

TO: PROVOST ROBERT JONES

FROM: MARY BETH KURZ

FACULTY MANUAL EDITORIAL CONSULTANT

DATE: _____

RE: FACULTY MANUAL CHANGE, _____

The Faculty Senate approved the referenced Faculty Manual changes on _____
for inclusion in the *Faculty Manual*.

I am including the following:

Upon receiving your approval for all the pending changes they will be incorporated into the 2021-2022 *Faculty Manual*.

Please indicate your approval or desire for revision below. Further, please indicate whether this change requires approval by the Board of Trustees.

Provost's Signature

Provost Approval
Revisions Needed

Board of Trustees Approval needed?

If revisions are needed, please follow up by email to mkurz@clemson.edu

1
2 **FACULTY SENATE RESOLUTION 202005**

3 **Policy Committee Approval: October 2020**

4 **Faculty Senate Consideration: December 2020**

5
6 **Topic:** "A Resolution to amend the reference to Faculty Evaluation System"

7
8 **Whereas,** Clemson University makes provision for faculty participation in
9 planning, policymaking, and decision-making with regard to academic
10 matters; and

11
12 **Whereas,** Whereas, the electronic data entry system previously known as
13 the Faculty Activity System (FAS) has been replaced by Digital Measures by
14 Watermark, and

15
16 **Whereas,** future systems will be likely adopted by the University, and

17
18 **Whereas,** the manual is not clear about the consequences of for the failure
19 of faculty to provide data necessary evaluation by the deadlines given, and

20
21 **Whereas,** physical signatures on documents are no longer used, and it is
22 therefore

23
24 **Resolved,** that Chapter V§E2a. Procedures for Annual Performance
25 Evaluation of the *Faculty Manual*, be amended to **insert** the words "**the**
26 **University central evaluation platform, described in this document**
27 **as**" between the words "using" and "the"; and it is

28
29 **Resolved,** that Chapter Chapter V§E2a.ii. Procedures for Annual
30 Performance Evaluation; Performance Record be amended to **insert** the
31 sentence "**Failure to meet this deadline could result in evaluation of**
32 **an empty record by the chair.**" at the end of subsection (1); and it is

33
34 **Resolved,** that Chapter Chapter V§E2a.iii. Procedures for Annual
35 Performance Evaluation; Evaluation be amended to **strike out** the words
36 "~~**together with the faculty member**~~" in subsection (2); and it is

37
38 **Resolved,** that Chapter Chapter V§E2a.iii. Procedures for Annual
39 Performance Evaluation; Evaluation be amended to **insert** the words
40 "**acknowledge evaluation was reviewed**" between the words "box)" and
41 "chair" in subsection (5).
42

1 *This resolution will become effective upon approval by the Clemson*
2 *University Executive Vice President for Academic Affairs and Provost and its*
3 *inclusion in the next revision of the Faculty Manual.*

4
5 ***Final Proposed Language:***

6 Chapter V§E2. Procedures for Annual Performance Evaluation

- 7 a. The annual performance evaluation by the department chair or school
8 director ("chair") shall be conducted on a performance year basis using
9 **the University central evaluation platform, described in this**
10 **document as** the Faculty Activity System (FAS).

11 *NOTE: The Guidelines for Faculty Evaluation can be referenced in*
12 *Appendix C.*

- 13 b. The FAS performance period extends from the beginning of the summer
14 semester to the end of the following spring semester.
15 c. All activities are to be conducted in accordance with the schedule
16 determined and distributed by the Provost's office, consistent with the
17 guidelines provided in the *Faculty Manual*.
18 d. These reviews must incorporate attention to the *Faculty Manual*.
19 e. Student evaluations of teaching must be incorporated into the
20 evaluation of teaching faculty, as indicated in the *Faculty Manual*.
21 f. The FAS has three separate sections: Goals, Performance Record, and
22 Evaluation.

23 *NOTE: Descriptions of the FAS categories can be found in Appendix B.*
24

25
26 (i) Goals

- 27 (1) Goals for the next year are entered by the faculty member within
28 the FAS in accordance with the dates distributed by the Provost's
29 office.
30 (a) In cases where members of the faculty are on official university
31 leave where extended leave might affect the faculty member's
32 goals, their goals are null and void until goals are modified to
33 reflect the impact of the leave.
34 (2) The faculty member's goals, as well as percentage of emphasis
35 given to each goal area, are established by the faculty member
36 in consultation with the chair.
37 (a) The faculty member's assigned duties for that year should be
38 determined and agreed upon in a manner consistent with the
39 faculty member's goals.
40 (b) Where there is a disagreement, the dean, after consultation
41 with the faculty member, has the final responsibility to

- 1 determine duties and goals and to set the percentage of
2 emphasis distributed among goals.
- 3 (3) Upon completion of this section, both the chair and the faculty
4 member will sign it electronically (by check box).
- 5 (a) Signing this FAS section does not imply agreement with the
6 goals and distribution of effort assigned by the chair. A faculty
7 member who disagrees may file a disclaimer within the Goals
8 section indicating the faculty member's disagreement.
- 9 (b) The chair then freezes the Goals section for the remainder of
10 the performance period.
- 11 (4) Closure of the Goals section must take place in accordance with
12 the dates distributed by the Provost's office.
- 13 (5) If a revision of goals is required after they are frozen any
14 revisions must be entered into a revised form of the Goals
15 section. All revisions must be agreed upon by both the Chair and
16 the faculty member and recorded in the faculty member's FAS.
- 17 (ii) Performance Record
- 18 (1) The Statement of Accomplishments, regarding teaching, service,
19 and research accomplishments attained during the past
20 performance period is entered by the faculty member in
21 accordance with the dates distributed by the Provost's office.
22 **Failure to meet this deadline could result in evaluation of**
23 **an empty record by the chair.**
- 24 (2) Members of the faculty need to record the fullest account of
25 yearly activity, especially concerning matters that might not
26 otherwise come to the attention of the chair.
- 27 (iii) Evaluation
- 28 (1) The Annual FAS Evaluation Section records the chair's summary
29 evaluation of the faculty member performance.
- 30 (2) On the basis of material in the Goals and Performance Record
31 sections, and other evaluation criteria such as personal
32 observations, an interview, etc., the chair ~~together with the~~
33 **faculty member** completes the Evaluation section and forwards
34 it to the dean in accordance with the dates distributed by the
35 Provost's office.
- 36 (3) The chair is to present a narrative in the Evaluation section within
37 FAS with three parts:
- 38 (a) A description of the individual's effectiveness with emphasis
39 upon demonstrated strengths regarding teaching, service, and
40 scholarship;
- 41 (b) An indication of the area(s) where improvement is needed;

- 1 (c) Suggestions of ways by which the faculty member can reach a
2 higher stage of professional development.
- 3 (4) In addition to a narrative evaluation, the FAS Evaluation section
4 should include a "Total Performance Rating," chosen from a six-
5 step scale ranging from "excellent" to "unsatisfactory." The chair
6 will indicate this ranking by checking a box in FAS.
- 7 (5) After the chair completes this section, the faculty member will
8 read it, sign it (by check box) **acknowledge evaluation was**
9 **reviewed** and return it to the chair.
- 10 (a) Signing this FAS section does not imply agreement with the
11 evaluation. The faculty member has the right to file a
12 disclaimer to the evaluation within ten calendar days of its
13 receipt. The chair will respond to any disclaimers and revise the
14 evaluation if appropriate.
- 15 (6) Upon receipt of the faculty member's signature (as well as any
16 disclaimer) the chair forwards the FAS including any attachments
17 and disclaimers to the dean.
- 18 (7) The dean then has the time in accordance with the dates
19 distributed by the Provost's office in which to read, comment,
20 and sign the faculty member's performance section and the
21 chair's evaluation.
- 22 (8) The dean will respond to any disclaimers and revise the
23 evaluation if appropriate.
- 24 (9) Finally, the FAS must be released to the faculty member who will
25 read and electronically sign the annotated Evaluation section.
- 26 (a) The faculty member's signature does not imply agreement with
27 the evaluation, merely awareness of its contents, and a
28 disclaimer to the dean's evaluation can be filed within ten
29 calendar days of receipt.
- 30 (b) Any annual evaluation to which a disclaimer has been filed
31 (including all disclaimers, all responses, and any other
32 supporting documents) must be forwarded electronically to the
33 Provost for information before being returned to the dean's
34 office, to the chair's office, and, finally to the faculty member.
- 35 (c) Filing a disclaimer does not preclude or delay filing a Formal
36 Complaint as documented in **Error! Reference source not**
37 **found**. The time period for the Formal Complaint process
38 begins after the faculty member acknowledges by electronic
39 signature (check box) that the faculty member has received
40 the dean's response to the evaluation.
- 41 (g) The FAS including all supporting documents, all disclaimers, all
42 responses, and any other supporting documents, is an official document
43 to be used in faculty development and to provide important information
44 for decisions concerning reappointment, promotion, tenure, and salary.

- 1 (i) It becomes a part of the faculty member's permanent, confidential
2 file retained by each college dean and the HR record.
- 3 (ii) The faculty member has the right of full disclosure of the faculty
4 member's confidential file.
- 5 (h) In departments with four or more faculty, excluding the chair, a
6 faculty member may request and receive in a timely fashion a report on
7 how the six categories of the "total performance rating" were distributed
8 among the faculty member's colleagues, i.e., how many rated "excellent,"
9 "very good," etc. Where there are sufficient numbers of faculty so that
10 confidentiality can be maintained, a more precise distribution appropriate
11 to the rank and tenure status of the inquiring faculty member will be
12 reported.
13