

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
**March 9, 2016 – 1:30 p.m. HR Conference Room 2317**

**Present:** Amy Hogan, Sue Teel, Kirk Wehner, Sue Volkmar, Jerry Luttrell, Ross Verbrugge, Karen Watson, Michelle Dickerson

**Absent:** Tara Brent, Mary Christian, Laura Neff-Henderson, Alex Fritz, Alan Grant, Travis Hundley, Jim Reinhard, Andrew Frey, Emma Potter, Margaret Radcliffe

**Call to Order**

The meeting was called to order at 1:30 p.m.

**Approval of Minutes**

The February 10<sup>th</sup> meeting was cancelled; no meeting minutes to approve.

**Old Business**

A/P FARS (Faculty Activity Reporting System.) Earlier in the year, a subcommittee was formed (Sue Volkmar, Ross Verbrugge, Karen Vest and Margaret Radcliffe) with the objective to review the FARS formats and guidelines. Subsequent to the subcommittee's collection of FARS samples campus wide for review, two revised performance evaluation forms were produced for publication on a webpage of the HR website. Chair Sue Volkmar presented sample templates of the new performance evaluation *short form* and the new performance evaluation *long form*. The overall goal is to ensure everyone receives an annual evaluation. Another item that will be on the webpage is the actual section of the A/P Faculty Handbook that explains the purpose of performance evaluations along with links to the forms.

It was discussed as to whether to send out a letter to the A/P community and their supervisors to reiterate the performance evaluation policy stating "sometimes the evaluations are not being conducted and needs to be conducted." Amy Hogan stated that it wouldn't hurt to send a letter and CAPFA can send the letter. Kirk Wehner stated Lisa Wilkes may want to wait until the new AVP of HR is in place.

Motion was made to approve both FARS templates for publication on the website. Motion seconded.

**New Business**

CAPFA Spring Speaker Series is scheduled for April 14, 2016, 4:00 to 5:00 p.m. at Alumni Hall with Dr. Thanassis Rikakis as the guest speaker.

CAPFA 2016 Elections. Currently, there are several vacancies. A notice will be placed in the VT News.

**Adjournment**

There being no further business, the meeting was adjourned at 2:08 p.m.

Respectfully Submitted,  
Lesa Young  
CAPFA Support