

FORMAT FOR MOTIONS

Committee, Department or Individual(s) Initiating Motion:
Evaluative Instruments Task Force Member, chair, Mary Abkemeier:

Committee Receiving Motion: Faculty Affairs – submitted 3/9/2011

Type of Motion: unknown

Title of Motion: Approval of 5 evaluation forms used by Fontbonne University

It is moved that Fontbonne University use the following 5 forms, as submitted by the Evaluative Instruments Task force, for the purpose of evaluation and professional development of its faculty. The five forms are these:

- Course survey
- Classroom observation form
- Full-time faculty self-evaluation form
- Department chair/college dean evaluation by full-time faculty member
- Full-time faculty member evaluation by department chair/college dean

Rationale: The five forms listed above are not new forms but edited versions of forms Fontbonne University currently uses. The Evaluative Instruments Task Force was charged with editing the forms to align them with criteria set by the Committee on Rank and Tenure, to make them consistent among themselves, to request information that is unambiguous and useful to faculty members as we seek to improve our teaching and advising. Students (undergraduate, graduate, online, part-time and full-time), faculty members (part-time and full-time), department chairs/college deans all contributed to the revision of the submitted forms. It is the hope of the Evaluative Instruments task force that the 5 forms generally reflect the opinions of the constituencies listed above and will serve their purposes well.

Please read the additional comments attached below as an addendum.

Effective Date: Fall 2011, that is, the 2011/2012 academic year

If approved, distribute to the following:

- _____ Catalog (Associate Academic Dean)
- _____ Registrar
- Academic Year Faculty Manual
- _____ Advisors' Manual
- _____ Student Handbook
- _____ Part-time Faculty Manual
- _____ Staff Handbook
- _____ Other _____

General comments –not part of the motion

- The word academic was deleted from forms where the phrase “academic year” was used and where it was no longer correct. Here is where it was deleted.
 - Full-time faculty self evaluation form in item 3.
 - Department chair/college dean’s evaluation of full-time faculty member form in items 3 and 4
- In the department chair/college dean form the wording in part one is taken from Volume I of the Fontbonne Policy manual. However, following a meeting with Academic Council, it was decided to change the wording “Prepares department budget” to “Effectively prepares and manages the department budget based on departmental needs.”
- FGA will vote on the adoption of the forms and not on the associated procedures. The Evaluative Instruments Task Force plans to suggest procedures based on the information provided to its members by students, members of Academic Council, members of Rank and Tenure as well as all faculty members, both full-time and adjuncts. Suggested procedures are not part of the motion.
- The use of the term objective as opposed to outcome on the course survey has been a topic of conversation from the outset. The members of the task force wanted to keep the course survey simple and straightforward. We ask that those of you who prefer the word outcome to objective please inform your students that objective is to be interpreted as outcome when completing the course survey.

Finally, thanks to all of you. The members of the Task Force are pleased with the input from each of you. We hope that you can see the contributions you all made to this effort.