FACULTY MANAGEMENT AND PERFORMANCE EVALUATION

June 14 – 16, 2010
Denver, CO
OVERVIEW

Institutions are constantly in search of systems that measure faculty productivity as well as enhance performance; systems that are appropriate to their environment and sensitive to organizational culture.

This institute will explore the practice, policies, and processes found in effective systems for evaluation and professional development. Through a combination of plenary and tracked working sessions, participants will learn how administrators and staff can use these systems to enhance faculty performance and improve institutional effectiveness.

WHO SHOULD ATTEND

Academic leaders, departmental heads, and faculty developers will benefit the most from this interactive institute. Participants will develop a plan to effectively manage faculty performance while integrating an effective faculty development and support plan into their approach.

INSTRUCTORS

Mary Coussons-Read, Professor of Psychology and Health & Behavioral Science & Chair of Physics Department, University of Colorado Denver
Mary has a distinguished record of teaching, research, and service, and has served in numerous leadership positions on and beyond her campus including chairing the UCD Faculty Assembly, serving as the faculty council vice-chair, and most recently serving as associate dean for curriculum and faculty affairs in the College of Liberal Arts and Sciences. Her background is concentrated in psychology, conflict management, communication, and faculty evaluation. In addition to her teaching and administrative roles, Mary is a certified personal coach and nationally recognized speaker in the areas of communication, conflict resolution, and stress management.

Michael Theall, Associate Professor of Education, Youngstown State University
Mike has been a full-time faculty member and/or has directed teaching centers at four universities. He has developed, implemented, and managed student ratings systems at two institutions and installed ratings systems at a score of other schools. He has edited, published, and presented over 230 books, monographs, papers, and workshops on college teaching, faculty evaluation and development, student ratings, the professoriate, teaching improvement, and organizational development.

His primary research is on faculty evaluation, professional development, organizational development, and student ratings of teaching. He has been chair of the American Educational Research Association’s Special Interest Group in Faculty Teaching, Evaluation, & Development (AERA-SIGFTED); a member of the Executive Committee of the Professional and Organizational Development Network in Higher Education (POD); and is currently Past-POD President.
OPTIONAL PRE-CONFERENCE WORKSHOP
MONDAY, JUNE 14, 2010

8:00 – 9:00 a.m.  
Registration & Continental Breakfast for Pre-Conference Workshop Attendees

9:00 a.m. – 12:00 p.m.  
Optional Pre-Conference Workshop: Developing and Evaluating Teaching Portfolios
In addition to providing useful information for peer review within the context of tenure and promotion, a teaching portfolio is a tool for documenting professional achievement in teaching. Learn to identify the key components of a teaching portfolio and explore a process for portfolio development. The session includes opportunities to begin the reflective process, read/evaluate sample portfolios, and experience peer feedback.

Topics include:
• What goes into a teaching portfolio?
• Potential uses of teaching portfolios
• Improvement (formative evaluation)
• Planning
• Decision making (summative evaluation)
• Developing readers for portfolios
• Evaluating teaching via portfolios
• Methods and criteria for evaluation
• Rubrics for developing and reading portfolios

12:00 – 1:00 p.m.  
Lunch for Pre-Conference Workshop Attendees

CONFERENCE AGENDA
MONDAY, JUNE 14, 2010

12:00 – 1:00 p.m.  
Registration for Main Conference

1:00 – 1:30 p.m.  
Welcome & Program Overview

1:30 – 2:45 p.m.  
Plenary Session: Effective and Flexible Use of Faculty Resources
How can institutions make best use of their primary human resource – the faculty? How can policies and processes for evaluation and development contribute to professional growth, more productivity, and improved teaching and learning? This session will explore strategies that capitalize on strengths and make the best use of limited resources.

2:45 – 3:00 p.m.  
Break

3:00 – 4:15 p.m.  
Evaluating Faculty Performance
Outlining a variety of approaches to developing evaluation systems, this session will emphasize the importance of local context in creating systems that are feasible, accurate, and acceptable to all stakeholders. Discussion will center on key measures for evaluating faculty performance including student ratings, peer/administrator observation and review, research, records/documents and institutional or departmental “fit”.

CONCURRENT SESSIONS:

4:15 – 5:30 p.m.  
Track 1: Criteria for Evaluating Tenure-track and Post-Tenured Faculty
This session will emphasize formative and summative data collection and analysis toward effective tenure-track and post-tenure review. Discussion will touch upon the extent to which criteria can vary depending upon institutional context and risk assessment.

Track 2: Criteria for Evaluating Full-Time and Part-Time Non-Tenured Faculty
Non-tenured and adjunct faculty have to undergo some level of review, although not as exhaustive as tenure-track instructors. This session will address effective steps for evaluating part-time and full-time non-tenured track faculty toward promotion, continuation, and contract renewal.

5:30 – 6:30 p.m.  
Networking Reception (included in registration)
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TUESDAY, JUNE 15, 2010

8:00 – 8:30 a.m.  Continental Breakfast (included in registration)

8:30 – 9:00 a.m.  Recap Day One

HR CONSIDERATIONS
9:00 – 10:30 a.m.  HR Considerations – Compensation Structure
Institutions typically have a formula for determining faculty compensation based on a variety of responsibility required of each position and performance appraisal. Such formulas must be responsive to changing faculty and institutional needs. This session includes a discussion of best practices and approaches for determining faculty compensation structures. Emphasis will be placed on creating more transparency within these practices and developing high performing faculty through competency building.

10:30 – 10:45 a.m.  Break

TRACK SESSI ONS
10:45 – 12:15 p.m.  Track 1: HR Considerations for Tenured Faculty
Track 2: HR Considerations for Non-tenured Faculty

12:15 – 1:30 p.m.  Lunch (included in registration)

1:30 – 2:15 p.m.  Applying HR Considerations
You will have the opportunity to apply the concepts and techniques from human resources consideration to your own institutional setting.

FACULTY DEVELOPMENT
2:15 – 3:45 p.m.  Gathering Data for Formative Purposes
This session will explore instruments, processes, and activities intended to support professional growth and development in various contexts. You will be invited to share your experiences and strategies as we discuss common themes and work toward identifying best practices as well as circumstances that require specific strategies.

3:45 – 4:00 p.m.  Break

4:00 – 5:00 p.m.  Processes for Developing and Supporting Faculty
One of the things all great teachers share is the willingness to grow and develop. This growth is likely most effective and efficient if treated as a scholarly process, basing changes on data, rather than assumptions. Gathering this data requires far too much effort to use only to reward or punish; we should use this work to enhance the quality of teaching and learning. In this session, you will discover the importance of feedback data to enhance teaching and learning and outline a plan to interpret and integrate feedback to improve teaching and learning.

WEDNESDAY, JUNE 16, 2010

8:00 – 8:30 a.m.  Breakfast (included in registration)

8:30 – 9:15 a.m.  Processes for Developing Faculty (continued from Tuesday)

9:15 – 10:00 a.m.  Applying the Concepts
You will have the opportunity to apply the concepts and techniques for developing and supporting faculty to your own institutional setting.

10:00 – 10:15 a.m.  Break
CONFERENCE AGENDA

WEDNESDAY, JUNE 16, 2010 (CONTINUED)

10:15 – 11:30 a.m.  Faculty Workload Management
While dealing with increasing economic difficulty and budget constraints, many institutions are experiencing calls for increased accountability with regard to teaching quality and student outcomes. One reason for the pressure is understanding how faculty workloads are managed to yield effective academic programming, high research productivity, and faculty/student satisfaction. We’ll discuss strategies and best practices for managing faculty workload and gain an understanding of the issues related to engaging faculty in meeting obligations for teaching, research, and service/outreach activities.

11:30 a.m. – 12:00 p.m.  Wrap up and Take-Aways
Join us to share highlights of your institutional plans and describe how you will implement them.

12:00 – 1:15 p.m.  Lunch (post-conference attendees only)

OPTIONAL POST-CONFERENCE WORKSHOP

WEDNESDAY, JUNE 16, 2010

1:15 – 4:15 p.m.  Post-Conference Workshop: Post-Tenure Review
Institutions are increasingly under pressure to evaluate the performance of tenured faculty. Review of tenured faculty can include annual performance, merit salary review, student evaluations, and peer reviews, among others. The outcomes of such reviews are often disconnected from institutional and accreditation mandates because of a lack of culture of assessment around faculty work.

Join us as we discuss steps to create effective and developmental post-tenure review processes. Learn how to retool your department/institutional climate to create a positive culture of faculty assessment. Discussion topics include:

• What is post-tenure review and how is it related to tenure and promotion?
• Faculty development and helping tenured faculty maximize on their skills and activities
• Accountability for faculty and institutions
• Balancing institutional needs for fiscal and academic accountability
• Aligning outcomes with institutional purpose and policies

HOTEL RESERVATIONS

The conference will be held at:
Grand Hyatt Denver
1750 Welton Street
Denver, CO 80202

To reserve your room, call 303-295-1234. Please indicate that you are with the Academic Impressions group to receive the room rate of $179 for single or double occupancy, plus applicable tax.

A room block has been reserved for the nights of June 13 – 15, 2010. Reservations must be made by May 23, 2010. There are a limited number of rooms available at the conference rate. Please make your reservations early.

The Grand Hyatt is situated in downtown Denver, within walking distance of the 16th Street Mall, restaurants, shopping, sports arenas, museums, and the light rail system. Denver International Airport (DEN) is approximately 25 miles from downtown.
Attend as a team – remember, if you register as a group, every 4th registrant is free.

Questions about the event? Call us at 720.488.6800 to help determine if this event is right for you.

Register online at www.academicimpressions.com

REGISTRATION FEES
Your registration fee includes: full access to all conference sessions and materials, access to the networking reception on Monday, breakfast and lunch on Tuesday, and breakfast on Wednesday, as well as refreshments and snacks throughout the conference.

Postmarked on or before June 4, 2010
☐ Faculty Management and Performance Evaluation and Both Workshops (BEST VALUE) __________________________ $1695 USD
☐ Faculty Management and Performance Evaluation and One Workshop
  ☐ Pre-Conference Workshop   ☐ Post-Conference Workshop __________________________ $1395 USD
☐ Recruiting and Retaining Transfer Students Conference only __________________________ $1095 USD
(For registrations postmarked after June 4, 2010, an additional $100 fee per registrant applies)

☐ Check here if you have any dietary or accessibility needs. Please list any needs in the space below and we will do our best to accommodate you.

How did you hear about this event? (email from AI, colleague forwarded email, The Chronicle, etc. __________________________

CONFERENCE REGISTRATION INFORMATION (PLEASE PRINT CLEARLY)
Name __________________________ Name Preferred for Badge __________________________
Job Title __________________________ Institution/Organization __________________________
Address __________________________
City __________________________ State/Province __________________________ Zip/Postal Code __________________________ Country __________________________
(For registration confirmations and pre-conference communication. FOR ADDITIONAL REGISTRANTS PLEASE COMPLETE ADDITIONAL FORMS.)
Telephone __________________________ Fax __________________________ Email __________________________
Additional Contact Name __________________________ Additional Contact Phone __________________________
Additional Contact Title __________________________ Additional Contact Email __________________________
Emergency Contact Name __________________________ Emergency Contact Phone __________________________
(In case of emergency, we will contact this person on your behalf)

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Academic Impressions is happy to offer free higher education daily news updates and weekly analysis, delivered in an easy-to-scan email.

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PAYMENT METHOD
We accept Visa, MC, and AmEx credit cards. To pay by check, include the check with this form or select the “invoice me” option. Fax form to 303.741.0849 or mail form along with payment to: Academic Impressions, 4643 S. Ulster St. Ste. 350, Denver, CO 80237.

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Please charge my credit card: (Visa, MC, AmEx)
Name on Card __________________________
Account Number __________________________
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Check # __________________________

☐ Please invoice me
Purchase Order # __________________________
(PO# not required to receive invoice)

REFUND/CANCELLATION POLICY
Refunds will be issued only if cancellations are received in writing by May 19, 2010. A $100 processing fee will be assessed. After May 19, 2010 a credit (less $100 processing fee) will be issued. The credit will be valid for 12 months and can be used toward any future conferences, web conferences, audio proceedings, or web conference archives. In case this event is cancelled, Academic Impressions’ liability is limited to a refund of this registration fee only.

Questions about the event? Call us at 720.488.6800 to help determine if this event is right for you.