8-8:30 Breakfast

8:15-8:30 Introduction – Michael

Introduction from ADVANCE – Mary Jo

- **Purpose and Value of Faculty Evaluations**
  1) to determine whether work has been satisfactory or unsatisfactory in areas of teaching, research, and service;
  2) to document accomplishments that should be considered for a merit raise;
  3) to identify areas for personal and professional development relative to the needs of the department and needs of the faculty member;
  4) to evaluate for promotion, tenure, or post-tenure review, as appropriate.

We hope that as outcomes of this workshop you will have:

- Picked up some new ideas about how to do better faculty evaluations
- Formed some new connections with other department heads for networking and peer-mentoring

8:30-9:30 Discussion I - Evelyn

- **Lead-in to Discussion 1**
  - What data or information is collected or submitted?
  - How are teaching and service valued vs. research?
  - How is interdisciplinary research valued?
  - How is collaborative research valued?
  - How do you measure/evaluate quality vs. quantity?
  - What type of feedback do you provide your faculty?

- References to be made available on separate sheet or electronically after the meeting.
  - Attributing credit
  - Funding Differentials
  - Publications
  - Awards For P&T, Letters of Recommendation
  - A more diverse professoriate
  - Increased global vs. regional and national missions of the university
• **Small Group Discussion – 40 min**
  What are the most valued contributions? What are the department norms? How do we evaluate faculty contributions across the broad spectrum of activities and focuses?

• **Full Group Discussion – 20 min**
  - Feedback from groups
    - Each group list top 3-5 topics – 1 min each
    - Select topics that were most discussed and discuss these

**9:30-10:20 Discussion 2 - Wilf**

**Small Group Discussion – 30 min**

How can we use faculty reviews to stimulate productivity or re-engage underperformers?

- Our evaluations should encourage faculty performance to match what we measure and reward
- What is “par” for your department? How do you/they know?
- Utilization and valuation of different strengths of faculty
- Awareness of different roles of faculty and shifts during career

**Full Group Discussion – 20 min**

**10:20-10:30 Break**

**10:30-11:20 Discussion 3 - Wilf**

**Small Group Discussion – 30 min**

How do we communicate with faculty to preserve collegiality, maintain or gain trust, encourage professional growth, and show appreciation for faculty efforts?

Take 2 minutes to write down the main complaints you and your faculty have about faculty evaluation in your department – in bullet list form

- What is unfair/biased?
- What is missed and how can information be added?
- Are evaluations used reasonably, consistently and transparently to guide decisions?

**Full Group Discussion – 20 min**

**Wrap Up**

**11:20-11:40 ADVANCE (Kaunas)**

- April 22 Faculty Retention Workshop
Need flip charts for each group

Each group selects a DH to lead discussion and someone to take notes – flip chart.