# Collegial Review Council 2014-2015, Resolution 1:

# Adding a Statement on the use of the Faculty Activity Database to the Section 4.04 of the Faculty Handbook

WHEREAS Western Carolina University is in the process of implementing an electronic database, to be referred to as the Faculty Activity Database (e.g. Activity Insight®), for recording faculty activities to simplify evaluation and promotion/tenure processes, and to streamline the collection of data on faculty scholarship, service and engagement; and

WHEREAS use of the Faculty Activity Database will be required of all Western Carolina University faculty by 2017; and

WHEREAS policies and procedures for use of the Faculty Activity Database must be clearly and consistently presented in a resource for all faculty; and

WHEREAS Section 4.04 (Western Carolina University Collegial Review) of the Faculty Handbook is the primary resource for collegial review policies and procedures,

BE IT RESOLVED that the following statement be appended to the overview of Section 4.04 of the Faculty Handbook:

*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 this database will be included in materials presented for Annual Faculty Evaluation, Reappointment, Tenure, Promotion, and Post-tenure Review.*

The new Section 4.04 A. Overview would appear as follows (the new language is in **bold, underlined type**):

## 4.04 Western Carolina University Collegial Review

### 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 this database will be included in materials presented for Annual Faculty Evaluation, Reappointment, Tenure, Promotion, and Post-tenure Review.**

### B. Types of Review

1. **Annual faculty evaluation**. The purpose of annual faculty evaluations (AFE) is to provide faculty members with an annual evaluation, which includes ….