

**APAFT Committee**

**Proposed Policy Changes and one other charge from meeting on November 29, 2016**

**Chair, Valerie Herzog**  
 1. Charge: Evaluate PPM 8-11.IV.E.1 Student Evaluations to determine if other faculty, if needed,   
 could also view course evaluations.

"In an attempt to chart ongoing teaching performance, student evaluations shall be administered and compiled by an impartial third party. Each year, all contract, non-tenured, and adjunct faculty members will have student evaluations administered in every course taught, and each tenured faculty member shall have student evaluations administered in at least two of the courses. The two courses to be evaluated each year will be determined through consultation between each faculty member and his/her department chair. If the faculty member and the chair cannot come to agreement on which two courses should be evaluated by the students, the choice of courses to be evaluated will be subject to binding arbitration by the dean, after consultation with the faculty member and the chair. The results of those evaluations shall be seen by the chair, the faculty member, and those specified in the review process. The Department Chair, in consultation with the Dean, may also choose to share the evaluations with those who have oversight/input into course assignments, hiring, evaluating, and/or retaining of faculty. The summaries shall be kept on file in the office of the chair. In the case of the faculty member who is on tenure track or who is seeking promotion, the chair shall send to the faculty member’s professional file summaries of that faculty member’s student evaluations mentioned above, plus department averages for similar courses."

1. Review PPM 8-11,IV,E. Teaching (Evaluation of Faculty Members) with respect to minimum hours of teaching required for a probationary year to count towards tenure. Determine if further clarification or policy revision are necessary. Suggested changes are below:

E. Teaching

Teaching is defined as instruction conducted under the auspices of Weber State University.

Teaching activities may include, but are not limited to: classroom instruction, on-line instruction, laboratory activities, field work or field trips, supervising projects, preparation of course materials, and a variety of advisory, supervisory, or sponsorship roles including community engaged learning, undergraduate research, student clubs and organizations, events, and programs as well as other types of teaching activities.  This category also includes the preparation and use of teaching materials such as course syllabi and other materials intended for instructional use.

It shall be the responsibility of the candidate and department to provide evidence of successful teaching experiences; therefore, teaching performance shall be evaluated by students, peers and appropriate administrators. Two or more teaching evaluations must be completed in each year of the candidate’s probationary period. The evaluations shall include department or college-wide comparisons.

To be evaluated in the teaching category and to have the year count towards the probationary period, a candidate must teach a minimum of 12 hours or its equivalent as determined by the department chair and the dean. However, up to two years for professionally related activities approved by the department chair and dean can be counted toward fulfilling this requirement. Equivalency for the Library will be determined by the director of the Library and the provost. Examples of professionally related activities include but are not limited to research, other contributions to knowledge, leadership in professional organizations, active pursuit of professional competence, administrative assignments, endowed chair positions, faculty governance positions, etc.

**Note: Definition from PPM 8-11, III, D, 2.**

“A rating consistent with college standards in **professional activities** such as research and other contributions to knowledge, leadership in professional organizations, and active pursuit of professional competence.”

1. Evaluate policy regarding how program directors are selected and their role(s).
   * 1. By whom?
     2. Do faculty vote to support?
     3. Term length?
     4. Is anything done differently depending on the number of faculty in that program? Should there be different guidelines if a program is of a certain size?

The committee members contacted their respective Department Chairs and/or Deans to determine if it would be useful/helpful to better define the selection process, term length, and/or role of program directors. The overall feedback indicated that program directors are used in a wide variety of ways and attempts to create a policy to standardize a process would become a burden on many and limit the college’s flexibility. The committee did recognize that colleges and/or departments could choose to develop their own policies/procedures related to program directors if they deemed it to be beneficial. Therefore, the APAFT Committee voted to not create any new policies related to the selection process, term length, or role program directors at this time.