

Personnel Evaluation at the Program Level

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Objectives/Purpose of Training

- ❑ To standardize our review process
 - ❑ To reach the faculty who may not be required to attend other trainings (adjunct, visiting, instructors) who participate in personnel review
 - ❑ To assist new faculty in oversight of the review process
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Parameters of the Peer Review Process

- Confidentiality
 - Representation
 - Non-tenured faculty
 - Students
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Criteria and Guidelines Used for Evaluation -- Faculty Handbook

□ Criteria

- Article 3 – Criteria for Professional Advancement
- Article 5 – Standards and Process for Reappointment Review
- Article 6 – Standards and Process for Promotion
- Article 7 – Standards and Process for Tenure

□ Guidelines

- Portfolio Guidelines – Appendix 12
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Materials and Preparation for Program Personnel Meeting

□ Preparation

- Provide Provost's office (Carol Wendling) a list of individuals that are on Program Personnel Committee and have permission to review the Candidate's file
 - Direct members of the committee to review file prior to the personnel meeting (note: students, new faculty and visiting/instructors may need specific instructions on where to find the file)
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- Ask members to review Article 3 and other pertinent articles of the Faculty Handbook.
 - Check personnel file to make sure all members of committee have signed into file prior to meeting.
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□ Materials

- Personnel Files (housed in Provost's office)
 - Narrative (submitted to personnel file)
 - Portfolio (submitted with Narrative, but not placed in personnel file)
 - Current vita (which should be part of the portfolio)
 - Personnel Calendar
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Conducting a Program Personnel Meeting

- ❑ Distribute and discuss criteria (Article 3) and pertinent article for the type of review
 - ❑ Review Voting procedures – Typed Ballots are helpful
 - ❑ Review Importance of Confidentiality
 - ❑ Review Standards for Discussion
 - Can only deliberate on material in the personnel file and portfolio
 - Participants must have reviewed and signed into personnel file
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- Assign Letter writing responsibility
 - Discuss process for letter review
(Electronic circulation is not recommended)
 - Review Personnel Calendar
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Writing Program letters

- Letters should include:
 - Date of Deliberation
 - Names of Participants
 - Vote
 - Conclusions and supporting evidence in each of the 3 areas
 - A discussion of conclusions that reflect the vote
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□ Developing Conclusions

- Acknowledgement of strengths
 - Discussion of weaknesses
 - Recommendations for improvement
 - Should provide a disciplinary perspective of the candidates work
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