

DATE: April 6, 2016
TO: Dr. Steve Lohmann, Executive Vice-President
FROM: Dr. Tim Maharry, Chair, FEAD committee

Over the last year, the Faculty Evaluation and Development Committee (FEAD) has been meeting and updating several items related to the evaluation process. Below are recommended changes from FEAD to become effective in the fall 2016 semester.

Here is a summary of the recommended changes:

1) Starting with the fall 2016 semester, **ALL full-time faculty will be required to use the ALCA system for faculty portfolios**

We are working with Dr. Holiday and Gary Sacket to schedule some additional training for faculty on use of the ALCA system later this spring as well as some training opportunities early next fall. We had some preliminary training last fall. All portfolios will be submitted and scored using the ALCA system.

2) **At least one of the peer evaluators must be from the faculty members department** (clarified in the attached documents)

3) **Community Service is now weighted in the range 5-15%** (faculty can no longer put 0% on Community Service) *Since it is late in the year, we recommend this recommendation become effective starting in fall 2017*

4) **Minor Updates/Changes to the Faculty evaluation rubric** as well as better alignment with the portfolio outline

Attached are the updated documents related to Faculty Evaluations. Once the above recommendations are approved, I will update the Faculty Evaluation website.

Please let me know if you have any questions.