To: The General Faculty
From: Faculty Personnel Committee (FPC)
Date: September 6, 2022
Re: Items for the September 6, 2022, General Faculty Meeting

FPC seeks feedback on the following:

Due to sunsetting programs and lower enrollments, FPC is considering a change to the advising responsibility included in the Criteria for Personnel Action (FM 2.2.7). Specifically, we are considering the following change:

2.2.7.3.1 Basic Responsibilities Related to Engaging in the Life of the University; all of the following

B. participating in the academic advising program <u>or equivalent service approved by FPC and the Provost</u> or, for Faculty members with predominantly graduate teaching responsibilities, participating in academic advising for their respective programs

Please share feedback with Julie O'Reilly (joreilly@heidelberg.edu), FPC chair.

FPC seeks General Faculty approval for the following resolution items:

Resolution 1
Resolved by unanimous consent, To grant Scott Kretzer and Rod Miller membership to the General Faculty for the 2022-2023 academic year as described in the Faculty Constitution, Article I, Section 2, Item F.

Resolution 2
Resolved, to adopt the following standing rule: Chairs/Directors/Deans will serve as Evaluators for the Faculty Evaluation Process for the 2022-2023 academic year (suspending Faculty Manual 2.6.3.1-2.6.3.1.7). Chairs/Directors/Deans will serve as Evaluators for one another.

Rationale:
Chairs/Directors/Deans are responsible for writing the Departmental Letter of Evaluation for tenure-track, non-tenure-track, and promotion portfolios; serving as the Evaluator will allow them to write more substantively about their department Faculty's teaching. In addition, FPC has had difficulty recruiting Evaluators; managing this process has been time-consuming, which has prohibited FPC from accomplishing other agenda items.

Resolution 3
Resolved, to adopt the following standing rule: All full-time faculty who are in their first six years of employment at Heidelberg or who will be submitting a portfolio or promotion application in the 2023-2024 academic year complete the 2022-2023 Faculty Evaluation Process on the same schedule (suspending Faculty Manual 2.6.3, 2.6.3.2.1-2.6.3.3.5):
- By October 1, 2022 - Faculty will submit instructional materials for a class of their choosing (this will be the class observed by the Evaluator)
- By November 15, 2022 - Evaluator will hold a pre-observation meeting with the Faculty member and observe the selected class
- By December 15, 2022 - Evaluator will hold a post-observation meeting with the Faculty member and submit a single report addressing both the instructional materials and the classroom observation
- By January 15, 2023 - Faculty will have the option to submit a response to the Evaluator's report

Resolution 4

FPC seeks General Faculty approval for the following vote items:

FPC is seeking a three-year replacement for the Academic Assessment Committee (AAC) because of a Faculty resignation from the university.

_____ Dawn Henry

_____ _____
        Nominee from the floor
_____ _____
        Nominee from the floor

FPC is seeking a two-year replacement for the Undergraduate Academic Policy Committee (UAPC) because of a Faculty resignation from the university.

_____ Tyson Depinet

_____ _____
        Nominee from the floor
_____ _____
        Nominee from the floor