

The Chairs'/LPAC's Role in the Evaluation Process

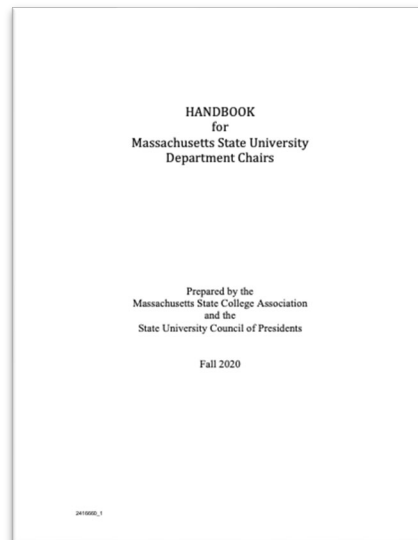
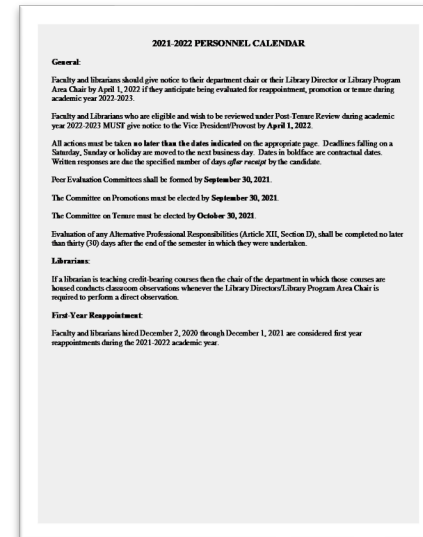
Chairs Workshop

August 23, 2023

Dr. Patricia Marshall, Provost and Vice President for Academic Affairs
Ms. Linda LeBlanc, Senior Librarian, Library Program Area Chair
and MSCA President - Fitchburg Chapter

Key Documents for Chairs

- Contract Article VIII
- Personnel Calendar: Appendix M
- Chairs' Handbook



Why Evaluations?

- Article VIII of the MSCA contract states that evaluations are conducted for the purposes of:
 - Making personnel decisions;
 - Encouraging and assessing professional and pedagogical experimentation;
 - Assisting members of the academic community in the improvement of performance.

For Tenure-Track Faculty/Librarians: Frequency of Evaluations

If hired



9/2022

2 nd Year	3 rd Year	4 th Year	5 th Year
Comprehensive Dossier with narratives addressing all areas.	Narrative only (addressing all areas), Student Evaluations & Classroom Observations No other documentation required	Comprehensive Dossier with narratives addressing all areas.	Narrative only (addressing all areas), Student Evaluations & Classroom Observations No other documentation required
9/2023	9/2024	9/2025	9/2026

For Tenure-Track Faculty/Librarians: 2nd- and 4th-Year Reappointments

- Review Period
 - 2nd-year review period: *all materials since hire*
 - 4th-year review period: *materials since submission of 2nd-year file*
- Comprehensive Dossier
 - Narrative to address all areas:
 - teaching, advising, continuing scholarship, professional activities & alternative assignments, if applicable
 - *Curriculum vitae*
 - Student Course Evaluations
 - Classroom Observations or Direct Observations for librarians
 - Evaluations by Peer Evaluation Committee (PEC)
 - Evaluations by Chair or LPAC for Librarians
- Review by the Dean
- VPAA/Provost concurs with the Dean or conducts a separate evaluation

For Tenure-Track Faculty/Librarians: 3rd- and 5th-Year Reappointments

- Review Period
 - 3rd-year and 5th-year review periods: *previous academic year*
- Smaller Dossier: Narrative only
 - describing teaching effectiveness; academic advising; continuing scholarship; other professional activities, and alternate assignments, if applicable
 - Student course evaluations
 - Classroom observations by Chair or Direct Observations by LPAC
 - Chair/LPAC evaluation
- No PEC
- Review by Dean
- VPAA/Provost concurs with the Dean or conducts a separate evaluation

For Faculty:

Tenure

Any faculty member who serves at a University as a full-time faculty member for 5 consecutive academic years and is reappointed as such for a 6th consecutive academic year shall...be evaluated for tenure during such 6th year.

Tenure with Promotion

Beginning with evaluations in academic year 2018-2019, whenever a unit member at the rank of Assistant Professor/Assistant or Associate Librarian is a candidate for tenure having completed 5 years at the institution, the unit member shall be considered for tenure with promotion.

Candidates submit only one portfolio, which takes the traditional tenure path (no separate review by the committee on promotions).

For Faculty: Tenure Evaluation Process

- Evaluation by PEC: for anyone seeking Tenure with Promotion
(If tenure only, PEC is optional)
- Evaluation by Chair/LPAC
- Review by the Dean
- Review and recommendation by Committee on Tenure
- VPAA/Provost concurs with committee or carries out own evaluation and recommends to President
 - President recommends to Board of Trustees

For Faculty/Librarians: Peer Evaluation Committees

- PECs are formed within the department
 - Two tenured members are elected by faculty
 - An optional third member is chosen by the faculty member being evaluated
- PECs are used in:
 - 2nd-Year Reappointment
 - 4th-Year Reappointment
 - Promotion
 - Tenure with Promotion
 - A candidate for tenure-only can elect (but it is not required) to have a PEC

Chairs' Role in the Personnel Action Process

- The faculty member must submit all materials required by the Agreement related to teaching, advising, continuing scholarship, professional activities, and alternative professional responsibilities (if applicable).
- The chair must assemble other materials [118], including
 - A) Student evaluations
 - B) Classroom observations & Chair evaluations /
Direct observations & LPAC evaluations for
librarians
 - C) Assisting with PEC materials

A) Chair's Role in Student Evaluations

- The chair must arrange for the administration of student evaluations, including obtaining student evaluations.
- Procedures
 - The chair or his/her designee from the bargaining unit must administer student evaluation forms at a time arranged in advance with the faculty member.
 - No faculty member shall administer student evaluations in his/her own classes.
 - A chair must follow the directions in Appendix C-1 for administering the forms (explain, distribute, collect, record the number of completed forms returned, etc.)

Frequency of Classroom Observations

Faculty Status and Personnel Action	Courses/Sections Observed	Which semester(s)?
1 st year (for reappointment)	1 section of each course.	Fall and spring semester. (in all sections of all courses each semester)
2 nd year (for reappointment)	1 section of each type of course; no more than 2 observations.	Fall and spring semester. (in all sections of all courses each semester)
3 rd year (for reappointment)	1 section of each type of course; no more than 2 observations.	Fall and spring semester. (in all sections of all courses each semester)
4 th year (for reappointment)	1 section of each type of course; no more than 2 observations.	Fall and spring semester. (in all sections of all courses each semester)
5 th year (for reappointment)	1 section of each type of course; no more than 2 observations.	Fall and spring semester. (in all sections of all courses each semester)
6 th year (for tenure)	1 section of each type of course; no more than 2 observations.	Fall semester of 6 th year
Post Tenure Review	1 observation only.	Fall semester of the evaluation.

Frequency of Classroom Observations

Faculty Status and Personnel Action	Courses/Sections Observed	Which semester(s)?
Any other faculty member for promotion	1 section of each type of course; no more than 2 observations.	Last spring semester of review period (Fall semester of evaluation period if not done in the spring).
Full-time temporary faculty member	1 section of each type of course; no more than 2 observations.	1 st and 3 rd semesters.
Part-time faculty member	1 section of each course.	The semester of an evaluation. (In all sections of all courses each semester.)
During any terminal year	None.	None.

* See *Chairs' Handbook*, pp. 13-14

Frequency of Direct Observations (Librarians)

Librarian Status and Personnel Action	Assigned Area of Responsibility Observed	Which semester(s)?
1 st year (for reappointment)	Area as selected during pre-observation meeting	Fall semester of evaluation period
2 nd year (for reappointment)	Area as selected during pre-observation meeting	Fall semester of evaluation period
3 rd year (for reappointment)	Area as selected during pre-observation meeting	Fall semester of evaluation period
4 th year (for reappointment)	Area as selected during pre-observation meeting	Fall semester of evaluation period
5 th year (for reappointment)	Area as selected during pre-observation meeting	Fall semester of evaluation period
6 th year (for tenure)	Area as selected during pre-observation meeting	Fall semester of evaluation period
Post Tenure Review	Area as selected during pre-observation meeting	Fall semester of evaluation period
Any other librarian member for promotion	Area as selected during pre-observation meeting	Fall semester of evaluation period
During any terminal year	None.	None.

A) Chair's Role in Adding Student Evaluations to the Candidate File

- All Reappointments (2nd, 3rd, 4th, 5th)
 - Candidate submits “all those materials [including SIR IIs] that he/she intends should be considered in the conduct of his/her evaluation” for the full review period. [Art. VIII.E.1.a].
 - “Any SIR II evaluation reports that are received during a fall semester of the evaluation period and that pertain to the preceding spring semester shall be added to the evaluation materials by the department chair.” [Art. VII.E.1.a]
- Tenure
 - Department chairs submit evaluations that pertain to the preceding spring semester.
 - SIR IIs pertaining to the full review period.
- PTR
 - One observation only in fall semester of review.

B) Chair's Role in Classroom Observations

- Classroom observations must be conducted and incorporated into the evaluation record relating to the teaching effectiveness of faculty members.
- The chair must conduct classroom observations in connection with each evaluation of a faculty member for reappointment, promotion, tenure, or Post-Tenure Review.
- Chairs also conduct classroom observations for FT Temporary and PT faculty members.
- A record of each classroom observation must be recorded on Appendix D-1(a) (classroom observation) or D-1(b) (an electronic observation) of the Agreement, as appropriate.

B) Chair's/LPAC's Role in Classroom Observations

- The chair must meet with a FT faculty member both before and after each classroom observation [109-110]. The chair need meet with a PT faculty member only before each classroom observation [114], but a chair may meet after the classroom observation at the request of either the faculty member or the chair.
- It is required that the post-observation meeting include a review and discussion of the chair's draft D-1(a) or D-1(b) form. That way, the faculty member may provide clarifications or explanations before the form is completed.

B) Chair's/LPAC's Role in adding Classroom Observations and Chair Evaluations to the Candidate's File

- All Reappointments (2nd, 3rd, 4th, 5th)
 - Chair adds current classroom observations and Chair evaluation to the candidate file. LPAC adds direct observations and LPAC evaluation for librarians.
- Tenure
 - Chair adds current observations and Chair evaluation to the candidate file.
- PEC Classroom Observations
 - Current PEC (if applicable) submits classroom observations to chair; chair adds evaluations to candidate file.

Keep lines of communication open with faculty candidate to ensure that all required elements are included in the dossier.

C) Chair's/LPAC's Role with PECs

- All Reappointments (2nd, 4th)
 - Current PEC submits evaluation to chair; chair adds evaluation to candidate file.
- Tenure
 - For anyone seeking Tenure with Promotion, PEC submits evaluation to chair; chair adds evaluation to candidate dossier.
 - (If candidate is seeking tenure only, PEC is optional)

Keep lines of communication open between faculty candidate and department chair to ensure that all required elements are included in the dossier.

Criteria For Evaluations

A. Faculty:

i. Teaching Effectiveness

- Student Evaluations—SIR IIs
- Classroom Observations
 - » 2nd and 4th = 4 from chair and 2(3) from PEC
 - » 3rd and 5th = 4 from chair
- Course Documents
- A coherent narrative for each section is required

- **When a faculty member is teaching a DGCE course (G or UG) as part of day load, that course is treated as if it were a day course for evaluation purposes**
 - i.e. dossier should include course materials, student evaluations, and classroom observations

ii. Academic Advising

Librarians:

iii. Effectiveness in performing assigned responsibilities

- Direct observation - 2nd, 3rd, 4th, and 5th by LPAC
- Relevant documents and evidence – 2nd and 4th
- A coherent narrative for each section is required

iv. Effectiveness in rendering assistance to students , faculty, and the academic community

- Relevant documents and evidence – 2nd and 4th
- A coherent narrative for each section is required.

B. i. Continuing Scholarship

ii. Other Professional Activities

iii. Alternative Professional Responsibilities [if applicable]

Options for Continuing Scholarship

Faculty (Appendix A-1) / Librarians (Appendix A-2):

- (A) Contributions to the content of the discipline (faculty) /
Contributions to the content and pedagogy of the discipline through the development of library programs or library services (librarians);
- (B) Participation in or contributions to professional societies and organizations;
- (C) Research as demonstrated by published or unpublished work (or, where applicable, artistic or other creative activities);
- (D) Work toward the terminal degree or relevant post-graduate study;
- (E) Scholarship that includes community-engaged approaches.

Chair/LPAC Responsibility in Evaluation

In evaluating each faculty member/librarian, it shall be the responsibility of those charged with doing so to assess the quality, significance and relevance of that faculty member's/librarian's continuing scholarship.

Professional Activities

- public service
- contributions to the professional growth and development of the college community
 - may include community-engaged service, service on inter-institutional and system-wide committees, service as a program area chair without a reduction of workload pursuant to Article XII, Sec. D, and academic advising of students in excess of thirty (30)
 - A narrative clearly explaining the materials is required.

Alternative Assignments

Such responsibilities...as may be assumed by a faculty member/librarian in lieu of the normal faculty instructional workload in academic subject areas or a librarian's normal assigned responsibilities by

- serving as a Department Chair or LPAC
- Serving as a graduate chair or undergraduate program manager
- performing any alternative professional responsibilities, including service as a program area chair accompanied by a workload reduction
- undertaking any program of professional development pursuant to Article XIV

A narrative clearly explaining the materials is required and must be addressed by the chair.

Recommendations to Assist Faculty Members in Assembling Their Files

- Limit materials to those from the period of review ONLY
- Provide documentation for all areas checked
- **Recommendations**
 - Organize the portfolio clearly and logically
 - Choose the best place for an event or item
 - Place all required documents together in the front
 - A request received from recent reviewers on behalf of the environment:
 - please limit plastic inserts/page protectors

Thank you

- Questions?
- Recommend that you contact local MSCA for any questions or interpretations