


year of   
women  
COLLEGE OF CHARLESTON

MEMORANDUM

TO: Deans  
Chairs

FROM: Brian McGee, Provost 

DATE: January 23, 2019

SUBJECT: HR Collection of Annual Roster Faculty Evaluations

As noted in the *Faculty/Administration Manual* (Art. V, Sect. C), the official personnel records of the faculty of the College of Charleston are maintained in three separate offices: Human Resources, the Office of the Provost, and the offices of the relevant Deans. Specifically, the *Faculty/Administration Manual* (hereafter, "FAM") notes that the "appropriate Academic Dean or Dean of Libraries will maintain copies [for faculty] of annual and third-year evaluations and correspondence relating to professional development, honors and College employment."

Moving forward, and effective with the annual evaluations for roster faculty for Calendar Year 2018, I have been asked to ensure that annual evaluations also are made available to the Office of Human Resources, separate from and in addition to the continued management of these annual evaluation documents by the offices of the relevant Deans. **Beginning in the current semester, the Deans and Chairs will receive directions from the Office of the Provost that will allow annual roster faculty evaluations to be loaded in BDMS.** HR and the Office of the Provost have collaborated to create a procedure that will minimize the time and effort required by the schools, departments, and programs to complete this work.

This new requirement for records management does not apply to the annual evaluations for adjunct faculty. The requirement does apply to annual evaluation documents for all roster faculty, including visiting faculty. The new requirement does not apply to records related to the merit evaluation process, though it will not be problem if merit evaluation materials are not separated from annual evaluation documents for purposes of this requirement.

For each tenured roster faculty and senior instructor who is eligible to repeat annual evaluations and for whom such repetition is approved, consistent with FAM provisions, a memo or other

*The 2018-2019 academic year has been designated the Year of Women to commemorate a century of women's accomplishments at the College of Charleston.*

document must be loaded in BDMS (in lieu of or until an annual evaluation is available, depending on the case) indicating that repetition of a previous performance evaluation rating is approved, consistent with the relevant FAM provisions (Art. VI, Sect. E(1)). Further, any extraordinary circumstance preventing the timely completion of the evaluation process (e.g., grave illness on the part of the faculty member) should be documented with a memo loaded into BDMS at the time when evaluations typically would be submitted.

This new requirement will be recognized with a revision of the administrative portion of the FAM when the FAM is issued during the summer months of 2019. However, the new requirement takes effect immediately.

Some time will be devoted to this topic at the February meeting of Academic Council. Questions regarding this new administrative process are welcome at any time.

In closing, I thank all members of the College's academic leadership for their commitment to robust formative and summative evaluation of the College's faculty. This work is critical to the success of our institutional mission, and I continue to admire the high quality of the evaluations I review each year during the tenure, promotion, third-year review, and faculty-retention processes. I hope this latest addition to our processes for storing annual evaluation documents will assist the College in demonstrating its strong commitment to faculty support and quality assurance.

cc:

Stephen C. Osborne, Interim President  
Liz Jurisich, Speaker of the Faculty  
Kendra Stewart, Sr. Advisor to the President  
Paul Patrick, Executive Vice President for Business Affairs  
Ed Pope, Vice President for Human Resources  
Deanna Caveny, Associate Provost for Faculty Affairs  
Lynne Ford, Associate Vice President for the Academic Experience  
Lynn Cherry, Associate Provost for Curriculum and Inst. Resources  
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