

## **COMMITTEE CHARTER**

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<b>Committee:</b>	Faculty Evaluation Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date Last Revised:</b>	May 24, 2017

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### **Mandate**

The Faculty Evaluation Committee shall make recommendations to ensure appropriate evaluation of all faculty members takes place. It shall recommend policy on pre-tenure, post-tenure, limited-term and contract faculty evaluation, monitor evaluation processes, and provide information to Regular Members on evaluation practices.

### **Authority**

The Faculty Evaluation Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the Regular Members of the Association. The Executive Board shall strive for implementation of recommendations made by the committee and approved by the Regular Members of the Association.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### **Membership**

The Faculty Evaluation Committee shall consist of seven Regular Members of the Association, at least four of whom shall be tenured:

- three to serve a term of two years and to be elected in odd-numbered years;
- one contract member to serve a term of two years and to be elected in odd-numbered years to represent the interests of contract faculty members in matters relating to evaluation; and
- three to serve a term of two years and to be elected in even-numbered years.

The committee shall annually select a chair from among its tenured members and a recording secretary from among its members. The recording secretary shall prepare meeting notes for the committee's use and submit them to the Executive Assistant of the Association.

### **Meetings**

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the Faculty Evaluation Committee shall normally meet monthly during the academic year. Additional meetings may be called as necessary by the chair. Quorum shall be four members of the committee, including the chair or designee.

### **Expected Activities**

The Faculty Evaluation Committee shall:

- investigate and maintain current research information to inform its work and to enhance evaluation processes for Regular Members;
- act for the Association in recommending changes to the Annual Report as stipulated in the Performance Review of Faculty article of the Collective Agreement:
  - review proposed changes submitted to it;
  - forward any proposed additions, modifications, or deletions to the types of information gathered by the Annual Report to the Executive Board for submission to negotiations;
  - recommend changes related to the functionality of the Annual Report form to the Executive Board;
- consult with the Executive Board as necessary in carrying out its work;
- appoint a member in even-numbered years to serve a term of two years on the MRFA Awards Committee;
- submit a report to the Executive Board in January describing its work during the fall semester;
- prepare a report for the Annual General Meeting describing its work during the year.
- conduct an annual review of the Faculty Evaluation portion of the Association's website and submit modifications and updates as necessary.
- encourage colleagues' direct involvement and participatory engagement in the work of the committee.



**Resources**

The committee may submit requests to the Executive Board for expenditures from the 'Other MRFA Committees' budget line.