Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Additional Language to Section 4.04 A (WCU Collegial Review, Overview) of the Faculty Handbook Regarding the Faculty Activity Database

   a) Brief Description: Added language clarifying that the DCRD requirements take precedence over PAD reports, and that faculty should edit them accordingly.

   b) Initiated by: CRC

II. Faculty Senate Action: ☑ approved ☐ not approved ☐ other date: 4/20/2016

   Comments:

   Vote: ☑ Vote by Ballot: 28 Ayes; 0 Nays; 3 Abstentions

   FS Secretary signature: ______________ date 5/6/16

III. Provost: ☑ for information ☐ Recognition of Receipt ☑ for action.................☑ approved ☐ not approved

   Comments:

   Person responsible for Implementation: ______________

   Provost signature: ______________ date 5/6/16

IV. Chancellor: ☑ for information ☑ Recognition of Receipt ☐ for action.................☑ approved ☐ not approved

   Comments:

   Chancellor signature: ______________ date 6/7/16

Once finalized copies will be returned to the Provost Office's representative who will scan and distribute electronically to:

Chancellor
Provost
Chair of Faculty Senate
Secretary of the Faculty Senate
Associate Provost (for catalog and handbook)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)
Resolution to Collegial Review Council of the Faculty Senate:
Additional Language to Section 4.04 A (WCU Collegial Review, Overview) of the Faculty Handbook Regarding the Faculty Activity Database

Whereas, there have been concerns that reports generated from the Faculty Activity Database (FAD) may not satisfy the acceptable criteria or formats articulated in Department Collegial Review Documents (DCRDs);

Be it resolved that the following paragraph be added to the Faculty Handbook, Section 4.04.A as well as the Provost’s Guidelines for Preparation of Applications/Dossiers for Reappointment, Tenure, and Promotion to reaffirm the precedence of the DCRD:

In the event of any conflict between a report generated by the Faculty Activity Database (FAD) and requirements stated in the Departmental Collegial Review Document (DCRD), the DCRD requirements will take precedence over the FAD report for all review processes and the faculty member should edit the FAD report accordingly. Every report from the FAD will be generated as a downloadable and editable text document (e.g., MS Word) to facilitate individual customizing needs and to allow flexibility in reporting specific departmental requirements as needed.

Updated Section 4.04 A of the Faculty Handbook:
Proposed additions are in BOLD and RED.

4.04 Western Carolina University Collegial Review
This section is pending GA approval as of July 2015.
A. Overview
Western Carolina University faculty members are responsible for evaluating each other’s contributions to the University, region, and profession and making recommendations to the administration on faculty performance decisions. Western Carolina University has four separate but related faculty evaluation processes: annual faculty evaluation (AFE), reappointment (R), tenure and promotion (T/P) and post-tenure review (PTR). This section explains the purpose of each review, defines each of these processes, and explains the roles and responsibilities of all participants.

Full-time, part-time, and adjunct faculty are required to document their teaching, scholarship, and service as related to their primary responsibilities in the Faculty Activity Database. Reports from the database will be included in materials presented for Annual Faculty Evaluation, Reappointment, Tenure, Promotion, and Post-tenure Review.

In the event of any conflict between a report generated by the Faculty Activity Database (FAD) and requirements stated in the Departmental Collegial Review Document (DCRD), the DCRD requirements will take precedence over the FAD report for all review processes and the faculty member should edit the FAD report accordingly. Every report from the FAD will be generated as a downloadable and editable text document (e.g., MS Word) to facilitate individual customizing needs and to allow flexibility in reporting specific departmental requirements as needed.