

RECOMMENDATIONS REGARDING SEARCH PROCESSES

1. **Program directors shall not serve on search committees within their own programs.**
 2. **All members of search committees shall have equal status and equal voice regardless of rank or program affiliation.**
 3. **All members of the search committee and all eligible members of the program faculty shall have one vote in recommending candidate(s) to the program director ("the recommendation vote").**
 4. **Criteria for selection of candidates shall be established by the program faculty prior to the commencement of the search. The committee is responsible for interpreting and upholding the criteria established by the program faculty.**
 5. **The program director shall share the results of the recommendation vote with the dean.**
 6. **The recommendation vote shall occur by secret ballot.**
 7. **Proxy votes must be submitted to the chair of the search committee prior to the commencement of the meeting at which the recommendation vote is taken.**
-

RECOMMENDATIONS REGARDING TEACHING EVALUATIONS

1. **Secured lock boxes should be placed in each campus classroom building. Students who administer teaching evaluations should be directed to place completed evaluation forms in a sealed envelope and drop the envelope in the locked box. One staff member (preferably from the dean's office) should be designated to collect teaching evaluations from the locked boxes and put them in the campus mail.**
2. **Results of teaching evaluations should be returned from the Office of Educational Assessment (OEA) directly to faculty members in sealed envelopes. Copies of faculty evaluations should be sent to program directors from the OEA only at a faculty member's request.**
3. **Program directors need access to representative evaluation data for a variety of purposes including program evaluation. Faculty members should provide evaluation data to program directors at their request to eliminate the cumbersome process of requesting data from the OEA. Efforts should be made to protect the privacy of the data (data should not be published or made available to staff or students without the faculty member's knowledge).**