

110.1

110 Academic Policies

Procedures for Proposing Changes to Curriculum Committee (see checklist)

Notice of any non-substantive changes (revisions in existing academic major or minor requirements as long as they do not involve courses in other departments, course titles, catalog descriptions, course number changes within level, or prerequisites) is to be submitted to the Curriculum Committee through the VPAA for acknowledgment and report to the faculty. Each department and division that may be affected is to be notified in writing prior to submittal of proposed changes to the VPAA for transmittal to the Curriculum Committee.

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6. Approval of Calendar

Below is set out the process by which the Muskingum College academic calendar shall be prepared and approved.

Under the direction of the VPAA, the Registrar will by the end of October, circulate to the faculty and administration a draft of the proposed academic calendar for two years in advance. By the end of January the VPAA will convene a meeting of the Curriculum Committee dedicated to consideration of the draft calendar and reactions to it. For purposes of the calendar consideration the CC will be expanded to include the Dean of Student Life, the Vice President for Business and Finance, the Dean of Enrollment, the Faculty Executive Secretary, the Dean of Graduate Studies, and the Athletic Director.

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3. Frequency of Review

A. Full Review

Every eligible faculty member shall undergo a full review and evaluation process on a regular basis. Refer to sections 210.2 and 210.6 for additional procedural details. The frequency of occurrence for this process is as follows:

- 1) Faculty members on non-tenured (probationary) contracts receive a full review during the fall semester of their second, fourth, and sixth years. As part of their evaluation, fourth-year review candidates are informed of their prospects for tenure at Muskingum.
- 2) Tenured faculty members undergo evaluation every five years since the granting of tenure.
- 3) Any faculty member may request an additional evaluation process during any year when that faculty member is not regularly scheduled for a review.

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- 4) For administrative convenience, for the potential professional improvement of the faculty member and the academic program in which he/she is involved, and as a basis of consideration for possible further appointment, promotion, and/or salary increases, faculty members who are on limited period contracts are usually evaluated at those same times and with those same procedures and criteria applicable to faculty members who are subject to the above periodic reviews. (See, however, section 600 Limited Period Contracts, Faculty Handbook, for a note on exclusion from continuing or notification rights.)

B. Annual Review

Every eligible faculty member shall undergo an annual review for the purpose of determining a salary increase. Annual salary increases derive from an amount determined by the Board of Trustees. At the time of this document's writing, the amount is divided into three portions; two related to performance and the third a discretionary fund for the administration to apply to those receiving promotions, adjustments in rank, etc. This process, then, relates only to those elements of salary increase based on annual performance.

- 1) The administration's decision for performance salary increase based on this evaluation will grow out of the following documents:
 - a) The faculty member's annual report which demonstrates his or her performance in every area of faculty responsibility during the previous year. The faculty member will want to demonstrate the means by which he or she has grown professionally, reporting scholarly achievements, and what he or she learned from course evaluations and how courses were adjusted accordingly; the impact of any workshops on his or her growth and performance; the effectiveness of advising; service to the college and community which has been rendered; and presenting other information and materials which may be relevant.

(Faculty will want to consult sections 210.2.A.3).d for the required frequency of administering course evaluations during the first six years of service and subsequent years of service.)
 - b) A report written by the department chair, to be shared with and signed by the faculty member prior to submission to the division coordinator and VPAA. Following signature, the department chair will provide the faculty member with a copy.
 - c) A report written by the division coordinator, to be shared with and signed by the faculty member prior to submission to the VPAA. Following signature, the division coordinator will provide the faculty member with a copy.
 - d) A report written by the VPAA, if required, of any other relevant information that may come to his or her attention regarding the performance of the faculty member. That is, if information comes forward to the VPAA that is not directly related to the above documents and material for evaluation, that information shall be made known to the faculty member prior to his or her salary decision.

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- 2) Constructive response and explanation of the basis on which judgments are made in the evaluation process are essential to professional growth and the morale of the faculty. One of the benefits of the evaluation process outlined above is that faculty may receive timely and concrete response from department chairs, division coordinators, and the VPAA. Therefore, the following information will be provided to the faculty member as part of the annual review process:
 - a) The division coordinator will submit a written evaluation to the VPAA for each faculty member in his/her division who is under review. This written evaluation, prior to its forwarding to the VPAA, is to be signed by the faculty member whom it concerns, indicating that he/she is aware of its contents. A copy is to be provided to the faculty member.
 - b) With respect to evaluation for the purpose of performance salary increase, each faculty member shall know the contents of the department chairperson's letter to the division coordinator and VPAA, as well as that of the division coordinator. Prior to the end of the term in which contracts are offered the VPAA shall provide written indication of the reasons for the level of the performance salary increase a faculty member receives.