

Minutes for Faculty Evaluation Committee Meeting  
September 16, 2016  
Melton 116

Members present: Leigh Adams, Craig Albin, Barbara Caton, Jim Hart, Kathy Morrison, Frank Priest, Cindy Smith

The meeting opened at 1:05 p.m. with discussion of the Faculty Senate charge to the Faculty Evaluation Meeting. The charge was formulated as follows: "Faculty Evaluation Committee shall cooperate with the DPC (Divisional Personnel Committees) and Faculty Handbook Committee to ensure the DPC calendar is followed and procedural questions are answered."

Members then discussed the Tenure-Track Evaluation/RPT Calendar circulated to all faculty on September 02, 2016. It was decided that on Monday, September 19<sup>th</sup>, Craig Albin would send an email to faculty members reminding them that October 1<sup>st</sup> is the deadline for faculty to submit RPT applications to the Office of Academic Affairs. A similar process will be followed for the upcoming November 1 deadline (for faculty to submit portfolios to DPC chairs).

Members then decided that at the October Faculty Senate meeting the Faculty Evaluation Committee would present a visual flow chart depicting the DPC process, accompanied by a written explanation of the process. The written explanation would also seek to clarify that there is no longer a RPT committee, but that MSU – WP still retains a reappointment, promotion, tenure process. The explanation would stress that this process is now faculty driven and overseen by the DPC committee.

Members also decided that it would be important to consult regularly with the Faculty Handbook Committee concerning any future changes in the handbook which might impact the DPC process. Members also noted the benefit that Dr. Rugutt, who is chair of the Faculty Handbook Committee, is also a member of the Faculty Evaluation Committee.

Similarly, members decided to be proactive in consulting with the Office of Academic Affairs concerning any system-wide initiatives in diversity that might impact the DPC process.

Members also decided to offer the following suggestion to the DPC chairs concerning the Tenure-Track Evaluation/RPT Calendar: Concerning the November 1<sup>st</sup> deadline for applicants to submit portfolios to DPC Chairs, it might be advantageous to include a reminder that the portfolios be submitted with the link to Chalk and Wire.

Respectfully submitted,

Craig Albin