

June 14, 2013

Dear Colleague:

The purpose of this memo is to announce a pilot, assessment, and timeline for implementing E-dossiers as a part of the faculty evaluation processes, in accordance with the WWU-UFWW Collective Bargaining Agreement, college evaluation plans, and departmental evaluation plans.

Timeline for Implementation

- Pilot annual probationary faculty evaluations in Winter 2014 using E-dossiers for all faculty members being reviewed (not to include first-year reviews, which do not require a dossier)
 - Secure sites will be ready for faculty to upload materials beginning Sept. 15, 2013
 - A training video will be available on Sept. 15, and training sessions will be available beginning Oct. 1, 2013
 - Department Chairs will receive training in mid-October
- Assess the pilot in Spring 2014
- Following a successful assessment and the implementation of any needed revisions, all faculty members going through P&T in Fall 2014 would use E-dossiers
- Follow with all Post-Tenure Reviews in Spring 2015
- Follow with all NTT Faculty evaluations in AY 2015-16, if a dossier is required in evaluation plans

Genesis of the E-dossier Idea

Six faculty members in Fall 2012 piloted the use of E-dossiers in the T&P evaluation process. They did so with the approval of the Provost's Office and UFWW. Simultaneously, while discussing the new CBA, department chairs in the leadership workshop indicated interest in developing an electronic process for faculty evaluations. With encouragement from the Provost's Office for the idea, a group led by Debra Jusak met to collect input about developing E-dossier criteria and a demo, which included input from the deans.

Subsequently, the department chair leadership workshop group met to review a demo and provide input, which was followed by a meeting with representatives from UFWW. Based on the input received from chairs and UFWW, a draft process, demo, and tentative timeline were presented to the Faculty Senate for feedback. Following input from the Senate, the Senate Executive Council endorsed the move to E-dossiers and the timeline. Needless to say, all the input provided from faculty, chairs, deans, ATUS, and administrators has proved invaluable.

Benefits of a Standardized E-dossier

- Greater consistency in the presentation and content of dossiers: based on UFWW input it was deemed essential that all faculty participate in a given review using the same interface and standard format to ensure consistency
- Supports Chair mentoring of faculty preparing dossiers
- Improved access to dossiers to conduct reviews and evaluations
- Logistically more efficient in terms of paper, space, transport, etc.
- Ability to include hyperlinks to electronic publications and resources to review in native format, as well as Word and PDF documents, and sound/image files
- For many faculty members uploading documents will be easier than organizing file folders, tabs, hole-punching, etc.

Challenges Presented by Standardized E-dossiers That Must Be Addressed

- Inability of some reviewers to access electronic materials easily
- Scanning course evaluations, publications, and other resources
- Learning a new interface
- Technical challenges, most importantly digital rights management to secure materials owned by faculty members
- Books or other objects that cannot be digitized must be reviewed

Requirements for E-dossier

- Just like the current hard copy dossiers, E-dossiers will not normally be open to public information requests and the content will continue to be owned by the faculty member being reviewed, *to be used only for the purposes of faculty evaluation and review as outlined in the CBA*
- Easy-to-use interface with little technical knowledge required; preferably works similarly to interfaces faculty already use regularly
- Reliable and dependable; available to the faculty member preparing for reviews to update at any time
- Security as good as paper dossiers; secured access ensuring that only the people who need access have access at any given time
- Templates mirror exactly departmental/college evaluation plans
- One software that will be used for at least approximately five years

- Affordable and supported by ATUS
- Excellent directions, training workshops, and training videos to make the process clear
- Support for faculty for scanning course evaluations, etc.

E-dossier Platform and Interface Selected to Meet These Requirements: Microsoft SharePoint 2013

- SharePoint is integrated into the Microsoft Office Suite
- It is currently in use on Western's campus for similar functions
- It is in use by other universities to provide E-portfolios for faculty evaluations

We will not move forward until or unless the challenges concerning digital rights management have been addressed.

Thank you very much for your attention, and for all that you do to ensure high-quality faculty evaluations at Western.

Sincerely,



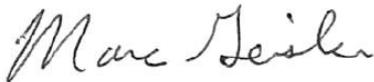
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