

Suggestions for Program/Department/School/College Reorganizations Faculty Evaluation Policies and Documents

Suggestions

1. Allow for P&T committee members from former department/program to provide expertise and context for the duration of the merger period.
2. Ensure that policy merger committees have discipline-specific expertise and experience with updated/post-reorganization University- and College-level policies and processes.
3. Suggested timeline for revision to Faculty Evaluation policies (4.6.4, 4.6.5, and 4.6.6)
 - a. Semester 1- community building, no revision activity
 - b. Semester 2- convene policy document working group and begin revision process
 - c. Semester 3- continue revision process, gather feedback
 - d. Semester 4- approve new P&T document by May 1 deadline in Year 2

Philosophical considerations

1. Keep in mind that the goal is to craft a document that unifies people while recognizing unique contributions.
2. What is fair, equitable, and/or right may shift when a new community is created.

Key areas for consideration:

1. Faculty workload may differ across programs, though they must align with University- and College-level expectations.
2. Establishing broad standards that allow for diversity of disciplines
3. Ask for an outside mediator and reviewer during the process as needed.

Guidelines for Policy Document Mergers

1. Discuss purpose of document to determine format, definitions, and criteria.
2. Reference University- and College-level policy documents for guidance and reducing duplication.
3. Include two individuals from each discipline area.
4. Request that all members of the merged unit participate in the policy approval vote.
5. University and College deadlines for policy revisions must be observed during the new document approval process (for example, “Changes in the Department procedures shall be made by a majority vote of the full-time tenure-track members of the Department and shall be reviewed by the Dean by May 1 prior to the academic year in which the changes are to take effect (Policy 4.6.4).”).

Reminder: Per 4.6.4, “A faculty member may request an extension of the probationary period for qualifying exigencies as outlined in Policy 8.2.14, Family Medical Leave, even if the faculty member does not take leave, or for extenuating circumstances (e.g., a physical disaster affecting research materials). An extension may be granted for a maximum of one year and does not relieve the faculty member from fulfilling his/her regularly assigned duties.”