Minutes for Faculty Affairs meeting at University of Idaho

Date: 8:30 am Friday October 19, 2018

Present: Brandt (ex officio w/o vote), Brown, Eveleth, Freeman, Ibrahim, McCollough, Shrestha, Ytreberg. Absent: Isenbarger, Powell, Lawrence (ex officio w/o vote)

A motion (Brown/ Shrestha) to approve the minutes passed unanimously.

The committee continued discussions about how to use policy to inform decisions about performance adjustments; reaching consensus on the following:

- The decision-making process should begin with the unit administrator - i.e., the individual who performs yearly performance evaluations for faculty in the unit.
- The number of nominations from each unit administrator should be based upon the relative unit size across the college - i.e., larger units within the college would nominate more faculty members than smaller units.
- The decision-making process needs to be as transparent as possible.

The committee explored ideas about how to create transparency. Some possible ideas include:

- Give those who receive a performance adjustment feedback about why they earned the adjustment (i.e., justification).
- Given the performance evaluation is the likely source for making allocation decisions, train unit administrators to prepare the performance evaluation documentation in anticipation of the need to make performance allocation decisions at a later date – e.g., use the comment box at the time of the performance evaluation to record ‘eligibility’ or ‘exceeds expectations’ type language.
- Make all faculty CVs publically available.

The committee also speculated about potential confidentiality issues associated with a process such as the one being considered. For example, if a unit administrator ranks the performance of faculty within a unit before submitting a list of recommendations to the Dean, is a faculty member’s location on the ranked list part of her or his performance record, and thus, available to the faculty member upon request?

The meeting was adjourned at 9:32.

Respectfully Submitted,

Dan Eveleth