

M E E T I N G N O T I C E

Wednesday May 14, 1980
Student Service Center, Room 107

2:00 p.m. ACADEMIC SENATE, 1980-81

Election of 1980-81 Executive Committee: Chair
Vice Chair
Four other elected members

Approximately
2:30 p.m. ACADEMIC SENATE, 1979-80

Agenda attached

4:00 p.m. COMMITTEE ON COMMITTEES, 1979-80

Materials will be distributed to members.

AGENDA

Wednesday May 14, 1980

2:30 p.m. SSC-107

AS 80-44/F1r. OPERATING PROCEDURES -- ARTP

The Executive Committee transmits the UARTP Committee's proposal on "Operating Procedures for Primary and Secondary ARTP Committees" (Attachment A), and recommends amending the document as indicated in italics below:

page 1, section 4.05.03

B. The written criteria, policies, and procedures of each primary unit shall include:

1. The relative values of the university ARTP criteria outlined in section 4.05.04, together with any special criteria determined by that unit.
2. The types of data required for the faculty professional file and the personnel action file.
3. Methods of evaluation of faculty.
4. Committee operating procedures, including a full description of all steps (deliberative and voting) by which the primary unit arrives at its final evaluations, recommendations, and rankings.

C. The written criteria, policies, and procedures of each secondary unit shall include a full description of all steps (deliberative and voting) by which the secondary unit arrives at its final evaluations, recommendations, and rankings.

page 2, section 4.05.04

The following criteria are the minimum set by the university for retention, tenure, and promotion. In each personnel evaluation at the primary and secondary levels, all five criteria shall be applied in the evaluation process. Each primary evaluation level shall establish the relative value for each criterion. All deliberations and decisions with respect to retention, tenure, and promotion must be based on specific considerations of each criterion area and the weight of that criterion. The final recommendations forwarded by the primary and secondary committees shall state specific reasons to justify their actions in writing. Criterion No. 1, "Competent Teaching Performance", shall be given primary weight in the evaluation process at each campus level. The above does not require that the evaluation be reduced to a numerical basis.

AS 80-44/F1r. OPERATING PROCEDURES -- ARTP (cont.)

page 3, sections 4.05.05.B.6, 4.05.06.B.10, 4.13.09.D.6 and E.11, 4.21.05.B.4, and 4.21.06.M

ARTP committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member, subject to the evaluation described above, shall be entitled to have prompt access to the ballots cast in his/her behalf at any time there-is-a demonstrated-need upon that individual's request during the three year period following the vote on his or her case.

AS 80-45/F1r. STUDENT TESTIMONY -- ARTP

The Executive Committee transmits the UARTP Committee's recommendation on "Statement on Confidential Student Testimony for Student Affairs, Admissions Office, and Library". (Attachment B)

LM/CD

Operating Procedures for Primary and Secondary ARTP Committees

Section 4.05.03.A.

Each evaluating primary unit and reviewing secondary unit shall have written criteria, policies, and procedures (including committee operating procedures) for evaluation available to all faculty members comprising the units prior to the commencement of the evaluation process. These written criteria, policies, and procedures must be recommended for approval by the University-ARTP Committee approved by a vote of the faculty of the appropriate department, school, or division and must have been reviewed by the UARTP Committee and approved by the President. No criteria, policies, or procedures at any level shall be changed during an academic year ARTP cycle.

Section 4.05.03.B.

The written criteria, policies, and procedures of each primary unit shall include:

1. The relative values of the university ARTP criteria outlined in section 4.05.04 together with any special criteria determined by that unit.
2. The types of data required for the faculty professional file and the personnel action file.
3. Methods of evaluation of faculty.
4. Committee operating procedures.

Section 4.05.05.B.1

Each department or equivalent shall file with and request approval of its ARTP criteria, policies, and procedures (including committee operating procedures) through the University ARTP Committee. These criteria, policies, and procedures must be approved by a vote of the faculty of the department, must be approved by the President, and shall be provided to all members of the department.

Section 4.05.06.B.1

The secondary level ARTP committee shall develop review policies and procedures (including committee operating procedures) appropriate to its school or division. subject-to-review-and-recommendation-by-the-University-ARTP-Committee,

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These policies and procedures must be approved by a vote of the faculty of the school or division and must have been reviewed by the UARTP Committee and approved by the President. The adopted procedures in use by the secondary committee must be made available and distributed to all faculty within the school or division.

Section 4.13.09.C.1 and Section 4.21.03.A.

Each evaluating primary unit shall have available written criteria, policies, and procedures (including committee operating procedures) for evaluation, and each reviewing secondary unit shall have available written policies and procedures (including committee operating procedures) for review, to all faculty members comprising the units prior to beginning the evaluation process. These written criteria, policies, and procedures must be ~~recommended for approval through the University-ARTP-Committee,~~ approved by a vote of the faculty of the appropriate department, school, or division and must have been reviewed by the UARTP Committee and approved by the President. No criteria, policies, or procedures at any level shall be changed during an academic year ARTP cycle.

Section 4.21.03.B.

The written criteria, policies, and procedures of primary units shall include:

1. The relative values of the university ARTP criteria outlined in section 4.20.00 together with any special criteria determined by that unit.
2. The types of data required for the faculty professional file and the personnel action file.
3. Methods of evaluation of faculty.
4. Committee operating procedures.

Section 4.05.04

The following criteria are the minimum set by the university for retention, tenure, and promotion. In each personnel evaluation at the primary and secondary level, all five criteria shall be applied in the evaluation process. Each primary evaluation level shall establish the relative value for each criterion. All deliberations and

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decisions with respect to retention, tenure, and promotion must be based on specific considerations of each criterion area and the weight of that criterion. The final recommendations forwarded by the primary and secondary committees shall state specific reasons to justify their actions in writing. Criterion No. 1, "Competent Teaching Performance," shall be given primary weight in the evaluation process at each campus level.

Section 4.13.09.C.4 and Section 4.21.03.D

Each secondary unit shall provide standardized evaluation forms to be used for the secondary evaluation, including summaries of the primary evaluations of the individual's performance with respect to that unit's criteria. Forms for evaluating individuals shall be designed in such a manner that the committee can use them to make a comparative analysis of the relative merits of each candidate.

Section 4.05.05.B.6, Section 4.05.06.B.10, Sections 4.13.09.D.6 & E.11, Section 4.21.05.B.4, and Section 4.21.06.M

ARTP committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member subject to the evaluation described above shall be entitled to have prompt access to the ballots cast in his/her behalf at any time there is a demonstrated need during the three year period following the vote on his or her case.

STATEMENT ON CONFIDENTIAL STUDENT TESTIMONY
FOR STUDENT AFFAIRS, ADMISSIONS OFFICE, AND LIBRARY

When a student provides either oral or written testimony for a Primary Committee's consideration, it is assumed, as with faculty and staff, that the student will be identified to the faculty he or she is evaluating. There are times, however, when students must have the right not to be identified to the faculty he or she is evaluating because he or she could be in jeopardy. This occurs most often with teaching faculty when the student wishes to make a negative evaluation of a faculty member in whose class he or she is presently enrolled. In these cases the student is identified to the Primary Committee but not to the faculty member until grades have been recorded or the student has been removed from jeopardy.

In Student Affairs, the Admissions Office, and the Library; jeopardy is much more difficult to define in that students are not subject to grades in a particular term. Therefore, it is proposed that if a student appears before a Primary Committee within Student Affairs, the Admissions Office, or the Library to provide oral or written testimony, it is the responsibility of the committee to determine, after consultation with the student, whether in fact there is any jeopardy. In all cases the student's name will be provided to the committee.

If it is determined that the student is in jeopardy from the faculty member he or she is evaluating, the first task of the committee is to determine whether or not that student can be removed from jeopardy thereby disallowing unsigned oral or written testimony. An example of this would be, if a student is a financial aid recipient and the faculty member he or she is evaluating is his or her financial aid counselor, the committee will determine whether it is possible to have that student moved to a different financial aids counselor thereby eliminating jeopardy.

If it is determined by the committee that the student cannot be removed from being in jeopardy, the committee will accept unsigned written or oral testimony from that student. The committee will also record in their files the student's name so that when the student is out of jeopardy his or her name can be attached to the testimony.

Additionally, the committee must inform the student that should the students testimony be challenged under the provisions of section 4.06.03.E.1 of the Faculty Manual or should the faculty member file a grievance, the committee is obligated to attach, at that point, the students name to the testimony. In those cases where the committee agrees that the student is in jeopardy, they must determine a date when jeopardy is no longer involved. The student needs to be instructed that at that point in time his or her name will be attached to the testimony. Should the students plans change, and that student feels that he or she will continue to be in jeopardy beyond the date agreed to, he or she has the right to meet with the Primary Committee to ask that a new date be established for the students name to be attached to his or her testimony.