

**Georgia College & State University  
 University Senate  
 Motion Form for use by all business to come before the University Senate.**

**SUBJECT:** Faculty Evaluation Calendar **SOURCE** AG **DATE** April 12, 2004

**MOTION:** To change the faculty evaluation calendar from a calendar year based system to a academic year based system:

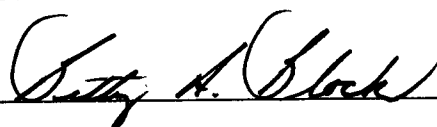
- Each faculty member will complete an Individual Faculty Report (IFR) and submit it to his/her chairperson by May 1 of the academic year to which the IFR applies. The IFR should include relevant activities from the summer prior to the academic year under review.
- The department chairperson will complete the Department Chairperson's Evaluation of Faculty Performance (DCEFP).
- The department chairperson will discuss with the faculty member the contents of his/her IFR and DCEFP in an annually scheduled conference to be completed no later than October 1 of the calendar year in which the academic year under review ends.
- As a phase in, faculty members will submit an IFR detailing activities from Spring 2004, and Academic Year 2004-2005 (including Summer 2004) to his/her chairperson by May 1, 2005, and the chair/supervisor will complete the DCEFP and hold a conference with the faculty member to discuss both the IFR and DCEFP no later than October 1, 2005.

**POLICY IMPACTED:**

Faculty Handbook: Section(s) <u>3.04.02.1</u>	Employee Handbook: Section(s)
Administrator's Handbook: Section(s)	Business & Finance, Policies & Procedures: Section(s)
Student Handbook: Section(s)	Board of Regents Policy: Section(s)
Undergraduate Catalog: Section(s)	Other (specify)
Graduate Catalog Section(s)	

**SUPPORTING DOCUMENTATION:**

Support document draft [http://info.gcsu.edu/intranet/univ\\_senate/Aug\\_23\\_04/IFR%20deadline1.doc](http://info.gcsu.edu/intranet/univ_senate/Aug_23_04/IFR%20deadline1.doc)  
 Support document final [http://info.gcsu.edu/intranet/univ\\_senate/Aug\\_23\\_04/0405.AG.001.P\\_%20Support\\_Amended.doc](http://info.gcsu.edu/intranet/univ_senate/Aug_23_04/0405.AG.001.P_%20Support_Amended.doc)

<b>ACTION TAKEN by the University Senate:</b> <u>APPROVE</u>	<b>Date:</b> <u>August 23, 2004</u>
<b>Submitted to the</b> <input checked="" type="checkbox"/> <b>President</b> <input type="checkbox"/> <b>University Faculty on behalf of the University Senate by</b>	
	<u>1 Sept 04</u>
Chair, Executive Committee, University Senate	Date

When requested, University Faculty action:  APPROVED  NOT APPROVED Date: \_\_\_\_\_

**Action of the President**

- APPROVE:** This change will be effective (date) FY'05
- VETO:** with rationale in writing within fifteen (15) calendar days as specified in Article II Section 2.F.6. of the GC&SU Statutes
- Submitted to BOR for approval on \_\_\_\_\_ (date)

Implemented August 2004

For use by ECUS Secretary: Date Received: April 15, 2004 Code: 0405.AG.001.P

Note: On the agenda of the April 26, 2004 Senate Meeting, tabled to the August 23, 2004 Senate Meeting

[Signature] University President Date Sept. 1 2004

**Action of the President regarding implementation**

Implementation charged to: Anne Gamby for implementation by (date) 10/15/04 for Academic 2004-2005

Received by: (person charged to implement) Anne Gamby, deans on (date) 10/15/04

Implemented on (date) 10/15/04

**Add to (check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Administrator's Handbook:                  | <input type="checkbox"/> Graduate Catalog       |
| <input type="checkbox"/> Business & Finance, Policies & Procedures: | <input type="checkbox"/> Student Handbook:      |
| <input type="checkbox"/> Employee Handbook:                         | <input type="checkbox"/> Undergraduate Catalog: |
| <input checked="" type="checkbox"/> Faculty Handbook:               | <input type="checkbox"/> Other                  |

Person charged to implement reported implementation to University President on (date) 10/18/04

Implementation Update to University Senate (date) \_\_\_\_\_