TO: SLA Faculty Assembly Executive Committee

FROM: Bylaws Review Committee, Herbert Brant and Scott Weeden, co-chairs

SUBJECT: Proposal on Evaluation Letters for Committee Service

DATE: 10 January, 2020

The ad-hoc Bylaws Review Committee recommends the following action item for consideration by the Faculty:

**Change of language in Article IV, Section 6 of the Bylaws**

*Current situation*:

Presently, the Bylaws require that the chairs of committees write a letter evaluating the service of each committee member for the given academic year as follows:

“At the end of the school year, no later than May 15, the chair of each committee shall send a letter to each member of the committee evaluating that member’s service to the committee during the year. The member of the Executive Committee who serves as liaison to each committee shall send a similar letter to the chair of the committee evaluating the chair’s service. Committees without such liaisons, such as the Promotion & Tenure Committee or the Enhancement Review Committee, shall select two committee members to evaluate the chair’s service.”

*Proposed new language*:

“At the end of the school year, no later than May 15, committee members may request letters from the committee chair evaluating their committee service for the prior academic year. The member of the Executive Committee who serves as liaison to each committee shall send a similar letter to the chair of the committee evaluating the chair’s service. Committees without such liaisons, such as the Promotion & Tenure Committee or the Enhancement Review Committee, shall select two committee members to evaluate the chair’s service.”

*Rationale*:

This change brings the By-Laws in line with current practice in that evaluation letters for each committee member have not been provided regularly. In Spring 2019, the FA approved a By-Laws amendment to Article IV, Section 2.b.3 which outlines procedures for replacement of committee members who do not meet the expected responsibilities of committee membership. Therefore, evaluation letters are no longer needed to address this issue.

*Known and expected benefits*:

This change reduces the work load of committee chairs, a change which may encourage greater faculty participation. It creates a process for individual committee members to document outstanding committee service, if desired.