

BHE Proposal

January 2025

Article VIII - Evaluations

D. Materials to Be Used in the Conduct of Evaluations

Any member of the bargaining unit who is the subject of any evaluation shall be entitled to see and inspect all written materials used in the conduct of such evaluation.

Whenever possible, materials ~~must~~ shall be submitted by the unit member electronically, in a format determined by the University and in accordance with the University's procedures. ~~Materials that can be submitted on paper shall be submitted on paper. Materials that cannot be submitted electronically or on paper (e.g., videos, interactive websites, etc.) shall be submitted in whatever format they exist. Materials that cannot be submitted electronically shall be submitted in whatever format they exist. An electronic copy of all materials may also be submitted at the unit member's discretion.~~

[The language in purple in the next two paragraphs is copied from Appendix M but are not currently in this part of the contract.]

Faculty and Librarians should give notice to the Vice President of Academic Affairs/Provost and their Department Chair or their Library Director or Library Program Area Chair by April 1, ~~2024~~ if they anticipate being evaluated for reappointment, promotion, or tenure during the following academic year ~~2024-2025~~.

Faculty and librarians who are eligible and wish to be reviewed under Post-Tenure Review during the following academic year ~~2024-2025~~ MUST give notice to the Vice President/Provost by April 1, ~~2024~~.

It is the responsibility of the university to provide an electronic submission process and method that allows members of the bargaining unit to upload and submit their materials before any deadline outlined in Appendix M. Access to electronic materials shall be available to reviewers only within the window allowed in Appendix M. The electronic submission site shall be available to unit members to submit materials by May 1st.

Faculty and Librarians who will be evaluated or reviewed in the following academic year must have access, and be notified of their access, to the electronic site for submission of evaluation materials by May 1. Their Department Chair or their Library Director or Library Program Area Chair shall also be notified by May 1 that the electronic submission system is set up for Department or Library unit members who are coming up for evaluation in the following academic year.

It is the responsibility of the university to ensure that only the Faculty or Librarian being evaluated is able to submit or revise materials within the submission window. Evaluation

materials will be read-only for the Faculty or Librarian after the deadline for submission.

The Department Chair, Peer Evaluation Committee, Dean, Vice President/Provost, President, and Board of Trustees shall have read-only access to evaluation materials only after the “transmitted to” date on the calendar. The electronic system shall be set up so that evaluators are only able to submit the materials required by the personnel calendar.

It is the responsibility of the university to establish and maintain the electronic submission site so that the correct people have the correct access in the correct time frame.

Management shall be responsible for maintaining the privacy of the system.

Any electronic system chosen by the university must keep a log of who has accessed the materials and when.

Faculty and Librarians shall be given 30-day notice before losing access to their electronic evaluation materials.

Both parties agree that electronic submission creates issues of technological failure and error. Unit members shall be held harmless for technological failures or for revisions to the personnel calendar necessitated by technological issues. Failures may include but are not limited to the inability to upload materials due to size limitations, a site being down, or incorrect permissions granted. In such cases, notification to the Vice President/Provost of the technological failures by the date of submission shall be sufficient to add 1 business day to the deadline.

[This proposal will necessitate changes to Appendix M - Personnel Calendar. The principles and procedures outlined in Article VII - D should be repeated in Appendix M. Some new dates and deadlines will need to be added. In addition, “transmitted to” will need to be updated to “notified of their access to.”]

The following materials shall be used in the conduct of evaluations subject to the limitations in subsection 1(i) and 3(e) of this Section D regarding evaluations during the third and fifth years.

1. Materials to Be Used in the Evaluation of Full-time Members of the Faculty

a. Student Evaluations

i. The Administration of Student Evaluations

Student evaluations shall be used giving due consideration to the number of courses and sections that were taught during the review period and for which student evaluations are available, as well as the number of students by which such evaluations have been made. Student evaluations should be used, to the extent possible, to

discern the pattern or patterns evidenced with reference to teaching effectiveness; provided, however, that in the case of non-tenured faculty, nothing herein contained shall be deemed to prohibit, merely by reason of the short duration of any such faculty member's service at a University, the making of any recommendation or any personnel decision.

No student evaluation made pursuant to the provisions of this Article shall be published or conveyed to any person save in accordance with the provisions of this Article, of Article II and of Article XVI.

The Department Chair shall annually obtain student evaluations of the teaching effectiveness and of the courses taught by each full-time faculty member. Unless required by the faculty member, the Department Chair or the Vice President, student evaluations shall include one (1) section of each type of course for all tenured faculty members. Student evaluations shall include all sections of each type of course each semester for all non-tenured faculty members.

All student evaluations, other than those administered using the web-based SIR II, shall be administered in accordance with the procedures specified in Appendix C-1 and otherwise in accordance with the requirements of Section D(1) of this Article VIII.

Student evaluations shall be administered using either the Student Instructional Report II (SIR II), including any Instructor's Cover Sheet, as the same is published from time to time by the Educational Testing Service of Princeton, N.J., or, in the case of non-lecture or non-laboratory courses, the Student Instructional Rating Form for Non-lecture Courses that is attached to this Agreement as Appendix C-4. Student evaluations of distance education courses shall be administered using the web-based version of the above-described SIR II; provided only that any item on the web-based version of the SIR II that solicits student comments shall be blocked and shall not be accessible for student use.

Copies of the Instructor's Cover Sheet and the SIR II form as they are on the date of execution of this Agreement are annexed to it as its Appendices C-2 and C-3, respectively.

Prior to the conduct of student evaluations, each member of the faculty shall, for each course in respect of which such evaluations are to be administered, prepare for submission with the completed student evaluations the Instructor's Cover Sheet.

Notwithstanding any statement appearing on the SIR II, individual written student comments are prohibited on student evaluation forms. Any such individual comments made shall be disregarded.

For the duration of the 2017-2020 collective bargaining agreement, a faculty member may choose to obtain, in addition to the SIR II, anonymous written student comments. For purposes of this option, the faculty member may request that students provide anonymous written comments on a form separate from the SIR II form. Written comments will be collected and inserted into an envelope, sealed, and returned immediately to the faculty. At no time shall the written comments be involuntarily made available to anyone but the faculty member being evaluated.

Nothing in this subsection 1 shall be deemed to prohibit the use of student evaluation forms that have been rendered in a computer-readable (op-scan) format, nor shall it be deemed to prohibit the use of any compilation, whether by computer or otherwise, of summaries of student evaluations and the results thereof in respect of each faculty member. No faculty member shall be given any negative evaluation by sole reason of the fact that his/her student evaluations, as revealed by any such summary, are less favorable than those of some other member of his/her department. No such summary shall be used pursuant to this Article VIII for the purpose of comparing faculty members in one department with those in another.

Whenever two (2) or more members of the faculty team-teach a course, student evaluations shall be administered in such course as follows and otherwise in accordance with the preceding paragraphs of this subparagraph (i). If each faculty member teaches a discrete portion of the course, student evaluations for each such faculty member shall be administered when that faculty member's portion of the course is completed. If the faculty members do not teach discrete portions of the course, student evaluations for each faculty member shall be administered separately near the end of the course (on the usual schedule) with appropriate instructions to the students concerning the separateness of each evaluation.

ii. Limitations

The absence of student evaluations from the evaluation record of any member of the bargaining unit for any semester listed below shall not be considered, either positively or negatively, in the evaluation of his/her teaching effectiveness:

Fall 1999

Spring 2000

Fall 2000

Fall 2003

Spring 2004

Fall 2004

Spring 2005

Fall 2005

Additionally, the absence of student evaluations from the evaluation record for distance education courses prior to the spring semester of 2008 of any member of the bargaining unit shall not be considered, either positively or negatively, in the evaluation of his/her teaching effectiveness.

The absence of student evaluations from the evaluation record for distance education courses during the spring semester of 2008 of any member of the bargaining unit at Fitchburg State University and Salem State University shall not be considered, either positively or negatively, in the evaluation of his/her teaching effectiveness.

b. Classroom Observations

The Department Chair shall observe one (1) section of each course taught by each first-year faculty member.

For full-time faculty (i) being evaluated in accordance with the provisions of this Article for reappointment, tenure or promotion and (ii), in the case of a full-time temporary faculty member, during the first (1st) semester and third (3rd) consecutive semester of employment, the Department Chair shall observe one (1) section of each type of course taught for the purpose of evaluating teaching effectiveness.

The preceding paragraph notwithstanding, no more than two (2) observations shall be required. If a faculty member is teaching both in-class and distance education courses, one (1) observation shall be conducted in an in-class course and one (1) in a distance education course.

Any faculty member may request that the Department Chair conduct more observations than otherwise required by the preceding three (3) paragraphs.

A record of each in-class observation shall be made using Appendix D-1(a) and a record of each distance education observation shall be made using Appendix D-1(b).

For the purposes of this Article VIII and Article VIII-C, the phrase “classroom observation” shall include any electronic observation of a class conducted pursuant to the preceding paragraphs.

Prior to the conduct of any such observation, the faculty member shall meet with the Department Chair, the members of the Peer Evaluation Committee or the Vice President, as appropriate, in order to provide them with a plan of the class to be observed and any materials intended to be used in the class. The faculty member may submit by electronic means his or her plan of the class to be observed and materials to be used.

Whenever the Peer Evaluation Committee is obligated to conduct an evaluation of a faculty member in accordance with the provisions of this Article, each member of the committee shall observe one (1) course (but not necessarily the same course) that is taught by such faculty member for the purpose of evaluating his/her teaching effectiveness. Any faculty member may request that the committee observe one (1) class in addition to those otherwise required to be observed by this paragraph, and in such event the committee shall decide who, if any, among its members (including all of its members) shall conduct such observation.

As soon as is practicable after the conduct of such observations, the Department Chair shall meet with each member of the faculty whose class or classes ~~they~~~~he~~~~she~~ ~~has~~~~es~~ observed for the purpose of discussing his/her observations of the faculty member’s performance in the classroom. During any semester in which its members observe any class or classes of a faculty member, and as soon as is practicable thereafter, the Peer Evaluation Committee shall meet with the faculty member for the purpose of discussing its observations of the faculty member’s performance in the class(es). Such meetings shall take place before the final versions of the classroom observation form are completed.

Whenever ~~they~~~~he~~~~she~~ deems it appropriate, ~~the Dean and/or the~~ Vice President may observe the class or classes of any faculty member for the purpose of evaluating his/her teaching effectiveness, if such faculty member is being evaluated in accordance with Section B(1), B(2)(a) or B(2)(b) of this Article. During any semester in which ~~the Dean and/or the~~ Vice President observes any course or courses of a faculty member, and as soon as is practicable thereafter, ~~they~~~~he~~~~she~~ shall meet with the faculty member for the purpose of discussing his/her observations of the faculty member’s performance in the classroom. Such meeting shall take place before the final version(s) of the classroom observation form are completed.

The regular sequence of classroom observations is, in summary, the following:

- i. For first-year faculty and for non-tenured faculty who are being evaluated for reappointment, the Department Chair shall conduct classroom observations every semester.
- ii. For members of the faculty seeking promotion or tenure, the Department Chair shall conduct classroom observations in the final spring semester of the review period, and no such observations shall be conducted during the ensuing fall semester unless the observations that were to have been conducted in the final spring semester of the review period were not conducted.
- iii. For full-time temporary faculty, the Department Chair shall conduct classroom observations in the first (1st) semester and third (3rd) consecutive semester of a temporary appointment.
- iv. When required to conduct classroom observations, peer evaluation committees shall conduct them during the fall semester of the evaluation period unless it is foreseen that the faculty member to be evaluated will not be teaching in that fall semester. In that case classroom observations should be conducted during the final spring semester of the review period.
- v. Except as provided in subparagraph (ii) above, no classroom observations shall be conducted during the spring semester of a promotion or tenure evaluation year.

c. Continuing Scholarship, Professional Activities, Comprehensive Resume

Each full-time faculty member shall indicate on Appendix A-1 the continuing scholarship, other professional activities and, when applicable, alternative responsibilities in which ~~they~~~~he~~~~she~~ ~~have~~~~s~~ engaged, together with appropriate supporting documentation. Each full-time faculty member shall also complete and submit the resume form as set forth in Appendix B and shall ensure that there are, in his/her Official Personnel File, current official transcripts of his/her course work.

d. Additional Evaluation Reports

Where applicable, there shall be used any evaluation reports that pertain to the performance of other professional responsibilities of the kind referred to in Section A(1)(b)(iii) of this Article VIII. This paragraph (d) shall be of no application in the case of any responsibilities discharged by any faculty member in his/her capacity as an officer of the Association or of the Massachusetts State College Association.

e. Course Documents

For each course taught by the faculty member during the review period, there shall be submitted by the faculty member a course outline, including a syllabus and, where used, a bibliography.

f. Other Information or Materials

In addition to the foregoing, there shall be considered in the conduct of an evaluation any other relevant and validated materials and information submitted by the faculty member being evaluated, by such faculty member's Department Chair, and/or by the Vice President. Such information or materials shall include any written self-evaluation which may have been submitted by the faculty member.

Nothing in these provisions shall prohibit a faculty member from submitting for consideration as a part of his/her evaluation any relevant and validated materials or information regarding professional activities undertaken by him/her during any period falling without a work year since the last review period that was the subject of an evaluation.

g. Academic Advising

There shall be considered in the conduct of an evaluation any documents or records that are descriptive of the faculty member's academic advising, including, where applicable, any documents or records pertaining to the faculty member's advising in excess of thirty (30) students.

h. Faculty Narrative

There shall be considered in the conduct of an evaluation a narrative, prepared by the faculty member, describing his/her teaching effectiveness, academic advising, continuing scholarship, other professional activities, and alternative professional activities, if any.

i. Limitation on Materials Submitted for Reappointment during the Third and Fifth Years

The materials to be included in the evaluation of a full-time faculty member during his/her third and fifth years of employment shall only be a narrative by the faculty member (describing his/her teaching effectiveness; academic advising; continuing scholarship; other professional activities, and alternative professional responsibilities, if any), student evaluations administered pursuant to paragraph (a) above and classroom observations conducted by the Department Chair and, whenever deemed appropriate, the Dean and/or the Vice President, pursuant to paragraph (b) above.

2. Materials to Be Used in the Evaluation of Part-time Faculty

a. Student Evaluations

i. The Administration of Student Evaluations

Student evaluations shall be used giving due consideration to the number of courses and sections that were taught during the review period and for which student evaluations are available, as well as the number of students by which such evaluations have been made. Student evaluations should be used, to the extent possible, to discern the pattern or patterns evidenced with reference to teaching effectiveness; provided, however, that nothing herein contained shall be deemed to prohibit, merely by reason of the short duration of any such faculty member's service at a University, the making of any recommendation or any personnel decision.

No student evaluation made pursuant to the provisions of this Article shall be published or conveyed to any person save in accordance with the provisions of this Article, of Article II and of Article XVI.

The Department Chair shall obtain student evaluations of the teaching effectiveness and of the courses taught by each part-time member of the faculty each semester. Student evaluations shall be obtained in respect of every section taught by each part-time faculty member before the end of each semester.

All student evaluations, other than those administered using the web-based SIR II, shall be administered in accordance with the procedures specified in Appendix C-1 and otherwise in accordance with the requirements of Section D(1) of this Article VIII.

Student evaluations shall be administered using either the Student Instructional Report II (SIR II), including any Instructor's Cover Sheet, as the same is published from time to time by the Educational Testing Service of Princeton, N.J., or, in the case of non-lecture or non-laboratory courses, the Student Instructional Rating Form for Non-lecture Courses that is attached to this Agreement as Appendix C-4. Student evaluations of distance education courses shall be administered using the web-based version of the above-described SIR II; provided only that any item on the web-based version of the SIR II that solicits student comments shall be blocked and shall not be accessible for student use.

Copies of the Instructor's Cover Sheet and the SIR II form as they are on the date of execution of this Agreement are annexed to it as its Appendices C-2 and C-3, respectively.

Prior to the conduct of student evaluations, each part-time member of the faculty shall, for each course in respect of which such evaluations are to be administered, prepare for submission with the completed student evaluations the Instructor's Cover Sheet.

Notwithstanding any statement appearing on the SIR II, individual written student comments are prohibited on student evaluation forms. Any such individual comments made shall be disregarded.

For the duration of the 2017-2020 collective bargaining agreement, a faculty member may choose to obtain, in addition to the SIR II, anonymous written student comments. For purposes of this option, the faculty member may request that students provide anonymous written comments on a form separate from the SIR II form. Written comments will be collected and inserted into an envelope, sealed, and returned immediately to the faculty. At no time shall the written comments be involuntarily made available to anyone but the faculty member being evaluated.

Nothing in this subsection 2 shall be deemed to prohibit the use of student evaluation forms that have been rendered in a computer-readable (op-scan) format, nor shall it be deemed to prohibit the use of any compilation, whether by computer or otherwise, of summaries of student evaluations and the results thereof in respect of each faculty member. No faculty member shall be given any negative evaluation by sole reason of the fact that his/her student evaluations, as revealed by any such summary, are less favorable than those of some other member of his/her department. No such summary shall be used pursuant to this Article VIII for the purpose of comparing faculty members in one department with those in another.

Whenever two (2) or more members of the faculty team-teach a course, student evaluations shall be administered in such course as follows and otherwise in accordance with the preceding paragraphs of this subparagraph (i). If each faculty member teaches a discrete portion of the course, student evaluations for each such faculty member shall be administered when that faculty member's portion of the course is completed. If the faculty members do not teach discrete portions of the course, student evaluations for each faculty member shall be administered separately near the end of the course (on the usual schedule) with appropriate instructions to the students concerning the separateness of each evaluation.

ii. Limitations

The absence of student evaluations from the evaluation record of any member of the bargaining unit for any semester listed below shall not be considered, either positively or negatively, in the evaluation of his/her teaching effectiveness.

Fall 1999

Spring 2000

Fall 2000

Fall 2003

Spring 2004

Fall 2004

Spring 2005

Fall 2005

Additionally, the absence of student evaluations from the evaluation record for distance education courses prior to the spring semester of 2008 of any member of the bargaining unit shall not be considered, either positively or negatively, in the evaluation of his/her teaching effectiveness.

The absence of student evaluations from the evaluation record for distance education courses during the spring semester of 2008 of any member of the bargaining unit at Fitchburg State University and Salem State University shall not be considered, either positively or negatively, in the evaluation of his/her teaching effectiveness.

b. Classroom Observations

At least once in any semester during which a part-time member of the faculty is to be evaluated, the Department Chair shall observe one (1) section of each course (including distance education courses, if any) taught by such member of the faculty for the purpose of evaluating his/her teaching effectiveness. Any such faculty member may request that the Department Chair conduct more observations than are otherwise required by this paragraph.

Prior to the conduct of any such observation, the faculty member shall meet with the Department Chair in order to provide the Chair with a plan of the class to be observed and any materials intended to be used in the class. The faculty member may submit by electronic means his or her plan of the class to be observed and materials to be used.

Whenever ~~they~~he/she deems it appropriate, the Dean and/or the Vice President may observe the class or classes of any part-time member of the faculty for the purpose of evaluating his/her teaching effectiveness.

A record of each such observation shall be made using Appendix D-1(a) or D-1(b), as appropriate.

c. Comprehensive Resume

Each part-time faculty member shall complete and submit the resume form set forth in Appendix B and shall ensure that there are, in his/her Official Personnel File, current official transcripts of his/her course work.

d. Course Documents

For each course taught by the faculty member during the review period, there shall be submitted by the faculty member a course outline, including a syllabus and, where used, a bibliography.

e. Other Information or Materials

In addition to the foregoing, there shall be considered in the conduct of an evaluation any other relevant and validated materials and information submitted by the faculty member being evaluated, by such faculty member's Department Chair, and/or by the Vice President. Such information and/or material shall include any written self-evaluation which may have been submitted by the faculty member.

3. Materials to Be Used in the Evaluation of Librarians

a. Direct Observation of the Librarian's Performance

There shall be used direct observation of the librarian's performance of his/her professional responsibilities, a record of which observation shall have been reduced to writing by the Library Director or the Library Program Area Chair, as may be appropriate, and filed in the Official Personnel File of such librarian, including any such reports of the librarian's performance as may be required to be submitted from time to time by persons supervising the librarian. A record of each such observation shall be made using Appendix E-2.

b. Continuing Scholarship, Professional Activities, Comprehensive Resume

Each librarian shall indicate on Appendix A-2 the continuing scholarship, other professional activities and, when applicable, alternative responsibilities in which he/she has engaged, together with appropriate supporting documentation. Each librarian shall also complete and submit the resume form as set forth in Appendix B and shall ensure that there are,

in his/her Official Personnel File, current official transcripts of his/her course work.

c. Additional Evaluation Reports

Where applicable, there shall be used any evaluation reports that pertain to the performance of other professional responsibilities of the kind referred to in Section A(3)(b)(iii) of this Article VIII, but only if such librarian shall have been granted a reduction in his/her regular workload in order to permit the assumption of such responsibilities. This paragraph (c) shall be of no application in the case of any responsibilities discharged by any librarian in his/her capacity as an officer of the Association or of the Massachusetts State College Association.

d. Other Information or Materials

In addition to the foregoing, there shall be considered in the conduct of an evaluation any other relevant and validated materials and information submitted by the librarian being evaluated, by the Library Director or the Library Program Area Chair, as may be appropriate, and/or by the Vice President. Such information or materials shall include any written self-evaluation submitted by the librarian, if any.

Nothing in these provisions shall prohibit a librarian from submitting for consideration as part of his/her evaluation any relevant and validated materials and information regarding professional activities undertaken by him/her during any period falling outside a work year since the last review period that was the subject of an evaluation.

e. Librarian Narrative

There shall be considered in the conduct of an evaluation a narrative, prepared by the librarian, describing his/her effectiveness in performing assigned responsibilities, effectiveness in rendering assistance to students, faculty and the academic community, continuing scholarship, other professional activities, alternative professional responsibilities, if any, and his/her teaching responsibilities if teaching credit bearing courses.

f. Limitation on Materials Submitted for Reappointment during the Third and Fifth Years

The materials to be included in the evaluation of a full-time librarian during his/her third and fifth years of employment shall only be a narrative by the librarian (describing his/her effectiveness in performing assigned responsibilities; effectiveness in rendering assistance to students, faculty and the academic community; continuing scholarship; other professional activities; alternative professional responsibilities, if any; and his/her teaching responsibilities if teaching credit-bearing courses), student

evaluations administered pursuant to section D(1)(a) of this Article VIII, if applicable, and a direct observation conducted by the Library Director or the Library Program Area Chair, as appropriate, pursuant to paragraph (a) above.

4. Teaching Assignments in More than One Department

In the case of faculty with teaching assignments in more than one (1) department or librarians teaching in any one (1) or more departments, student evaluations and classroom observations of their courses shall be conducted as follows and otherwise in accordance with the applicable provisions of this Section D:

- a. Student evaluations shall (as otherwise required) be administered in courses in each department by the Department Chair of the respective department to which the courses are assigned;
- b. Classroom observations shall (as otherwise required) be conducted in courses in each department by the Department Chair of such department to which the courses are assigned;
- c. As promptly as is practicable after they have been completed, the record of all such student evaluations and observations that are conducted outside a faculty member's home department or, in the case of librarians, conducted in any academic department, shall be transmitted either to the Department Chair of the faculty member's home department or to the Library or the Library Program Area Chair, as may be appropriate; and
- d. The Peer Evaluation Committee having responsibility for the evaluation of any such faculty member or librarian shall have the right to conduct classroom observations in courses the faculty member or librarian teaches in any department.

E. PROCEDURES FOR THE CONDUCT OF EVALUATIONS

Prior to the beginning of the evaluation cycle the vice president of academic affairs and chapter president shall disseminate in writing a reminder that evaluators have the duty to maintain the confidentiality of evaluations and evaluation materials.

Every faculty member shall be evaluated in ~~their~~his/her home department as defined in Section D(21) of Article I. In the case of any faculty member who teaches one (1) or more courses assigned to any other department, ~~their~~his/her teaching effectiveness in respect of any such course shall be evaluated within the other department, which shall transmit such evaluation, together with the results of all student evaluations and any

classroom observations, to the Department Chair of such faculty member's home department.

1. Submission of Materials

a. Full-time Faculty Members

Prior to the commencement of his/her~~their~~ evaluation, every full-time faculty member shall submit, ~~to~~~~in accordance with their University's procedures,~~ ~~his/her Department Chair~~ all those materials that ~~they~~~~he/she~~ intends should be considered in the conduct of his/her evaluation. Included among those materials shall be the faculty member's current comprehensive resume, course documents and other materials as required or permitted by Section D(1)(c), (e), (f), (g) and (h).

Notwithstanding the above paragraph, the faculty member shall submit only a narrative as described in Section D(1)(h) for an evaluation for reappointment during the third and fifth years of employment.

The materials described above in Section D(1)(a), (b), (d) and (f) shall be secured or submitted by the Department Chair prior to the commencement of the evaluation.

Any SIR II evaluation reports that are received during a fall semester of the evaluation period and that pertain to the preceding spring semester shall be added to the evaluation materials by the department chair, together with any written responses to the SIR II evaluation reports submitted by the affected faculty member, as promptly as is practicable after they become available. The record of any classroom observations required to be conducted during a fall semester in connection with an evaluation commencing during such fall semester shall be added to the evaluation materials by the department chair, together with any written responses to the classroom observations submitted by the affected faculty member, as promptly as is practicable after it becomes available.

b. Part-time Faculty Members

Prior to the commencement of his/her evaluation, every part-time faculty member shall submit, ~~in accordance with their University's procedures,~~ ~~to~~ ~~his/her Department Chair~~ all those materials that ~~they~~~~he/she~~ intends should be considered in the conduct of ~~their~~~~his/her~~ evaluation. Included among those materials shall be the faculty member's current comprehensive resume and course documents as required by Section D(2)(c), (d) and (e).

The materials described above in Section D(2)(a), (b) and (e) shall be secured or submitted by the Department Chair prior to the commencement of the evaluation.

Any SIR II evaluation reports that are received during a semester in which an evaluation is being conducted and that pertain to the preceding semester shall be added to the evaluation materials by the department chair, together with any written responses to the SIR II reports submitted by the affected faculty member, as promptly as is practicable after they become available. The record of any classroom observations required to be conducted during a semester in which an evaluation is being conducted and that pertain to that semester shall be added to the evaluation materials by the department chair, together with any written responses to the classroom observations submitted by the affected faculty member, as promptly as is practicable after it becomes available.

c. Librarians

Prior to the commencement of his/her evaluation, every librarian shall submit, ~~in accordance with their University's procedures to the Library Director or the Library Program Area Chair, as may be appropriate,~~ all those materials that ~~they/he/she~~ intends should be considered in the conduct of his/her evaluation. Included among those materials shall be the librarian's current comprehensive resume and other materials as required or permitted by Section D(3)(b), (d) and (e).

Notwithstanding the above paragraph, the librarian shall submit only a narrative as described in Section D(3)(e) for an evaluation for reappointment during the third and fifth years of employment.

The materials described above in Section D(3)(a), (c) and (e) shall be secured or submitted by the Library Director or the Library Program Area Chair, as may be appropriate, prior to the commencement of the evaluation.