Summer 6-11-1974

Letter from F. B. Belshe, Dean of Academic Services on Academic Calendar

Academic Senate

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June 11, 1974

TO: Dr. Robert Sutherland
Chairman, Academic Senate

FROM: F. B. Belshe
Dean of Academic Services

The academic calendar for the 1975-76 school year, plus the 1976 summer session, is to be submitted to the Board of Regents in August. In view of this requirement, I would like to suggest consideration of the enclosed calendar proposal at the June 26th meeting of the Senate or at a meeting during the month of July.

The following items should be noted in connection with the proposed calendar:

1. The pattern is the same as that approved by the Academic Senate for 1973-74 and for 1974-75. This means, basically, that the first semester is scheduled to end on the weekend before Christmas and there is a break of approximately three weeks between the close of the first semester and the opening of the second semester.

2. The Spring break during the second semester 1976 is scheduled following the close of the first nine-week block and before the opening of the second nine-week block.

3. The summer session schedule parallels that of the present summer session, but there is a time span in which we could consider changes in format of our summer session if it seems desirable to do so.

If there are any questions on this matter, please let me know.

FBB: BK

Enclosure
FIRST SEMESTER, 1975

Thursday, August 21 and Friday, August 22
Monday, August 25
Monday, September 1
Friday, October 17
Monday, October 20
Wednesday, November 26
Monday, December 1
Saturday, December 13 through Friday, December 19
Friday, December 19

SECOND SEMESTER, 1976

Thursday, January 8 and Friday, January 9
Monday, January 12
Friday, March 5
Friday, March 15
Monday, March 15
Saturday, May 8 through Friday, May 14
Friday, May 14
Saturday, May 15

SUMMER SESSIONS, 1976

Monday, May 31 through Friday, June 18
Monday, June 21 through Friday, August 13
(Monday, July 5)

Pre-session (1, 2, and 3 week courses)

Eight week session
Holiday
MEMORANDUM

FROM: Administrative Affairs Committee

TO: Academic Senate

RE: Proposal for a System of Chairperson Evaluation, 6-17-74

1. Early in the school year the dean and chairperson will develop an understanding in regard to the chairperson's role objectives for that school year.

2. Each chairperson will provide annually, prior to the first Friday in December, to the dean of his/her college and to each faculty member within his/her department a brief statement focusing upon his/her goals and objectives as chairperson and his/her assessment of the problems that require confrontation for the meeting of these goals and objectives.

3. The APT committee of each department, minus the departmental chairperson, at the outset of its annual APT deliberations will evaluate its chairperson in terms of the three categories of 'teaching,' 'scholarship,' and 'service' after having solicited input from the chairperson on the form used for faculty evaluation. Those departments that do not ordinarily have APT committees will elect an ad hoc APT committee for this purpose.

4. In regard to the category of 'teaching,' the APT committee's assessment of the chairperson's teaching will be based in part, as is the case for the rest of the department, on student response through the departmental course evaluator questionnaire, administered in the same fashion as for other faculty.

5. Summary evaluations in the three categories of 'teaching,' 'scholarship,' and 'service' will be provided by the APT committee directly to the Dean of the College and the Dean of the University. The APT committee will also provide aggregated data from the student course evaluations to the Chairperson, but not until the semester evaluated has terminated.

6. In addition, standard university-wide questionnaires will be completed annually, between the first and second Fridays in December, by the full-time faculty within each department. These questionnaires will be unsigned and will be returned directly to the dean of the college by the second Friday in December. Only those faculty who, at the completion of that semester, will have served fully three consecutive semesters under the chairperson (in the capacity of either full or acting chairperson) will be eligible to respond. In order to provide the chairperson with adequate time to make progress toward accomplishing his/her long term objectives, a chairperson shall have served more than one academic year before the questionnaire will be administered. The dean of the college will distribute and collect the questionnaires and make use of the questionnaire data in his/her APT considerations relating to that chairperson.

7. Aggregated data from the computerized portion of these questionnaires and summaries of the remaining portion of these questionnaires (inasmuch as individual faculty indicate their permission to reveal the latter information) will be returned as soon as possible to each chairperson, but not before APT evaluations of faculty are due in the dean's office.

8. The dean of each college will provide during the final month of each school year to each chairperson (acting and full) continuing under his/her jurisdiction a comprehensive evaluation of that chairperson, based upon the previously mentioned data and such other data as he/she may request.

9. An appeal procedure and schedule will be established whereby the final annual evaluation and recommendation by the dean may be appealed by the affected chairperson, first to his/her dean and then to the Faculty Status Committee.
10. At least one semester prior to the end of each four year period of service as chairperson (time served in the capacity of acting as well as full chairperson will be combined where the chairperson has served consecutively in both capacities), each chairperson will indicate to the dean of his/her college whether he/she would be available to serve as chairperson beyond the four year period.

If the chairperson does thus indicate his/her future availability, a committee will immediately be constituted consisting of four members elected--three from within the department and one from outside the department--by full-time faculty within the department, and one member appointed by the dean of the college from outside the department and within the university. This committee will assess all the previously mentioned data, and utilizing also personal interviews and such other information as it may deem appropriate, will recommend to the dean whether the chairperson is to be continued in his present capacity.

This will apply immediately to those chairpersons who will have served at least three and one-half years at the end of the fall 1974 semester. Exception will have to be made in the initiation of this program for the College of Arts and Sciences, where--in the order of greatest seniority of chairpersonship first--evaluations will be made of about one-third of the fourteen presently most senior chairpersons each year over the first three years.

11. This proposal will be implemented beginning the fall semester 1974. At the beginning of the fall semester 1975 all faculty, chairpersons, and administrators will be polled for their evaluation of this system.
1. How do you rate the success of your chairperson in the motivation of, and assistance given to, the research activity by members of the department?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

2. How do you rate the success of your chairperson in his/her development and motivation of good teaching within the department?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

3. How do you rate the success of your chairperson in his/her support of high standards and expectations regarding student performance?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

4. How do you rate your chairperson in his/her professional correctness in the assignment of courses to faculty?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

5. How do you rate your chairperson in providing for appropriate faculty participation in decision making and departmental governance?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

6. How do you rate your chairperson's fairness in dealing with matters such as salaries, work loads, schedules, travel, and summer assignments?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very poor

7. How do you rate the success of your chairperson in his/her ability to attract highly professional and qualified faculty and staff into the department?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

8. How do you rate the success of your chairperson in his/her ability to retain highly professional and qualified faculty and staff in the department?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

9. How do you rate the success of your chairperson in his/her ability to weed out or deny rewards to inferior faculty and staff in the department?
   (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

10. How do you rate your chairperson in his/her professional standards in making promotion and tenure recommendations?
    (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

11. How do you rate your chairperson as an active member of his/her profession (i.e., chairperson's own scholarly development and professional service beyond the university)?
    (1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor
12. How do you rate the success of your chairperson in his/her presentation and sponsorship of departmental interests at the college and university levels?

(1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

13. How do you rate your chairperson's accessibility to individual members of his/her faculty and staff?

(1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

14. How do you rate your chairperson in terms of his/her non-manipulativeness, his/her openness and honesty in discussing matters of concern with members of the department?

(1) Excellent, (2) Good, (3) Average, (4) Poor, (5) Very Poor

15. How do you rate the success of your chairperson in his/her making of sound, even if difficult and unpopular, decisions when necessary and his ability to stand by these decisions?

(1) Excellent (2) Good, (3) Average, (4) Poor, (5) Very Poor

16. How do you rate your chairperson in an overall way?

(1) Excellent (2) Good, (3) Average, (4) Poor, (5) Very Poor

17. What other important assets or shortcomings would you list in regard to your chairperson?

Assets:

Shortcomings:

Other Comments:

Enter your responses to question #11 below this line if you do not wish them to be included in the aggregation and summary of data from this questionnaire to be returned to your chairperson for his information.

Assets:

Shortcomings:

Other Comments:
THE FOLLOWING QUESTION WILL BE SUBMITTED TO FACULTY ONLY AT FOUR-YEAR INTERVALS:

18. How desirable would it be for your chairperson to continue in his present position for another term of four years?

Desirable__________, Indifferent__________, Undesirable__________.

(Optional) If in a composite department (as Geography-Geology, Sociology-Anthropology, etc.) my discipline is______________________.

(Optional) My appointment designation is:

__________Regular

__________Temporary