

Faculty Senate Meeting Minutes
October 16th, 2017
Hofheimer Hall - 7th Floor - 5:00 pm

Present: Collins, Jay; Daniel, Dianne; Derkay, Craig; Elzie, Carrie; Handel, Richard; Klinkhammer, Martin; Lappinen, Erik; Ochsner-Margolies, Skye (Dial in), Rubino, Mary;

1. Call to Order Collins: 5:02 pm
2. Minutes from the previous meeting approved
3. Guest Speaker: Matthew R. Schenk, PHR, Director of Human Resources - New Annual Online Evaluation
 - Mr. Schenk provided an overview of the new EVMS Performance Management system.
 - Performance Management consists of:
 - a) Planning and setting expectations and goals
 - b) Evaluating performance with timely and constructive feedback
 - c) Ratings on goals, EVMS values, and mission areas.
 - Faculty members will set a minimum of three goals each year. The goals will be reviewed by the chair and/or supervisor. The goals will be viewable during the annual appraisal.
 - Annual Review - Faculty members will complete self-assessments on goals, values, and mission areas. A side-by-side comparison of faculty and supervisor ratings will be provided. Supporting documentation can be attached within the form.
 - Functionality - Faculty will have access to all past reviews. There will be tabs for each section for easy user navigation. Logins will occur with Novell credentials. Mr. Schenk provided an annual appraisal demonstration.
 - Training will be forthcoming

- Faculty comments and questions
 - a) One of the items assesses readiness for promotion. This item should include a “not applicable” option for full professors.
 - b) Would it be possible to include a function to add attachments to relevant sections of the form rather than or in addition to global attachments?
 - c) Would it be possible to include a function to download the evaluation as a PDF?
 - d) Would it be possible for faculty to test the functionality of the online evaluation before it is finalized?

5. New Business

- Dr. Elzie requested that HR look into the possibility of creating EVMS ID badges that indicate whether an employee is a faculty member or a staff member. Currently, all ID badges list “staff” under each person’s name. Mr. Schenk indicated that he would look into this possibility.
- The senate will invite Drs. Homan and Mylona to upcoming meetings.

6. Committee Reports

None

7. Old Business

- Revision of grievance policy - Dr. Collins will ask President Homan about the status of the revision.
- Emeritus Faculty Policy Revision - No update.

8. Adjourned at 6:01 pm

Next Meeting: November 20th, 2017