

## **MINUTES**

Commission on Administrative and Professional Faculty Affairs  
April 6, 2007

Members Present: R. Ali, A. Campbell, L. Gorr, P. Hyer, F. Keene, K. Oaks, and K. Redican

Members Absent: M. Adcock, K. Ayoub, C. Boone, Z. Cai, R. Gleeson, C. Lytton, J. Moore, J. Niles, C. Stafford, and L. Woodard

Keene called the meeting to order with three agenda items: 1) Communicating with A/P Faculty, 2) Elections, and 3) A/P Faculty Performance Evaluations.

### **Communicating with A/P Faculty**

- There are several university issues that may be of particular interest to the A/P faculty. In what way can the commission facilitate communication with A/P faculty on issues such as the diversity strategic plan, the university strategic plan, the task force on race and the institution, or the upcoming SACS re-accreditation?
  - Smaller meetings by group (academic support, Extension, general administration, Student Affairs) are preferred over a general town hall meeting of all A/P faculty.
  - A quarterly newsletter in pdf-format could keep A/P faculty informed of CAPFA activities and university issues.
  - The first of these newsletters will be developed over the summer.

### **Elections**

- The Nominations Subcommittee is still taking nominations for various openings on the committees and commissions. Please forward the names of suggested nominees to F. Keene.
- In particular, there is a need for Extension nominees. F. Keene will contact Mike Roberts, VESA president to solicit further Extension nominations.
- The ballot will be finalized next week and distributed to the A/P faculty.
- The list of elected representatives will be forwarded to the President's Office by the end of April.

### **A/P Faculty Performance Evaluations**

- The commission members began their discussion of the A/P faculty performance evaluations by reading Section 3.8 of the *Faculty Handbook*, which states:

*The supervisor is responsible for maintaining an up-to-date job description for each administrative and professional faculty member in the unit and for determining acceptable standards of performance. Goals and objectives shall be developed annually in consultation with the faculty member. These should relate closely to the functional title and job description of the position and should become criteria for judging professional performance in the subsequent year. All A/P faculty members should complete an annual faculty report at a time determined by the appropriate administrator, but usually near the end of the academic year, referencing their goals and objectives and citing their successes, shortfalls, and future directions. Additional*

*items to be mentioned are service to the university, creative scholarship, and other professional activities and recognitions during the year. The performance of each administrative and professional faculty member shall be evaluated annually in a discussion with the supervisor and by written response, which may be in conjunction with the annual reappointment letter. The annual faculty report and evaluation become part of the basis for salary adjustments and other personnel matters.*

- Unless there is an administrative directive, CAPFA has no authority to request that departments or divisions modify their current evaluation procedures beyond what is currently found in the *Faculty Handbook*.
- There is a CFA-sponsored resolution currently before University Council that calls for mandatory written annual evaluations that must be acknowledged, in writing, by the faculty member.
- Extensive discussion of possible evaluation criteria, models, and methods followed.
- Commission members arrived at the following two-part approach:
  - Submit a letter to the president and provost, requesting administrative, technical, and financial support for an evaluation tool to be piloted by interested department(s) or division(s). This pilot program will require discussions with focus groups; technical support in creating an electronic evaluation document; and personnel dedicated to carrying the pilot project through to a conclusion. F. Keene will draft a letter to the president and provost, and will distribute the draft for commission members' comments.
  - The commission will look again at the e-FARs model. Can it be used/adapted for all A/P faculty evaluations? F. Keene will obtain the e-FARs material from T. Mack. It will be shared in pdf-format with commission members before the next meeting.

### **Next Meeting**

The next CAPFA meeting will be held on May 4, 9:00-10:30 a.m. at the Skelton Conference Center, The Inn at Virginia Tech.

Recorder: Suzie Karlin, Provost's Office