

January 4, 2007

TO: Provost's Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: REVISED - Provost's Council Agenda for Tuesday, January 9, 2007

The Provost's Council will meet on Tuesday, January 9 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the December 12, 2006 minutes (see attachment, p. 1-3)
2. Faculty Exit Interviews
Marty Sharpe
3. Evaluations of Adjunct/Part-time Faculty (see attachment, p. 4)
4. Discussion of How the Colleges Treat Chairing Dissertations in Terms of Workload and Faculty Evaluation
Nancy Bagranoff
5. Additional Revision to the Attendance Policy
6. Proposed Revisions to the Policy on Department Chairs and the Policy for Department Chair Evaluation (see attachments, p. 5-8)
7. Faculty Senate Issue 2006-7-11, Evaluation of Academic Chairs (see attachment, p. 9-11)
8. Faculty Senate Issue 2006-7-10, Evaluation of Academic Deans (see attachment, p. 12-13)
9. Faculty Senate Issue 2006-7-3, Proposed Revision to the Policy on Non-Degree Credits to Complete a Degree (see attachment, p. 14-17)
10. Other Business
 - A. Faculty Workload Revision Committee Membership – Nancy Cooley

PROVOST'S COUNCIL
January 9, 2007
Minutes

The Provost's Council met on Tuesday, January 9, 2007 from 8:30-10:30 a.m. in the Board Room in Koch Hall. Those present were Phil Langlais (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Nancy Cooley, Chandra de Silva, Bill Drewry, Bill Graves, Ginny O'Herron, and Joe Rule. The following agenda items were discussed.

1. The December 12 minutes were approved.

2. Faculty Exit Interviews

Marty Sharpe distributed a preliminary document on a faculty exit interview process and a copy of the faculty exit interview procedures at the University of Wisconsin-Madison. The faculty exit interview process should become policy and be included in the Faculty Handbook. As a result of the discussion, Dr. Sharpe will update the document, work on protocols, and send the revised document to the deans for input and discussion at a future meeting.

3. Evaluations of Adjunct/Part-time Faculty

The deans suggested that the definition of adjunct faculty and part-time faculty be addressed before the discussion on evaluating adjunct/part-time faculty. Andrew Balas, Nancy Bagranoff and Bill Graves agreed to work on these definitions. Discussion of the definitions and the evaluation process will continue at the February 13 meeting.

4. Discussion of how the Colleges Treat Chairing Dissertations in Terms of Workload and Faculty Evaluation

Nancy Bagranoff asked for input from the deans on how the colleges treat chairing dissertations in terms of workload and faculty evaluation. She noted that the College of Business and Public Administration treats it as service, but faculty teaching graduate courses have a reduced teaching load. The deans commented as follows.

- Arts and Letters – faculty who supervise two dissertations and faculty who supervise five theses get a reduction of one course.
- Engineering and Technology – faculty are credited with one credit hour per dissertation supervised; there is no reduction in load for teaching graduate courses.
- Sciences – faculty workload for chairing dissertations varies by department; there is no distinction between undergraduate and graduate courses in a faculty member's workload.

5. Additional Revision to the Attendance Policy

Council members discussed and approved an additional revision to the attendance policy to take into account mandatory military training. The additional revision will be shared with the Faculty Senate.

6. Proposed Revisions to the Policy on Department Chairs and the Policy for Department Chair Evaluation

Council members discussed and approved revisions to the policy on department chairs and the policy for department chair evaluation. The change proposed to the policy on department chairs addresses the process to be followed when a new chair is recruited from outside the department. The change to the policy for department chair evaluation links the two policies by referencing the appropriate section of the policy on department chairs. The proposed changes will be forwarded to the Faculty Senate for review.

7. Faculty Senate Issue 2006-7-11, Evaluation of Academic Chairs

Council members discussed the recommendation from the Faculty Senate to revise the policy for department chair evaluation. Several of the deans expressed concern about conducting an annual evaluation of chairs by departmental faculty. They also suggested several additional revisions to the policy. Chandra de Silva will share the document used in Arts and Letters for the evaluation of department chairs. Discussion of this issue will continue at the next meeting.

8. Other Business

A. Phil Langlais announced the members of the Faculty Workload Committee.