



PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose

The system of periodic faculty review at Utica College has as its major goal the professional development of individual faculty. The deliberations of the Professional Development Committee (PDC) and the discussions the Committee fosters with each faculty member are best viewed as conversations about careers. In addition to this formative evaluation role, the PDC is responsible for making summative evaluations. In that respect, however, the PDC operates with a set of standards different than those of the Faculty Affairs Committee (FAC) and strives to make holistic judgments which reflect the reality that the traditional areas of evaluation (teaching, professional accomplishment, service) receive different emphases at different points in a faculty member's career. Conspicuous success in teaching, however, should always be the most important.

Every tenured faculty member will be reviewed on a periodic basis in compliance with the State Education requirements.

A review will occur every five years after tenure with a five-year interval resetting with a promotion. In cases of an unfavorable review, the faculty member will submit materials for a subsequent review by the end of three years from the final approval of the plan referred to in paragraph 9 below. Those anticipating retirement within three years may elect not to be reviewed provided there is a written declaration of retirement.

Operational Procedures

1. The PDC will consist of five tenured faculty members elected by the faculty through the Nominating Committee and one optional non-voting faculty member selected by the faculty member under review. No more than two of the elected members may be from the same academic division, and at least two of the elected members must be full professors. The Provost and VPAA is a non-voting *ex officio* member of the Committee. The Committee will elect each year a chair and a secretary. The Provost's secretary in conjunction with the secretary of the PDC will record and maintain minutes of all PDC meetings.

2. The order of consideration of candidates each year will be determined by random drawing at the first meeting of the year. The review of candidates who are requesting promotion will be deferred until the FAC deliberation is complete. If a candidate is promoted, the PDC deliberation will be deferred for five (5) years.

3. The candidate is responsible for submitting one hard copy and an identical electronic version of their materials to the relevant school office by September 25th. The School Office will supply one hard copy of your teaching evaluations over the last 5 years. The School Office is responsible for sending the electronic materials and any supporting materials to the Office of Academic Affairs no later than October 1st. The Office of Academic Affairs is responsible for posting electronic materials to the web site dedicated to the PDC.

A. Each faculty member being reviewed should supply their School Office with one hard copy and an identical electronic version of an updated Summary of Professional Activities; as well as each of three reflective statements (one statement for each of the traditional criteria: teaching, professional accomplishment, and service). These statements should be a thoughtful reflective statement on your work covering the last five (5) years.

Please reflect on your teaching, professional accomplishments and contributions to the academic life of the College and the larger community, with supporting documents. While there is a summative aspect to the review, the underlying philosophy of the process is formative and the focus is developmental and should also be viewed as an opportunity to set the foundation for a rich conversation with colleagues about your progress as a senior faculty member, the direction your career has taken, and how you see it continuing to develop over the next five years. The Professional Development Committee (PDC) will review the materials and meet with the candidate. The Committee will make formative and summative recommendations, which are then sent to the Provost.

B. At least one week in advance of review notify the Office of Academic Affairs of the selection for the associate member, if one is chosen. The associate member should assist the candidate by reviewing the reflective statements and the supporting documents package and by offering pertinent comments in committee.

4. The Committee will request a letter of recommendation from the candidate's School Dean, who will share this with the candidate before review. The letter should address the three traditional criteria, summarize the candidate's overall contribution to the College, and make a clear recommendation. The Committee may solicit other additional information as deemed necessary.

5. The PDC will review the materials. After some initial deliberation, the candidate's associate, if one has been chosen, will be called in for discussion; the candidate will then join the meeting to respond to questions and to expand the discussion. After the candidate and the associate have been excused, the Committee will deliberate.

6. Four voting members constitute a quorum. Three affirmative votes (whether four or five voting members are present) are required for a positive recommendation. Any permanent member of the Committee may call for reconsideration once several candidates (usually four) have been reviewed. All recommendations are forwarded to the Provost for approval.

7. The Provost will convey the results to the candidates indicating strengths and weaknesses in the candidate's record.

8. Upon favorable review the candidate may elect to choose either the base salary increase (\$1,000), or the amount allocated to the faculty development fund (\$3,000), which goes into a restricted account for the candidate's purchase of equipment (to be College-owned), travel, or supplies.

9. A candidate who does not receive a favorable review shall develop a plan for improvement in consultation with the Provost and the PDC. This plan is subject to the approval of the Provost. A plan must be formulated and approved no later than the end of the first full semester following notification of the committee's decision. Following approval of this plan, the Provost will allocate support from the Faculty Development Fund to assist the member in carrying out the plan. A candidate who feels significant progress has been achieved may request an early review at which time the candidate will be eligible to be considered for the salary base increment.

10. Applicants who do not receive a favorable review by the PDC or the Provost have the right to appeal the decision. The appeal must be forwarded in writing within (10) working days of the receipt of the decision to the Provost and the Chairperson of the PDC. The appeal hearing will commence within fourteen (14) working days after receipt of the written intent to appeal. The affected faculty member has the right to present his or her objections to the decision in person to the Provost and the PDC. He or she has the right to present the case with the assistance of a tenured faculty member of his or her choosing. The PDC makes a recommendation to the Provost, but the final decision rests with the Provost. The Provost's decision is not open to appeal. This review process and any results there from cannot be used in any disciplinary proceeding under Article IX, F, except for any results or information which may give rise to a legal obligation on the part of the College to investigate further. Failure on the part of the applicant to consult, develop, and carry out the plan may result in disciplinary action.