Report for the 2008-2009 academic year to department chair.

**By the 4th. Chair of Promotion and Tenure Committee** forwards recommendations to Faculty applicants with copies to Deans and Department Chairs.

**By the 4th. Chair of the Retention Committee** forwards recommendation to the Faculty applicant with copies to their Dean and Department Chair.

**By the 4th. 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 25th. Vice President for Academic Affairs** forwards recommendations for retention, tenure, and promotion to the President.

**By the 25th. 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 7th. The President** notifies faculty of the decision regarding their retention, tenure, and or promotion.

**By the 7th. Faculty Members in merit pay dispute** forward merit pay materials to the Peer Review Committee for their consideration.

**By the 18th. 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 18th. Department Chairs** forward non tenure track self reports and recommendations to College Deans.

**By the 18th. Peer Review Committee** forwards their review report to the faculty member, the Department Chair, and College Dean.

**By the 25th. College Dean** meets with faulty whose evaluation was under consideration by the Peer Review Committee and department chair, to resolve the issue, then forwards his recommendations to the Vice President of Academic Affairs

**By the 31st. The Vice President for Academic Affairs** forwards recommendations for merit pay to the President.

**April**

**By the 11th. Department Chairs** pickup faculty evaluation packets for the spring 2010 semester in Hamblin Hall, room 112.

**By the 12th. Department Chairs** distribute evaluation packets to faculty.

**By the 29th. Faculty** return completed evaluation packets to their Department Chair.

**May**

 **By the 3rd. Department Chairs** deliver completed faculty evaluation packets to room 112 Hamblin Hall.

**By the 20th. Department Chairs** work with faculty members to develop goals for the coming academic year.

**By the 20th. Faculty Personnel Committee** delivers faculty evaluation packets to computer services.

**June**

**By the 10th. Computer services** completes scanning and running reports for faculty evaluations.

**By the 17th. The Vice President of Academic Affairs** notifies faculty members of their merit pay increases.

**By the 17th. Department Chairs** can pick up completed faculty evaluation packets from Hamblin Hall, room 116.

**July**

**By the 1st. Department Chairs** return faculty evaluations to faculty members and discuss the results as needed.