



PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose

The system of periodic faculty review at Utica University has as its major goal the professional development of individual faculty members. The deliberations of the Professional Development Committee (PDC) and the discussions the Committee fosters with each faculty member are best viewed as conversations about careers. In addition to this formative evaluation role, the PDC is responsible for making summative evaluations. In that respect, however, the PDC operates with a set of standards different from those of the Faculty Affairs Committee (FAC) and strives to make holistic judgments which reflect the reality that the traditional areas of evaluation (teaching, professional accomplishment, service) receive different emphases at different points in a faculty member's career. Conspicuous success in teaching, however, should always be the most important.

Every tenured faculty member will be reviewed on a periodic basis in compliance with the State Education requirements.

A review will occur every five years after tenure. In cases of an unfavorable review, the faculty member will submit materials for a subsequent review by the end of three years from the final approval of the plan referred to in paragraph 9 below. Those anticipating retirement within three years may elect not to be reviewed provided there is a written declaration of retirement.

Timetable

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| <u>June 1</u> | Candidates for post-tenure review during the upcoming academic year are notified by their School Dean. |
| <u>September 25</u> | Candidates will submit all information to be considered in evaluation to relevant school office as noted in 3 below. |
| <u>October 1</u> | The school office will send all relevant materials to Office of Academic Affairs as noted in 3 below. |

Operational Procedures

1. The PDC will consist of five tenured faculty members elected by the faculty through the Faculty Senate election process and one optional non-voting faculty member selected by the faculty member under review. No more than two of the elected members may be from the same academic school, and at least two of the elected members must be full professors. The Provost and VPAA is a non-voting *ex officio* member of the Committee. The Committee will elect each year a chair and a secretary. The Provost's senior administrative assistant, in conjunction with the secretary of the PDC, will record and maintain minutes of all PDC meetings.

2. The order of consideration of candidates each year will be determined by random drawing at the first meeting of the year.
3. **The candidate is responsible for submitting a hard copy and an identical electronic version of their materials to the relevant school office by September 25. The school office will add a copy of the candidate's teaching evaluations over the last 5 years and the Dean's Confirmation of Review Form to each candidate's packet. The school office is responsible for sending the candidate's materials (hard copy and electronic copy), and any supporting materials to the Office of Academic Affairs no later than October 1. The Office of Academic Affairs is responsible for posting electronic materials to the web site dedicated to the PDC.**
 - A. Each faculty member being reviewed should submit to his or her school office one hard copy and an identical electronic version of an updated Summary of Professional Activities and each of three reflective statements (one statement for each of the traditional criteria areas: teaching, professional accomplishment, and service). These should be thoughtful, reflective statements on the candidate's work over the last five years. While there is a summative aspect to the review, the underlying philosophy of the process is formative and the focus is developmental, so PDC review should also be viewed as an opportunity to set the foundation for a rich conversation with colleagues about one's progress as a senior faculty member, the direction one's career has taken, and how one sees it continuing to develop over the next five years.
 - B. At least one week in advance of the review, the Office of Academic Affairs should be notified of the selection for the associate member, if one is chosen. The associate member should assist the candidate by reviewing the reflective statements and the supporting documents and by offering pertinent comments in the committee meeting.
4. The Committee may solicit other additional information as deemed necessary, and information from the relevant school dean.
5. The PDC will review the materials. After some initial deliberation, the candidate's associate, if one has been chosen, will be called in for discussion; the candidate will then join the meeting to respond to questions and to expand the discussion. After the candidate and the associate have been excused, the Committee will deliberate.
6. Four voting members constitute a quorum. Three affirmative votes (whether four or five voting members are present) are required for a positive recommendation. Any permanent member of the Committee may call for reconsideration once several candidates (usually four) have been reviewed. All recommendations are forwarded to the Provost for approval.
7. The Provost will convey the results to the candidates, indicating strengths and weaknesses in the candidate's record.
8. In the case of a favorable review, a salary increase will be added to the Bargaining Unit Member's base salary in the amount designated by the current AAUP- Utica University contract. Alternatively, the Assistant, Associate, Full or Distinguished Professor may elect to place their increase (in lieu of the salary base increase) into a restricted account for the faculty member's purchase of equipment (to be University-owned), travel, or supplies in connection with his or her position responsibilities.
9. In cases of an unfavorable review, the faculty member shall submit materials for a subsequent review by the end of three years from the final approval of the plan referred to below. A faculty member anticipating retirement within three years of review may elect not to be

reviewed provided he or she provides to the School Dean and the Provost a written and irrevocable declaration of retirement.

A tenured faculty member who does not receive a favorable review by the PDC or the Provost shall have the right to appeal the decision. The appeal shall be forwarded in writing within ten (10) working days of the receipt of the decision to the Provost and the Chairperson of the PDC. The appeal hearing shall commence within fourteen (14) working days after receipt of the notice of appeal. The faculty member shall have the right to personally present the case for appeal, with the assistance of a tenured faculty member or his or her choosing. After hearing the appeal, the PDC shall submit its recommendation in writing to the Provost, whose decision shall be final and binding and not subject to appeal, unless the bargaining unit member alleges that the procedures employed by the PDC and/or Provost were inconsistent with the provisions of this Agreement, in which case, the member may request that the Hearing Committee review the case pursuant to the provisions in Article 7.2.

A tenured faculty member who does not receive a favorable review shall develop a plan for improvement in consultation with his or her School Dean, the Provost and the PDC. Such plan shall be subject to the approval of the Provost. If the plan is not approved, the Provost will provide the reasons in writing to the faculty member. The plan shall be formulated and approved no later than the end of the first full semester following notification of the PDC's decision. Following approval of such plan, the Provost shall allocate support from the Faculty Development Fund to assist the faculty member in carrying out the plan. The faculty member may alter the plan in consultation with his or her School Dean, the Provost and the PDC. If the faculty member believes significant progress toward completion of the plan has been achieved, he or she may request an early review. Upon receipt of notice from the PDC of successful completion of the plan, the faculty member shall submit documentation of completion to the Provost and such completion shall be acknowledged by the Provost within seven (7) working days of receiving the documentation.

The foregoing review process and any ensuing conclusions, recommendations or information may not be used in any disciplinary proceeding under Article 8.10 and 11 unless the University shall have concluded, based on advice of legal counsel, that applicable law or regulation requires use of such materials.