

ARTP Workshop for A&L Department Chairs

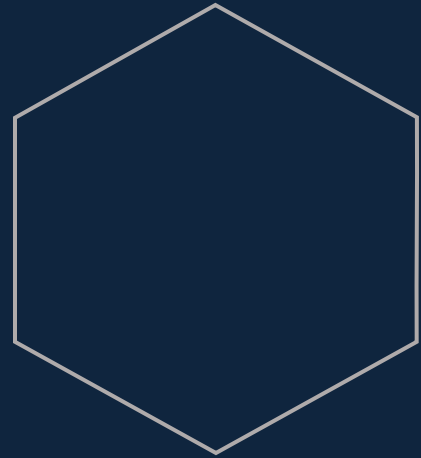
August 20, 2024

Facilitator: Melinda Wilson Ramey,
Associate Dean

FYI:

Dean, College of Arts & Letters position is posted with a priority application deadline of Sunday, Sept. 15th

Provost search priority application deadline is Wednesday, Aug. 21st



Workshop Agenda



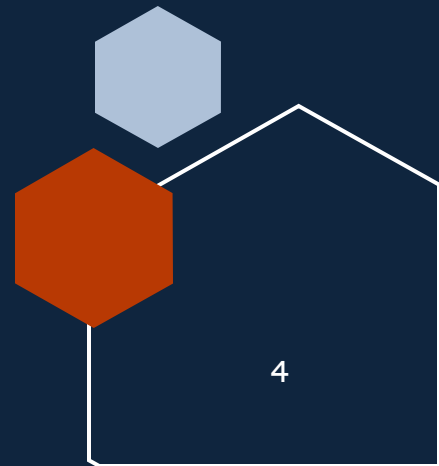
Secondary Policy, Committee and College “Audit”



Secondary Policy Update

SHARE WITH FACULTY THIS WEEK!

- Passed by majority chairs' vote.
- Once formatted per UARTP Committee Guidelines...
- Policy will be sent to probationary and tenured college faculty either on Wed. 8/21 or Mon. 8/26 via Qualtrics for electronic review and a 10-day voting period.
- ***Note:** Procedures will also be sent for faculty vote but will not go through UARTP Policy Amendment process.*



Call for Secondary Committee Members

THIS WEEK – Share/discuss lists of current members, eligible faculty and number needed from department with faculty

- ✓ Wed. 9/4 Call for nominations
- ✓ Mon. 9/16 Nominations close at 5:00 pm
- ✓ Tues. 9/17 College sends college-wide electronic ballot with those nominated per department and number needed via Qualtrics
- ✓ Fri. 9/27 Election closes at 5:00 pm
- ✓ Tues. 10/2 Secondary Committee Members announced
- ✓ Thurs. 10/10 Mandatory Secondary Committee Workshop

2024-25 CURRENT SECONDARY COMMITTEE MEMBERS

RANK	NAME	DEPT	Term
Full	Connelly, Andrew	ART	1 st 2YR Term 2023-2025
Full	Pratt, Richard	DSGN	1 st 2YR Term 2023-2025
Full	Poor, Nigel	DSGN	1 st 2YR Term 2023-2025
Full	Gieger, Jason	ENGL	1 st 2YR Term 2023-2025
Full	Toise, David	ENGL	1 st 2YR Term 2023-2025
Full	Cohen, Aaron	HIST	1 st 2YR Term 2023-2025
Assoc.	Perkins, Scott	MUSC	1 st 2YR Term 2023-2025
Assoc.	Morse, Matthew	MUSC	1 st 2YR Term 2023-2025
Full	Swan, Kyle	PHIL	1 st 2YR Term 2023-2025
Full	Bayne, Lorelei	THEA	1 st 2YR Term 2023-2025
Assoc.	Bota, Miguel	WLL	1 st 2YR Term 2023-2025
Full	Kim, Euisuk	WLL	1 st 2YR Term 2023-2025

Number of faculty needed per department in addition to above:

ART – 1
COMS – 3
ENGL – 1
HIST – 2
HRS – 1



COLLEGE ARTP PROCEDURES AUDIT



- **WHY:** College learn/understand department practices and procedures and determine areas requiring policy adherence
- **WHEN:** 2024-2025 AY
- **HOW:** 4-Part Process
 1. College review department policies (confirm current by Sept. 15)
 2. MWR meet with department chair and primary committee chair
 3. College and department review findings for accuracy
 4. College share critical concerns and best practices

CHAIR'S ROLE &
RESPONSIBILITIES:

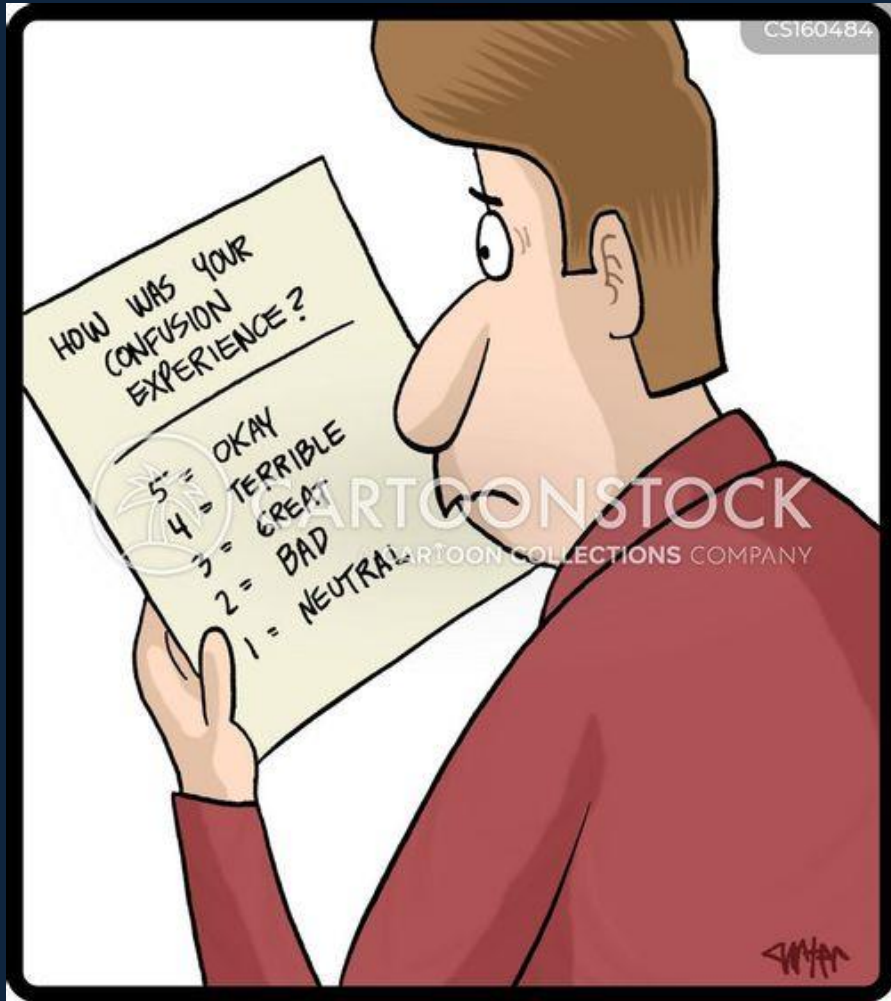
FACULTY of all ranks



Role & Responsibilities to Faculty

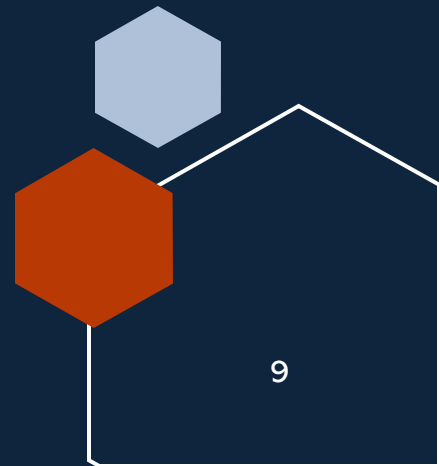
- ✓ *Be the reason faculty succeed at every step in their journey!*
- ✓ *You are their both their coach and cheerleader!*
- ✓ *Help them grow and contribute to both the discipline and department even beyond tenure.*





1. What questions did you ask?
2. What did you wish you had asked?
3. What questions should faculty ask?
4. What answers will you provide?

Let's chat about these questions...



Quality Question

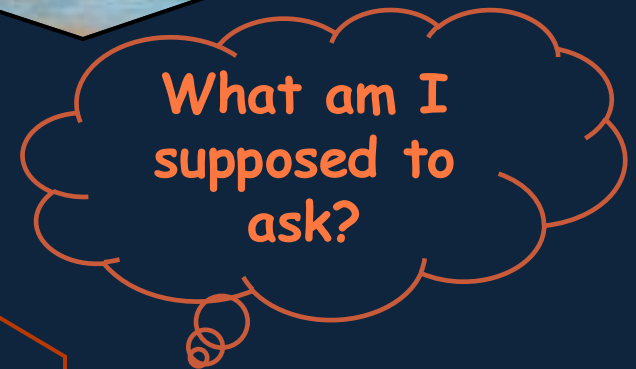
What does teaching
“excellence” mean?

Quantity Question

How many committees do I
need to be on?

Growth & Development Question*

What committees should I
be on?



*Faculty don't know what
they don't know until they
don't know it...*

CHAIR'S ROLE & RESPONSIBILITIES: EVALUATION PROCESS

We have a board meeting coming up and could use a little input from the evaluation team.



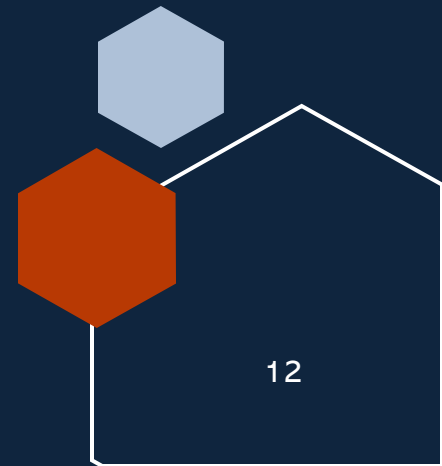
Sorry,
we're not scheduled
to provide input
until year 3.



freshspectrum.com

Role & Responsibilities to Evaluation Process

- Review and approve college deadline/timelines and align with departmental deadlines/timelines
- Supervise department processes/procedures:
 - Deadlines/timelines
 - Primary Committee Elections/Assignments
 - College-provided letter templates
 - Each area of evaluation (and weight)
 - (Department teaching scores)
 - Signature of chair or entire committee
 - Electronic WPAF Access



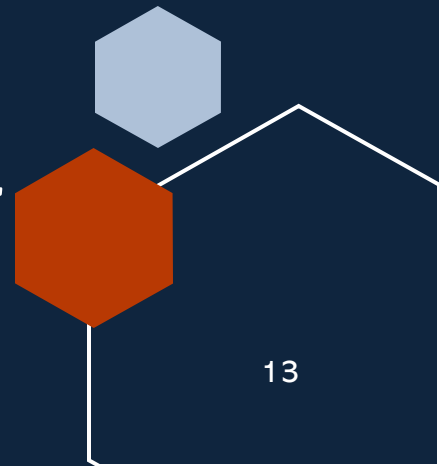
Department staff should upload documents to electronic WPAFs?



ANSWER: Absolutely Not!

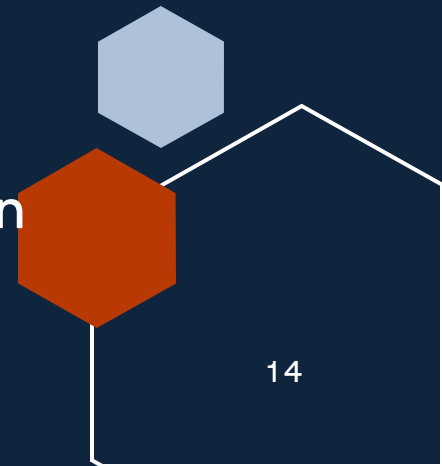
College will NOT give staff access.

What about lecturer WPAFs?

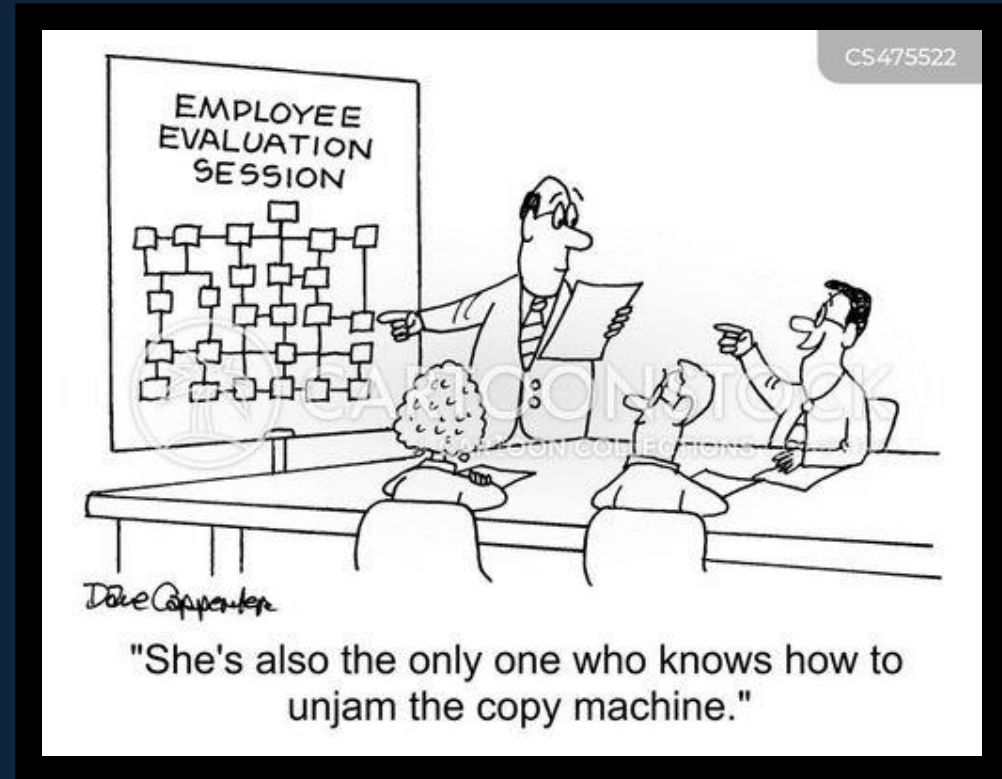


Role & Responsibilities to Primary Committee

- Primary Committee Selection/Election per policy
- Department Chair role vs. Primary Committee Chair role
- “Charge” Primary Committee annually (new members, etc.)
 - Review Primary policy (also ensure current year process, i.e. classroom observations)
 - Responsible for framing discipline and terminal degree distinctions (i.e. MFA vs. PhD, etc.) for all levels of review (faculty are not reviewed by disciplinary peers beyond primary level; the final decision makers may be outside of their field)
 - How to review WPAF materials according to department/policy expectations
 - How to write a constructive evaluation based solely on materials in WPAF and without bias
- Same as above for completely independent chair review if applicable.

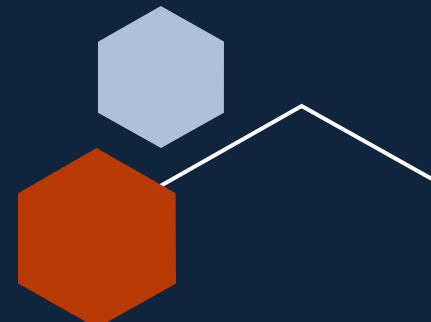


Video Clip & Discussion:
Phrasing Comments Appropriately
(also applicable to staff evaluations)





Identify statements on "DO's and DON'T's of Delivering Evaluation Feedback" handout that you find particularly helpful.



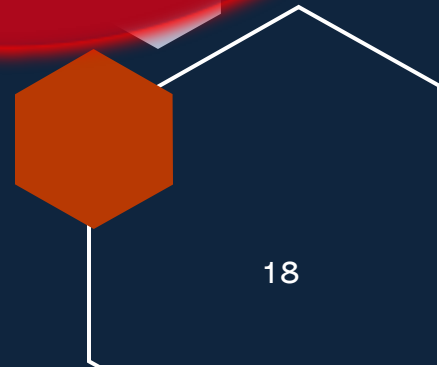
It is the department chair's responsibility to:



- ✓ Initiate conversations/one-on-one meetings with faculty even after their first 2 years, tenure, etc.
- ✓ Provide ARTP policy prior to accepting position.
- ✓ Help articulate specific and attainable goals in relationship to discipline, department goals, etc.
- ✓ Read and discuss student evaluations
- ✓ Address faculty performance issues/concerns at time of occurrence.
- ✓ Encourage attendance at college ARTP Workshop
- ✓ Check-in throughout WPAF compilation process

The department chair should remember
NOT to:

- ✓ Even think about involving staff in the ARTP process.
- ✓ Let anything come as a surprise to faculty
- ✓ Make assumptions
- ✓ Address the past in current cycle
- ✓ Consider anecdotal information that is not in the WPAF
- ✓ Presume everyone will agree with you





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