

Faculty Personnel Committee's Report
To: The Faculty Senate, 2012-213
Submitted, April 5, 2013

Committee Membership

<u>Name</u>	<u>Term</u>
Karunathilake Upali (Chair 2012-2013)	1 of 3
Ford-Ahmed, T.	2 of 3
Stroupe Walter	2 of 3
Wilson David Woody	3 of 3
Williams Deborah	3 of 3

Background Information

At the beginning of the academic year, all the necessary supplies for the fall evaluations were ordered. Committee started functioning with a meeting in October.

Meetings of the Committee

Committee met on a regular basis to arrange and facilitate the process of student evaluations.

In Fall 2012, the committee met twice, once to make arrangements for distributing evaluation materials and again to release the Spring 2012 evaluation results.

Committee met on March 20, 2013 to discuss this report as well as to discuss the issue of online evaluations.

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, coordinating with computer services, ordering supplies, arranging labels and envelopes for distribution to chairs, recovering the completed evaluation packets, making them ready for computer services, refilling the faculty members' 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 2013-14 academic year is attached. It has been developed to accommodate and coordinate events with the University's merit pay plan.

There is an unexpected delay in getting the evaluations summary for the Fall 2012 as the Center for Online Learning is having technical difficulties due to changes in the way the evaluations are conducted. At the time of this report, we were notified that the technical problems were resolved and online evaluation results would be sent soon.

Recommendations

Personnel Faculty Committee does not have any recommendations.

Work remaining to be done

1. Committee has to make every effort to complete the Fall 2012 evaluations and return them to the chairs. Committee realizes that this is delayed. While we regret the delay, unfortunately it is outside the control of the committee.
2. The committee has to recover the spring evaluations from department chairs, make them ready for computer reading, and prepare them for redistribution to department