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 academic year. The faculty member will want to demonstrate the means by which her 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.)

2) Membership:

a) The Dean of Graduate and Continuing Studies shall serve as chair of the committee.

b) Three education faculty members appointed by the Dean of Graduate and Continuing Studies, including the Associate Dean of Graduate and Continuing Studies.

c) Three faculty members representing the Arts and Humanities, Science, and Social Science Divisions appointed by the Professional Relations Committee in consultation with the Dean of Graduate and Continuing Studies to a three year rotating term.

d) The VPAA and the Vice President for Enrollment shall serve as ex officio members.

(PRCA approval 11/91; rev. 1/08)