Award Committee Report to Faculty Council Chair (Burt Bluhm)

Based on the recent discussions with Faculty Council, Dept. Heads, and various faculty groups, the Award Committee is considering ways to enhance the award process and faculty members' participation. Our next meeting is slated for Tuesday 01/20/15. Some of the current considerations include the following:

- Move the initial notification to department heads seeking nominations for faculty awards to late FEBRUARY, when faculty reviews are fresh on their minds.
- Indicate that all we need is NAMES to be nominated by April 1
- Follow up with email in early May asking for nomination packets to be developed over the summer
- Send a follow up notice around the second week in August, with due date of October 1.
- Keep same committee review and decision dates
- Clarify the distinction between the Jack Justus Teaching Award and the J. W. White Teaching Award (without violating donor gift agreement). Perhaps distinguish them as follows:
  - Jack Justus as the Teaching Quality Award
  - John W. White as the Teaching Innovation Award
- Similarly, we are looking into seeking clarification for the J.W. White Research Award in order to enhance interest and participation.
Committee Meetings:

12/3/2014

The College scholarship application is again linked to and accessed through the University application. The University application requires an essay, resume and letters of recommendation. The Committee discussed what would be required for College applications to be complete and considered for funding. Also discussed how these requirements would be communicated with applicants.

The Committee decided not to require or use the essay for scholarship considerations. Individual Departments can consider the essay if desired. A resume will be required, with the College providing the resume template. Letters of recommendation will be requested but not required for consideration. Applicants have until Feb. 22, 2015 to get letters of recommendation submitted. An email reminder will be send to applicants with incomplete applications weekly, until the application closes Feb. 15th.

The Committee agreed that all new transfer students and incoming freshmen whose first UA semester is spring 2015 would be considered as new students in their respective categories.

The College scholarship application was revised to include questions inadvertently deleted from the application last year, relating to anticipated graduation date, parent employment by the Arkansas Coop. Ext. Service, and work history/family obligations.

Reviewed new U of A scholarship policy and established tentative dates to start applicant review, awarding of land grant, new and current student scholarships.

1/6/2015

Discussed the possibility of early awarding of scholarships to incoming freshmen as a recruiting tool. Committee voted to implement early awarding of some scholarships for recruiting purposes, starting the 2016-17 academic year.

Discussed and revised the scoring rubric used for awarding of scholarships. The revised rubric for incoming freshmen will be based a maximum of 76 points for academics and 24 points for activities. Point values were established for GPA and ACT scores, and various activities and work. The scoring rubric for current and transfer students will be based on a maximum of 60 points for academics and 40 point for activities. Point values were also established for GPA and various activities and work. The activities category was revised to include scholarly activities.
Proposed Bumpers College Third-year Review Policy and Procedures

*** DRAFT ***

Purpose

As part of the process to provide non-tenured, tenure-track faculty members guidance and assistance in their professional development and academic responsibilities, a review of their professional performance and progress towards tenure will be conducted in the third full year of service. The third-year review is meant to serve as an opportunity for pre-tenure, tenure-track faculty to organize their research, teaching, service, and/or extension activities and accomplishments in a manner that is parallel with the formal promotion and tenure dossier format to facilitate constructive feedback from faculty peers and administrators. The third-year review process is meant to be informative for the candidate by identifying areas of strengths and weaknesses so that both areas can continue to be enhanced as the candidate progresses to the formal promotion and tenure point. This review is in addition to the annual review conducted by the Department Head. The specific purpose of the review will be to assess the candidate’s progress towards tenure and to provide the candidate with advice and analysis resulting from the review. The results of pre-tenure review(s) provide(s) a foundation for non-reappointment decisions and for future deliberations on awarding tenure. Subject to all applicable Board and campus policies, the review will result in one of following outcomes:

a. Making satisfactory progress toward tenure and reappointment is conditional for the 4th and 5th years,

b. Less than satisfactory progress is being made with mandatory counseling by the Department Head and senior faculty in the department to address identified weaknesses. A 4th year review is required which will be the basis for consideration for reappointment for the 5th year, or

c. A recommendation for non-reappointment, with the 4th year as terminal year. Any recommendation for non-reappointment must follow the procedure described in Section IV.S of Board Policy 405.11

Procedures

The process of the third-year review is described in detail below. The review shall be conducted during the third full year of tenure-track appointments. The dates shown below are the latest time for each step to be completed:

September 1: In consultation with the Department Head, pre-tenure, tenure-track faculty should be identified and notified that a third-year review will be conducted.
January 31: Faculty member submits his/her dossier to the Department Head who reviews it for completeness. The dossier shall be consistent in content and format with that for tenure including (i) an executive summary; and (ii) all previous annual evaluations. External letters of evaluation are not required.

February 15: The Department Head submits the dossier to the Chair of the Department's Promotion and Tenure Committee for review by the Department's Promotion and Tenure Committee.

March 15: The Departmental Promotion and Tenure Committee submits to the Department Head a written letter acknowledging that the third-year review was conducted and evaluating the faculty member's overall progress toward tenure, specifically commenting on the candidate's past performance record and on progress in research, teaching, service, and/or extension accompanied by strengths and weaknesses in all areas of their appointment (i.e., research, teaching, service, and/or extension). The letter will also convey the committee's recommendation and result of a formal vote among committee members for one of the three aforementioned potential outcomes. Due to the developmental aspect of this review, both areas of excellence and areas needing improvement are to be identified within the written letter, along with suggested plans of action to address the areas needing improvement.

March 31: The Department Head prepares a letter concurring with or dissenting from the Department's Promotion and Tenure Committee review recommendation and the basis for the recommendation. The Department Head meets with the faculty member and provides him/her with a copy of both letters and discusses both letters with the faculty member. The faculty member may forward to the Department Head a written response to the letters within five (5) days of meeting with the Department Head.

April 15: The Department Head submits the faculty member's dossier, the Departmental Promotion and Tenure Committee and Department Head letters, and the faculty member's response, if applicable, to the Dean of the College and Director of the Arkansas Agricultural Experiment Station. A formal meeting may be scheduled, if necessary, between the Dean and/or Director, Department Head, and the faculty member for further discussion.

April 30: The Dean and Director prepare a statement to be given to the faculty member that reflects the feedback from the process, noting areas of excellence, identifying performance areas needing improvement, and communicating the final outcome of the review. If the third-year review results in non-reappointment, the Dean and Director shall notify the faculty member in accordance with the provisions of Board Policy 405.1. The written feedback by the Department Promotion and Tenure Committee, the Department Head, and the Dean and Director, and the faculty member's response, if any, shall become a part of the faculty member's permanent personnel record.