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3-17-1983

### Minutes, College of Arts & Sciences Faculty Meeting, March 17, 1983

Arts & Sciences Faculty  
*Rollins College*

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#### Recommended Citation

Arts & Sciences Faculty, "Minutes, College of Arts & Sciences Faculty Meeting, March 17, 1983" (1983).  
*The College of Liberal Arts Faculty Minutes*. 169.  
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TO: FACULTY MEMBERS OF THE COLLEGE DATE: March 7, 1983

FROM: HERBERT E. HELLWEGE, SECRETARY OF THE FACULTY

COPIES TO: President, Provost, Dean of the Faculty, Dean of the College, President of Student Association, Public Affairs, Archives

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SUBJECT: FACULTY MEETING

A special meeting of the Faculty will be held on Thursday, March 17, 1983 at 4:00 P.M. in Hauck Hall.

AGENDA

I. Announcements and Reports.

II. Business:

Resolutions:

1. From the Committee on Faculty Compensation and Professional Development a resolution to adopt the Faculty Evaluation Policy and Procedures. A revised copy has been distributed to the Faculty. At the February 24, 1983 meeting it was moved and seconded that this document be adopted as the copy for the Faculty Evaluation Policy and Procedures in the Faculty Handbook. Discussion of this motion will be continued.

2. From the Special Programs Committee:

BE IT RESOLVED THAT:

Faculty of the College may offer four week summer off-campus courses on the same basis that Winter Term off-campus studies are presently offered. Course standards and credit earned will be equivalent in all respects to those of Winter Term off-campus courses, except that summer courses may not be used to meet the required three Winter Term course credits. Appropriate course review deadlines will be established by the Special Programs Committee. Review and approval of proposed courses will be made by the Special Programs Committee.

3. From the Curriculum Committee:

BE IT RESOLVED THAT:

No more than one course in the student's major department may be used to satisfy the cognitive requirement (and no more than one course in each department presented in an Area Studies major proposal); and no more than one course in the student's major department may be used to satisfy the affective requirement (and no more than one course in each department presented in an Area Studies major proposal).

This policy is to be effective immediately upon adoption by the Faculty.

III. Other Business.

IV. Adjournment.

## FACULTY EVALUATION POLICY AND PROCEDURES

The policies outlined herein do not invalidate any existing contract or agreement.

These criteria apply to faculty reappointment, promotion, grantings of tenure, and merit salary increases. They shall be used whenever possible as guidelines to determine whether a faculty member's work and professional contribution have been consonant with:

- (a) the requirements or expectations assumed contractually when joining the faculty, or afterward;
- (b) the expected performance of normal teaching load; and
- (c) the expected assumption of responsibilities in addition to the normal teaching load.

Given the variety of duties and services performed by the faculty, all stated criteria may not apply to each person or may not apply in the stated order, with the exception that teaching effectiveness shall take precedence over all other criteria. In all committee decisions the procedures to ensure due process will be followed.

### DEFINITIONS OF CRITERIA

#### 1. Teaching effectiveness.

This incorporates some or all of the following abilities, which will be partially evaluated by use of anonymous student forms. At the candidate's request or where the evaluation committee deems it useful, other methods such as classroom visitation or student interviews may also be used to measure teaching effectiveness.

- (a) to organize, articulate, and clarify knowledge and skills as well as enable others to do so;
- (b) to be aware of and understand new developments in teaching and in the field of specialization;
- (c) to stimulate intellectual curiosity and encourage independent inquiry;
- (d) to encourage critical thought and discussion;
- (e) to develop intellectual interests, habits, and attitudes at the appropriate level;

- (f) to develop the personality, self-confidence, enthusiasm and methods needed to teach effectively;
- (g) to prepare and continually work to improve courses which will challenge students at the appropriate levels of their abilities;
- (h) to construct, grade, and demonstrate useful tests or other means of evaluating learning;
- (i) to maintain objectivity when encountering a variety of student potentials;
- (j) to exercise good judgement in assignment of out-of-class work loads;
- (k) to maintain regular office hours and to be available for conferences with students;
- (l) to encourage student discipline in the performance of work assigned;
- (m) to help students test the validity of assumptions about the subject, themselves, and their lives; and
- (n) to assist students in taking the initiative in decision making.

## 2. Advising

Faculty members are responsible for providing academic counseling for students assigned to them and approving their course programs each term. The Dean of the Faculty, Dean of the College, and the Department Chair shall be responsible for informing the evaluation committee of a candidate's performance as an advisor. The evaluation committee shall then consult with the candidate in an effort to measure his/her effectiveness. Advisors are expected to have knowledge of Rollins curriculum requirements and academic support services, to be familiar with appropriate graduate programs, and to be reasonably available for consultation with their advisees.

## 3. Professional adjustment.

This includes:

- (a) professional and ethical behavior in relations with colleagues and students;

(b) respect for the opinions and rights of others, without surrendering the right to dissent; and

(c) ability to adapt to the academic goals and needs of the College.

4. Professional Advancement, Research, Writing, Publication, and Performance.

These Include:

(a) research, and scholarly writing in progress;

(b) creative writing in progress;

(c) published work in newspapers, journals, and books;

(d) public performance and art exhibitions;

(e) papers given at professional meetings;

(f) creative work completed or written but not yet published or performed;

(g) formal study in addition to that for the terminal degree;

(h) contributions to professional seminars, institutes, clinics, or workshops.

(i) scholarly activity that leads to the development of new programs or substantial redesign of existing ones.

5. Committee and Departmental Work

Faculty are expected to share committee responsibilities with their colleagues. This may include:

(a) service on standing or special committees and subcommittees, with regular performance of duties, including those of chair, if applicable;

(b) service on faculty evaluation and search committees; and

(c) accepting an appropriate amount of departmental duties such as advising majors, supervising honors projects and independent

studies, work in student recruitment, etc.

#### 6. Professional Society Activity

These activities include:

- (a) attendance and participation at meetings;
- (b) committee work; and
- (c) offices held or other leadership roles assumed.

#### 7. Honors.

These include academic and non-academic recognition of a professional or personal achievement, including cash or other awards.

#### 8. Community Service and Public Relations.

These include:

- (a) lectures, speeches, talks, performances, exhibitions, or other presentations for public or private groups; and
- (b) other community activities, including volunteer service.

#### 9. Other Faculty Activity.

This includes effective performance of contractual responsibilities and other professional activities not specifically covered by any or all of the preceding criteria. The Department Chair or equivalent person shall be responsible for informing the evaluation committee of the candidate's performance of these duties.

#### REAPPOINTMENT OF PROBATIONARY FACULTY

Reappointment of all probationary faculty shall be based on the individual's having satisfied the appropriate evaluation committee of his/her consistent performance of the above stated criteria for evaluation.

#### PROMOTION

It is the expressed intent of College policy that no promotion, except as provided below for instructors who receive the terminal degree, is to be regarded as automatic, but that it must be earned by merit demonstrated by all

applicable activities.

1. Promotions in rank may be made in accord with the criteria described below.

(a) Promotion to Assistant Professor

For persons employed at the initial rank of instructor pending attainment of the terminal degree promotion to the rank of assistant professor will be automatic upon their receiving the terminal degree provided they meet all other criteria for reappointment.

Instructors who have not received the doctorate or the terminal degree in the appropriate field may be promoted to assistant professor only if the evaluation committee concludes that all criteria for reappointment have been met and that the individual's continued employment is justified by exceptional conditions, such as the following:

(1) The individual's contribution to the College has been outstanding;

(2) If applicable, progress on the terminal degree is significant enough so that this degree will be awarded within a year.

(b) Promotion to Associate Professor

Persons holding the rank of assistant professor may be promoted to the rank of associate professor after a minimum of four (4) years full-time teaching in a senior institution at the assistant professor level, of which at least two (2) years have been at this institution.

If the Department Chair and the evaluation committee believe that the individual's contribution to the College, professional growth and potential warrant the promotion, then upon their recommendation to the Provost, the promotion may be granted. Only in exceptional cases will promotion to the rank of associate professor be considered for individuals not holding the terminal degree in the appropriate field of having completed the minimal number of years service. These exceptional cases will be determined by each department of the College in consultation with the Dean of the Faculty.

(c) Promotion to Professor

Faculty members with the terminal degree in the appropriate field holding the rank of associate professor may be promoted to professor after a minimum of five (5) years full-time experience in a senior institution at the rank of associate professor, of which at least three (3) years have been at this institution. The Board of Trustees upon recommendation of the President may waive the minimum requirements of residency, but only in exceptional circumstances.

For promotion to the rank of professor, the individual must receive the recommendation of the evaluation committee, the Dean of the Faculty, and the Provost to the President; and the President's recommendation to the Board of Trustees. The criteria for such promotions shall be the same as those for reappointment and tenure, with the additional stipulation that the candidate has earned the distinction of the rank of professor by means of significant scholarly achievement as defined by section 4 of the Definitions of Criteria above. Each department shall select those criteria that are appropriate to the discipline. Departmental criteria are subject to approval by the Council on Academic Policies and Standards.

#### STATEMENT OF POLICY ON MERIT SALARY INCREASES

Merit salary increases for both tenured and non-tenured faculty can be recommended to the Provost by the Dean of the Faculty and the evaluation committee in accordance with the policies endorsed by the College Faculty.

The same criteria which are used for faculty evaluation for reappointment, promotion, or tenure, will be used for recommending merit salary increases, but such recommendations shall be made separately from promotion and tenure decisions.

#### STATEMENT OF POLICY ON GRANTING OF TENURE

Tenure is a prerogative of the Board of Trustees.

Tenure may be granted to faculty within the guidelines and time limits stated in Volume 54, Number 3, Autumn 1968, pp. 384-385, Bulletin of the American Association of University Professors, and reproduced in the AAUP pamphlet, Policy Statements and Reports, AAUP, 1977, p. 2, and according to the College Bylaws, Article VI.



### Criteria for Recommendation for Tenure

The criteria shall be the same as those for reappointment and promotion except that the candidate must demonstrate to the evaluation committee and administration of the College that no reasonable doubt exists that the candidate will continue to contribute to the College in a superior manner; that personal and professional conduct will continue to be consistent with the statement on professional ethics of the Bulletin of the American Association of University Professors, Volume 55, No. 1, Spring, 1969, pp.86-87 and reproduced in the AAUP Pamphlet Policy Documents and Reports, AAUP, 1977, pp. 65-72.

### STATEMENT OF POLICY ON THE EVALUATION OF TENURED FACULTY

The evaluation of a tenured faculty member can be either extemporaneous or quadrennial. The quadrennial evaluation is primarily for the improvement of the faculty member's teaching and professional growth, assumes his/her continued service, and should therefore concern the faculty member's self improvement.

Should the committee detect deficiencies which are particularly significant or find that a tenured faculty member is in extraordinary need of assistance, it may initiate the evaluation proceedings at any time. The evaluation should proceed with the highest possible degree of objectivity and fairness and should follow the guidelines set down for the evaluation of non-tenured faculty.

### RESPONSIBILITIES AND PROCEDURES FOR EVALUATION

The guidelines set forth below shall be used in gathering data for faculty evaluations, and for conducting and reporting the results of the evaluation procedure. Together with Article VI of the Bylaws these procedures are designed to facilitate effective evaluation while protecting the rights of those involved. Violations of the Bylaws and departures from the procedures below are, then, harmful to the entire evaluation system and may transgress upon the rights of the faculty being evaluated. Such violations constitute grounds for appealing the recommendations of an evaluation committee and, when judged sufficiently serious may even result in those recommendations being overturned.

#### Provost

The Provost should prepare a recommendation on reappointment and/or promotion and submit it along with the recommendation of the School to the President of the College in time for the President to reply by the deadlines set forth in the

Bylaws of the College. If the Provost dissents from the recommendation of the School, he/she must indicate such dissent in writing and must meet with the evaluation committee to discuss such dissent within seven (7) days for first reappointments and fourteen (14) days for subsequent ones. In cases where differences cannot be resolved, a separate recommendation by the Provost, Dean of the Faculty, and the evaluation committee shall be submitted to the President.

#### Office of the Dean of the Faculty

The Office of the Dean of the Faculty should take the following steps in the evaluation process

1. Notify all persons concerned (the candidate, department chair, and members of the evaluation committee) of their responsibilities at the earliest possible date and indicate to them the sections of the Bylaws and the "Faculty Evaluation Policy and Procedures" which elaborate their duties.
2. Assemble all materials pertinent to the evaluation of the candidate, e.g., the student evaluation forms, inventory of activities report, and any useful material from the personnel file which is not deemed confidential. These materials are to be available not only at the formal meetings of the evaluation committee, but they are to be held in the Dean of the Faculty's Office prior to such committee meetings for examination by the evaluation committee and the candidate.
3. The Dean of the Faculty shall review committee evaluation reports and if he/she concurs, submit a recommendation to the Provost by the deadlines specified in the Bylaws of the College. If he/she dissents from the recommendation of the evaluation committee, the Dean must indicate such dissent in writing, send a copy of the dissent to the candidate and to the other members of the evaluation committee, and must meet with the evaluation committee to discuss such dissent within seven (7) days for first reappointment and fourteen (14) days for subsequent ones. In cases where differences cannot be resolved, separate recommendations by the Dean of the Faculty and the evaluation committee shall be submitted to the Provost.
4. In cases of tenure or promotion, the Dean of the Faculty shall submit a recommendation to the Council on Academic Policy and Standards according to standards specified in the Bylaws of the Faculty of the College,

## Article VI, Section 4E.

## Candidate

Candidates should take the following steps in preparation for evaluation:

1. Read Article VI of the Bylaws of the College and the "Faculty Evaluation Policy and Procedures."
2. Consult with your department chair to ensure familiarity with your performance as a teacher, your publications, research, and any other activities relevant to evaluation, and to ensure that you are aware of problems or requirements related to the evaluation process.
3. If the candidate has chosen additional methods of evaluation of teaching (such as classroom visitation or student interviews) consult with the Chair of the committee, with individual committee members or with relevant persons not on the committee, to arrange them.
4. Prepare an information folder for ~~your~~ <sup>the</sup> evaluation committee. This may include such data as ~~your~~ <sup>your</sup> vita, student evaluations, and materials which illuminate teaching aims and methods (syllabi, readings lists, copies of examinations, etc.). This folder should also include a summary of activities related to the criteria for evaluation. It should be completed at least two weeks prior to the formal meetings of the evaluation committee and sent to the Office of the Dean of the Faculty.
5. Examine the appropriate materials held in the Dean of the Faculty's Office ~~so that you will be able to~~ <sup>respond to those materials at the formal meetings of the committee.</sup> ~~respond to those materials at the formal meetings of the committee.~~ <sup>and</sup> ~~be able to~~ <sup>examined</sup>

## Committee Members

All members of faculty evaluation committees should take these measures prior to the formal meetings of the evaluation committee.

1. Read Article VI of the Bylaws of the College as well as the "Faculty Evaluation Policy and Procedures."
2. Examine evaluation forms, the candidate's folder, and confidential written assessments referred to below under Department Chair.

3. Participate in classroom visitation or student interviews at the candidate's and evaluation committee's request.
4. Divide the information gathered by the steps outlined above into areas of strengths and weaknesses.
5. Confer with the candidate for the purpose of discussing his/her professional activities ~~at Edith College~~ and solicit a response to any criticisms of his/her performance.
6. At some point in the evaluation process indicate to the candidate and other members of the evaluation committee what you deem to be his/her deficiencies and any merits deserving of recognition. Make suggestions for remedying any deficiencies; that is, suggestions as to what the candidate can do, what relevant professional development activities the college provides, and suggestions as to how the committee can aid the candidate.

#### Department Chair

Department Chairs should take the following measures of preparation prior to the formal meeting of an evaluation committee.

1. Read Article VI of the Bylaws of the College as well as the "Faculty Evaluation Policy and Procedures."
2. Consult with the candidate at regular intervals during the probationary period to discuss the candidate's performance and any problems which may have been encountered.
3. Solicit from members of the department who are on leave confidential written assessments of the candidate at least two weeks prior to the formal meeting of the evaluation committee. These assessments are to be sent to the Office of the Dean of the Faculty where they shall be held for examination by only the evaluation committee and the candidate.
4. Write an assessment of the candidate based on the deliberations of the evaluation committee and present it to the members of the committee and candidate at least ten (10) days prior to the formal submission to the Dean of the Faculty.
5. In the case of probationary faculty, inform the candidate as to the committee's suggestions on how to successfully complete requirements for tenure including

what steps the committee recommends the candidate take, what relevant professional activities the College offers, and what the committee or members of the committee can do to help.

TO: FACULTY MEMBERS OF THE COLLEGE

DATE: March 21, 1983

FROM: Herbert E. Hellwege, Secretary of the Faculty

COPIES TO: President, Provost, Dean of the Faculty, Dean of the College, President of Student Association, Public Affairs, Archives

SUBJECT: MARCH 1983 MEETING OF THE FACULTY OF THE COLLEGE

AGENDA

I. Announcements and Reports.

II. Business.

A. A resolution from the Steering Committee to change the quorum for regular or special meetings of the Faculty of the College.

BE IT RESOLVED THAT:

The BYLAWS OF THE FACULTY OF THE COLLEGE, ARTICLE IV, Section 4, Quorum, be changed to read:

The quorum for any regular or special meeting of the College Faculty shall consist of one-third of the voting members of the Faculty on campus that term.

OR TO READ:

The quorum for any regular or special meeting of the College Faculty shall consist of the voting members present at the meeting.

B. Elections to Council on Administration and Budget.

Nominees: Humanities Division: Peter Bonnel; Fidel Lopez-Criado  
Expressive Arts Division: Peggy Jarnigan; Tom Peterson  
Natural Science Division: Eileen Gregory  
Social Science Division: Norman Gilbert.

At-Large: Erich Blossey; Gloria Child; Robert Juergens;  
John Weiss

Elect one member from each division and two members-at-large.

C. A resolution from the Curriculum Committee:

BE IT RESOLVED THAT:

No more than one course in the student's major department may be used to satisfy the cognitive requirement (and no more than one course in each department presented in an AREA STUDIES major proposal); and no more than one course in the student's major department may be used to satisfy the affective requirement (and no more than one course in each department presented in an AREA STUDIES major proposal).

D. A resolution from the Special Programs Committee:

BE IT RESOLVED THAT:

Faculty of the College may offer four week off-campus summer courses on the same basis that Winter Term off-campus studies are presently offered. Course standards and credit earned will be equivalent in all respects to those of Winter Term off-campus courses, except that summer courses may not be used to meet the required three Winter Term course credits. Appropriate course review deadlines will be established by the Special Programs Committee. Review and approval of proposed courses will be made by the Special Programs Committee.

E. A resolution from the Curriculum Committee:

BE IT RESOLVED THAT:

Rollins College Division of Continuing Education may award a maximum of two course units (6.67 semester hours) of academic credit for training courses in the subject areas contained in the College's curriculum if the training course has been evaluated and recommended for credit by the American Council on Education. To be designated as partially fulfilling requirements for the major, such a training course must be approved by the major department.

F. From the Committee on Faculty Compensation and Professional Development a resolution to adopt the Faculty Evaluation Policy and Procedures.

A revised copy has been distributed to the Faculty prior to the February 1983 Faculty meeting.

Faculty members are urged to bring this copy to the meeting.

At the February 24, 1983 meeting it was moved and seconded that this document be adopted. Discussion of this motion will be continued.

G. From the Campus Life Committee:

BE IT RESOLVED THAT:

Sorority rush be held September 25 - 30, 1983, the fourth week on campus and the third week of classes (one week earlier than by present policy), according to the schedule following:

September 25	Sunday	30-minute tea
26	Monday	30-minute theme party
27	Tuesday	45-minute theme party
28	Wednesday	FREE DAY
29	Thursday	45-minute theme party
30	Friday	1-hour final party
October 1	Saturday	PLEDGING

III. Other Business.

IV. Adjournment.