**Frequently Asked Questions**

Regarding the Ongoing Senior Faculty Development Review Process

1. **Are we supposed to prepare another promotion review portfolio?**

No, absolutely not. This is a chance for you to reflect on your professional career – past, present, and future. Answering the prompts will facilitate that process. You will share the results with your committee.

1. **I know that the PS&S Committee selects my committee chair but what should I consider in deciding between adding the one or two additional members?**

This is completely up to you. There is no right or wrong choice. Only two classes are observed and surveyed. You might consider including committee members who can help guide you in an area that you want to strengthen.

1. **If I have three committee members but only two classes are observed, how is it determined who will actually observe?**

That is completely up to you - the reviewee.

1. **Who calls the meetings?**

We recommend a minimum of two meetings. The chair will call the first one to get things going and to discuss what the reviewee wants to accomplish through the process. The reviewee will call the last one when he or she is ready with all of the information.

1. **Can I complete the process during summer and fall or do I need to also include spring observations?**

That is completely up to you. It really depends on your teaching load and which courses you want observed. The bottom line though is that your part of the process needs to be completed by April 15.

1. **Page five (Faculty Contribution and Needs Assessment Form) of the document lists four categories. Should these categories add up to 100% with 25% assigned to each category?**

Not necessarily, the form is meant to be flexible and is not intended to dictate any expectations about how faculty spend their time.

1. **Do I need to make copies of all of my IDEA evaluations from the past two years for each of my committee members?**

No. One set should be provided to the chair. It is suggested that you review the student survey results and look for trends. Include that information in your Reflection of Performance Feedback narrative.

1. **What happens after my committee meets and approves my Developmental Plan?**

The Developmental Plan that your committee approves will be signed by you and your committee chair. It will then be given to the chair of the full PS&S committee. He or she will distribute hard copies of your plan at the next PS&S committee meeting. The vote to accept/approve (or not) your plan will come as a recommendation from your committee chair. After the vote by the full PS&S committee, the hard copies will be collected and destroyed. The PS&S committee chair will then sign off on the document.

The only documents retained for PS&S records are the Senior Faculty Developmental Reflection Form and the Senior Faculty Developmental Plan.

These documents are stored electronically by the PS&S Chair.

No additional material from your review will be collected or maintained.

1. **Will my Dean or any other administer be given a copy of my Development Plan or any other of the material that I have prepared?**

No, not unless you give it to them yourself.

1. **What happens next?**

Senior Faculty may use this Developmental Plan to meet the Faculty Growth Agreement requirements for FDC for the year in which it is submitted before October 1. This may be in year five or six.

At your next (5 years) Senior Faculty Developmental Review you will begin with this plan and discuss what has or has not been accomplished.