



September 7, 2011

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Dear Faculty Member:

During the 2010-2011 academic year, the University developed and approved a new faculty performance evaluation model. The plan was developed jointly by the University Faculty Senate and Administration and approved by the Board of Trustees in February. Imbedded in the approved plan was a requirement that we use this academic year to complete a "pilot" of the evaluation system. Subsequently, an implementation plan for the faculty performance evaluation pilot has been created and shared with the Faculty Senate Officers and Executive Committee. Because of a delay in the development of the implementation plan for the pilot, deadlines have been slightly modified from the published model. However, we are now at a point to present the plan to the University Faculty.

The initial step in the pilot requires that Faculty submit an activity report by no later than September 26, 2011. This report must be submitted online in a temporary system, Qualtrics. Other subsequent dates related to the review of the activity report by faculty committees have also been modified to allow time at the end of the academic year for the Faculty Affairs Committee to review and provide feedback on the model. The official rollout of the evaluation will be Fall 2014 and will cover the period of Fall 2012 through Summer 2014.

The model had an allowance for departments to develop its own weights. Given the delay in implementation and the rationale that faculty must know the department weight ranges prior to entering data, departments are instead encouraged to, for this pilot year, use the university recommended weight ranges and then use the pilot process to determine if the university weights are compatible or not with departmental goals. Departments may also determine that the university document provides sufficient criteria for evaluation of faculty and forgo the October 17 deadline.

We want to take this opportunity to thank FEBC for their work on the initial draft of the evaluation model as well as the Senate Executive Committee and the Faculty Senate. The path to developing this model was a long one, but one that clearly demonstrates that shared governance works well on this campus.

All documents for the performance evaluation are located at:
http://www.indstate.edu/academicaffairs/faculty_resources.htm. At this site, the approved model can be found, deadlines for the pilot year, evaluation forms, directions for faculty, departments and deans and the link to the online submission form.

For the pilot, information will be submitted in Qualtrics. You can enter your information directly, or copy and paste from a document such as your vita. If you have any questions concerning the process, please feel free to contact Dr. Susan Powers in Academic Affairs.

Sincerely,

Steven Lamb
Chairperson, Faculty Senate

Jack Maynard
Provost and Vice President
for Academic Affairs

SL/CJM/kc