

Policy on Evaluation Committee Membership

Proposal for vote

May 20, 2019

Faculty are divided into sets according to the raise pools set by the college. The evaluation committee shall have a subcommittee for each set of faculty. The vice-chair shall serve on and chair each subcommittee. Each subcommittee shall have two other members drawn from that faculty set; if insufficient eligible faculty members from one set are available, then members shall be drawn from another set, as determined by the department chair. For a faculty set that does not have a specific membership policy in place, the two members are determined by the following procedure.

Faculty members at the lowest possible rank within their set are not eligible to serve. Faculty members serve one-year terms. Those eligible faculty who have not served on the committee in the longest time will be assigned to it, with the following modifications.

1. Serving as vice-chair or chair counts as serving on the committee.
2. New faculty members are considered to have served in the year before they started work here.
3. Faculty members on leave have their service deferred.
4. Faculty members may request, and the department chair may grant, a one-year deferral for other reasons; consecutive deferrals under this provision should be extremely rare.
5. In the event of a tie in the rotation, the department chair decides who will serve.