

# #2 COAP / COG Motion for vote

**Date:** March 13, 2024  
**To:** WPI Faculty  
**From:** Committee on Appointments and Promotions (Prof. Martin and Prof. Weathers, Co-Chairs)  
Committee on Governance (Prof. Heineman, Chair)  
**Re:** Motion to establish Interim Department Head in Evaluations and to modify the manner in which the Department Head Evaluation questionnaire is distributed

**Motion:** The Committee on Appointments and Promotions (COAP) and the Committee on Governance (COG) recommend, and we move, that the language describing “Performance Evaluations of Department Heads” (in the Faculty Handbook, Chapter Two, Section 5.c, Sub-sections.ii and iii) be modified to include interim department heads who are in their second year and to update the description of the manner in which the Department Head Evaluation questionnaire is distributed, as the meeting materials.

# #2 COAP / COG Motion for vote

- Update #1: Clarification of Process
  - Evaluation Process: ~~In the first phase of the evaluation, the Dean~~ The Committee on Appointments and Promotions will work with the Faculty Governance Office to distribute a confidential and anonymous
- Update #2: Question of interim department heads in second year
  - Performance evaluations for each Department Head are conducted:
    - during the spring of both the second and fourth year of the first five-year appointment;
    - during the spring of only ~~In~~ the second year of the second five-year appointment;
    - during the spring of the second year of any interim appointment.