

**Stephen F. Austin State University
Chairs Council
AY 2023-2024
Meeting Minutes**

Date: December 5, 2023
Time: 11:30am – 1:00pm
Location: Culinary Café

1. (Beauregard) [HOP 02-316](#) Performance Evaluation of Faculty

The process and rating choices will remain for this AY. Going forward, this will change due to the new HOP. The charge to department chairs is that in the 2024 cycle we need to consider changes to recommend for the future cycles.

We should consider the following questions:

- Do we want additional choices in the Likert scale?
- Do we want individual scoring for each critical area (teaching, service, and scholarship)?
- Should there be a fourth category of collegiality?

Matthew Beauregard will distribute a survey for feedback in the spring.

The provost will send a communication when the new process is ready so that faculty will be aware of the process for AY 25.

There was discussion about the benefit of adding “Exceeds Expectations” as a choice to indicate those worthy of merit considerations.

2. (Johnston) Institutional Absences HOP

Joyce Johnston is on a university working group to review this policy (Members are Andrew Dies, Hollie Smith, Ryan Ivies, Joyce Johnston, and two unnamed students). She brought concerns about the effect on faculty and grade assignments that might conflict with the language being proposed in the HOP. “Keystone” assignments are assignments that cannot be made up (regardless of the reason for the absence”. Examples are attendance at a student conference or similar activity. Chairs should consider managing this expectation with faculty, and ensuring they are aware that such critical assignments must be designated as “keystone” in course syllabi to be excluded from the institutional absence exclusion. This policy is in effect now, but under review.

3. (Liz) LEER money

The availability of LEER money was discussed.