NTE PERSONNEL EVALUATION COMMITTEE
CHAIR REPORT

Current Committee Members
Laura Atkinson, Lindsey Dippold, Robert Kleinsasser, Jill Oliver, Kathleen Puckett (Chair), Alexandria Silva,

Committee Charge
• Evaluates non-tenure eligible faculty performance and makes its recommendation to the division directors regarding requests for promotion
• Evaluates non-tenure eligible faculty performance and makes its recommendations to the division directors regarding each faculty member’s annual performance review
• Proposes to the Governance and Policy Committee possible changes in the MLFTC governance documents that bear on its personnel evaluation charges and the academic award system.

The non-tenure eligible personnel evaluation committee (NTE PEC) has finished the review of 2017 portfolios. These portfolios tell a compelling story of the breadth and depth of the work of the college and that of the NTE faculty members. We hope that their work can be recognized and celebrated.

Procedure
The 7 committee reviewed the files from 74 NTE faculty members. Each file was reviewed by 3 committee members, a lead reviewer and two supporting readers. Each faculty member, in alphabetical order by last name, was assigned a number. An online random sequence generator was used to assign lead readers to the files corresponding to this number. Second and third supporting readers were assigned in a similar manner. Conflicts, such as a reviewer assigned to her own file or to a family member, were reassigned. Each committee member reviewed 32 files; 10-11 files as the lead reviewer, and the remainder as either second or third supporting reviewer.

We use Qualtrics as a secure and private platform to conduct independent reviews. Committee members entered the results of their assigned reviews into Qualtrics independent of the other reviewers. The lead reviewer also wrote a preliminary narrative for each assigned file in the areas of teaching and service. Once all reviews were complete, the results were downloaded to an excel spreadsheet and sorted by faculty member. The committee then met in person to review these results. Any case where there was a discrepancy between reviewers was reviewed by the entire committee and discussed for a consensus score. These changes and suggestions for narrative changes were recorded in the master spreadsheet, which was used to generate a report for individual faculty members.

Recommendations
The committee recommended the following changes for 2018:

1. When calculating teaching evaluation scores, provide the basis for the college mean (e.g. grand instructor mean, grand course mean, etc.) and a breakdown between undergraduate and graduate mean scores. We obtained clarification that faculty are to
include summer school student evaluation ratings in their annual review documents. A further clarification is that there is no criteria for student response rates (e.g. 70% or higher) in determining the validity of the evaluation scores.

2. The NTE faculty are directed not to include excerpts from student comments in the teaching narratives. We requested clearer directions to all faculty in this matter.

3. Since the NTE committee had no way to verify if teaching scores listed in the Evaluation Summary Tables were accurate, we requested that faculty teaching evaluation reports be generated by IT means.

4. We found the directions for simplifying procedures for faculty who had been consistently receiving 4’s and 5’s to be difficult to implement fairly. Moreover, the revised directions were received after the review process had started. We recommended that this change in procedure be clearly communicated to all faculty and that they be given clear directions regarding the amount of narrative required to be submitted and subsequently read by review committees. We request clarification from governance committee on these procedures.

5. We requested that a complete list of NTE faculty to be reviewed is to be sent to the NTE PEC chair by December 31 of the review year.

6. We received clarification that the MLFTC course evaluation system shall be opened during the last week of instruction and shall close prior to the examination period listed in the ASU calendar.
7. The committee sought clarification on how the NTE PEC was to assess peer observations. The administration’s guidance to the committee was that observations are to be considered holistically when reviewing the teaching section. They further agreed to develop with faculty input a common tool and procedures for peer observations.

8. The administration agreed to develop an annual workload distribution document for each NTE faculty member and that this information will be communicated to the NTE committee, to assist them in understanding the quantity of teaching, scholarship, or service, as they may vary according to individual annual workload distribution.

9. The committee is developing standardized portfolio templates and the directions for completing to make the process more efficient.