

Faculty Senate Committees Procedures Manual

Evaluation and Assessment Committee

1. According to Academic Code Section IV.D.1.e and Faculty Senate Bylaws IV.A.e:

The Faculty Senate Evaluation and Assessment Committee shall be concerned with assessment tools affecting faculty or requiring faculty input. It shall receive, review, initiate, and make recommendations or proposals for assessment tools used for the biennial Faculty Assessment of Academic Administrators, the biennial Faculty Senate and Senate Executive Committee Assessments, and do such other similar things as charged by the Senate Executive Committee, coordinating its efforts with other individuals, groups or committees as necessary or appropriate.

2. Responsibilities of the committee

- 2.1 The committee receives charges related to its purpose from the FS Executive Committee
- 2.2 The committee reports first to the Executive Committee and to the Faculty Senate, as requested.
- 2.3 The committee may also consider topics or issues that are then sent to the Executive Committee, requesting committee time for consideration and formal charges, as needed.

3. Process for election of the committee chair

- 3.1 Nomination process—nominations for committee chair are made at the first meeting of the academic year.
- 3.2 Election process—the election of the chair is accomplished by simple majority.

4. Responsibilities of the committee chair. The committee chair:

- 4.1 Ensures that the committee's responsibilities, outlined in Section 2, are fulfilled, as charged
- 4.2 Determines committee meeting days and times (in consultation with committee members)
- 4.3 Manages committee meetings by
 - 4.3.1 Calling meetings
 - 4.3.2 Setting agendas for meetings
 - 4.3.3 Presiding over meetings
- 4.4 Manages committee workload, in consultation with the Senate Chair/Executive Committee.
- 4.5 Ensures that meeting minutes are taken and handled appropriately
 - 4.5.1 Ensures that minutes are taken either by the secretary or administrative assistant; or, if neither is present, assign a committee member to take minutes.

- 4.5.2 Reviews draft minutes submitted by the secretary or administrative assistant (or the assigned committee member), and suggest revisions as necessary
 - 4.6 Liaises between the committee and the Faculty Senate by
 - 4.6.1 Reporting to the Senate on the work of the committee as requested by Senate and/or as scheduled by the EC (at least once per quarter)
 - 4.6.2 Reporting to the committee on any Senate work relevant to the committee
 - 4.7 Liaises between the committee and the Faculty Senate Executive Committee by
 - 4.7.1 Providing the Executive Committee with timely written and oral communications as needed regarding the committee's work and concerns of lack of member participation, if any.
 - 4.7.2 Preparing and presenting motions to the Executive Committee for Senate consideration, and being present at Senate meetings when they are presented.
 - 4.7.3. Preparing and presenting the committee's Annual Report to the Senate/Executive Committee
 - 4.8 Collaborates with other Senate and University committee chairs, as needed
 - 4.9 Prepares and sends evaluative letters of committee members regarding participation (annually)
- 5. Responsibilities of the committee secretary or administrative assistant
 - 5.1 Prepares meeting minutes, which should include meeting date and time, names of attending and absent members, and motions as approved by the committee, start and end times
 - 5.2 Forwards draft minutes to the committee chair for review, and make revisions as appropriate
 - 5.3 Forwards an electronic committee-approved minutes to the Faculty Senate Office
 - 5.4 Arranges location of meetings, and any equipment needed for telephone connections or presentations
- 6. Responsibilities of the committee members
 - 6.1 Attend committee meetings and other events, e.g., forums, related to committee business
 - 6.2 Review meeting documents and prepare for upcoming meetings
 - 6.3 Participate actively in carrying out the committee's responsibilities, outlined in Section 2
 - 6.3 Prepare reports and lead discussions on specific topics, as assigned at committee