

**Joint Council of Academic Deans and Faculty Senate Meeting  
Summary and Action Items**

**February 27, 2008**

- **Annual Chair Evaluations:** Per PPS 1.10 the Deans are responsible for providing their annual evaluation results of the Chairs to the Department Chair/School Director, faculty, and staff. The Deans discussed their current practice. Deans are expected to disseminate this information per the policy.

- **Appointment of Interim Chairs:** The Faculty Senate recommended that input from the personnel committee be added to the process of appointing an Interim Chair. Dr. Gene Bourgeois recommended that the following statement be added to PPS 7.01, Dean and Chair Hiring, section 4. G.

“The Dean will consult with the Personnel Committee before recommending the appointment of an Interim Chair.”

- **Academic Governance Policies within Departments/Schools and Colleges:** Dr. Bourgeois stated that the required Department/School (and where appropriate, college) policies including Tenure and Promotion Review, Performance Evaluation of Faculty and Post-Tenure Review (Annual Faculty Evaluation), and Procedures for Awarding Merit and Performance Raises, will be updated by the departments/schools and posted to a TRACS site for compliance. An example of a compliance certification form that will be signed by the personnel committee, Chair, and Dean was distributed.

- **PPS 8.02: Faculty Development Leaves:** The revised policy statement was distributed. The revisions included the change to an annual cycle and the addition of the Supplemental Grant Award. The revised policy will be reviewed to be discussed at a future CAD meeting for approval.