

**Faculty Personnel Policy and Review Committee**  
**Annual Report**  
**AY 2019-2020**  
**Prepared by Robert West**

The Faculty Personnel Policy and Review Committee has two primary tasks. The first is to consider changes and updates to personnel policies for faculty members. The second is to implement those policies by making recommendations for new for department chairs and program directors, making recommendations for faculty members outside a department to serve on search committees, reviewing Appendix B's for new and existing extended term and tenure-track faculty positions, consulting with the VPAA on matters related to personnel policy, and reviewing term, interim, tenure, and promotion cases.

Summary of activities for AY 19-20:

- Faculty Reviews (15) - 1 tenure, 6 tenure and promotion to associate professor, 4 term, 1 interim, 1 promotion to associate professor, 2 promotion to professor
- Department Chair and Program Director (15) - 9 Department Chair, 5 Interdisciplinary Major, 1 Honors and Fellows Program Coordinator
- Appendix B (27)
- Search External Members(30 members for 15 searches)

Over the 18-19 academic year the committee worked with the VPAA to formulate updated language for the Academic Handbook related to service expectations for DePauw faculty members. This language was approved by the faculty at the May 2019 faculty meeting. Integrating this language into the Academic Handbook resulted in the creation of an inequity in service expectations between continuing faculty and those beginning faculty positions after July 2019. This year, the committee worked with the VPAA and the Chair of the Faculty to amend the new service language to create a single set of service expectations that uniformly applies to all full time faculty members of DePauw beginning July 1, 2020. This amended language was approved by the faculty at the March 2020 faculty meeting. The committee also took the opportunity to remove some outdated language from the handbook related to expectations for tenure and promotion that were no longer applicable given faculty retirements this year. These changes serve to establish a single set of review expectations for DePauw faculty members regardless of rank or date of hire.

In our discussions of appointments for department chairs and program directors the committee determined that it could be valuable to have input from technical and

administrative staff in addition to faculty members in formulating our recommendations for the VPAA. In parallel, some staff members expressed a desire to the VPAA to possibly have a greater voice in the selection process. To this end, the committee worked with the VPAA and Human Resources to revise the process and materials used during interviews for chairs and directors. Beginning in Fall 2020, technical and administrative staff affiliated with a department or program will be invited to meet with members of the committee as part of our interview process. This will be on a voluntary basis. Related to this, the committee worked with the VPAA and Human Resources to update language related to the promise of confidentiality as related to mandatory reporting in the materials used for chair and director interviews.

The reformulation of the Department of Modern Languages to the Language and Cultural Studies programs resulted in significant work for the committee this year. One line of work was related to conducting interviews with program faculty to make recommendations for directors of the programs. The shift to programs moves the committee's work from identifying one chair to four directors. A second line of work was related to updating the Appendix B's for faculty in the language studies programs to reflect their transition from teaching and service within a department to a program.

As noted in the chairs letter from AY 18-19, the committee instituted new word and page limits to sections of the review file that were implemented this year. After reviewing a full set of files across all ranks within the faculty, it is clear that these guidelines significantly reduced the amount of material represented in review files, thus decreasing the workload for PC's and the committee members. These limitations did not appear to come at the cost of limiting faculty members ability to clearly describe and document their work related to teaching, scholarly and artistic activity, or service. The word and page limits used for AY19-20 will be used in AY20-21.

In reviewing files and meeting with review candidates, the committee has identified two patterns that are concerning. First, within some programs and departments chairs or directors are not providing timely (or in some cases any) feedback related to annual reports submitted by faculty members. This practice is unacceptable as it thwarts the ability of faculty members to understand and address issues related to their teaching, scholar and artistic activity, and service. Additionally, this represents a significant failure of the assigned duties of department chairs and program directors. In response to this, the committee has modified materials sent to chairs and faculty members related to timely feedback for annual reports, and made it the responsibility of the chair/director to ensure that oral and written feedback related to the annual report is provided to faculty members. Second, the committee noted that in some instances timely (or no) feedback

was not being provided to faculty members in the context of peer teaching observations. This practice is again deemed to be unacceptable by the committee, and thwarts the ability of faculty members to refine their teaching based upon the advice from peer observations. The committee worked to update the timing of teaching observations and reports, but it is ultimately the responsibility of the faculty to support our colleagues by providing timely and constructive feedback related to peer observations of teaching.

The committee spent time in the Spring responding to issues related to the COVID-19 pandemic. Specifically, the committee worked with the VPAA to determine that Student Opinion Surveys for the Spring 2020 term would only be included in review files at the request of the faculty member, that GPA's for the term would not be used for review purposes or be generally available to the faculty, that faculty would have the option to delay a review scheduled in Fall 2020 for one semester. The committee also worked with the VPAA to provide the faculty with a short instrument to assess students' opinions of successes and pitfalls related to the move to remote instruction. It is hoped that this information may be useful to faculty in the event that this method of instruction must be used again in the future.

There are some issues that carried over from the committee chair's report from AY18-19 that the committee was not able to pursue. This was primarily due to the transition in leadership within the university in the context of projects that would require agreement between the faculty and administration. Two matters that are particularly salient represent the development of a Financial Exigencies Policy and the refinement of tenure and promotion criteria.

As is often the case, the committee is not fully constituted heading into Fall 2020. There are two positions that need to be filled. The committee will work with the Chair of the Faculty to identify members of the faculty willing to serve in AY 20-21.