**Faculty Affairs Committee**

**Annual Report for 2018-19 Academic Year**

**Officers**

Chair Virgil Sheets

Vice Chair Jessica Clark

Secretary Jennifer Inlow

**Meeting Dates (13 meetings)**

 Fall 2018 Spring 2019

8-28-18 1-22-19

9-11-18 2-5-19

9-25-18 2-19-19

10-9-18 3-5-19

10-23-18 3-19-19

 11-6-18 4-16-19

 11-27-18

**Members and Attendance (out of 13 total meetings)**

8Jessica Clark (Vice Chair)

10 Namita Goswami

11 Robert Guell (Ex officio; Senate Executive Committee Liaison)

13 Jennifer Inlow (Secretary)

 8 Sara Monday (Ex officio; Temporary Faculty Advocate)

 8 John Pommier

12 Susan Powers (Ex officio; Academic Affairs Liaison)

 13 Virgil Sheets (Chair)

 2 Ethan Strigkas

 10 Jan Weust

**Actions**

Selection of nominee for service on PTOC *(Charge #1)*

Jessica Clark nominated 8-28-18 (J. Pommier/V. Sheets; 6-0-0)

Selection of nominees for Awards Committees *(Charge #5)*

Caleb Mills, Dreiser, and Distinguished Service Awards Committees

Nominees approved 9-25-18 (J. Weust/N. Goswami; 5-0-0)

Guidelines for departments for merit pay distribution *(Charge #2)*

Approved 9-25-18 (J. Clark/J. Weust; 5-0-0)

Development of informational bullet-point list for departments regarding Biennial Review and Merit Pay

Sent forward 1-31-19; no vote taken

Selection of nominees for Grievance Committee Pool *(Charge #6)*

Nominees approved 10-9-18 (J. Weust/J. Clark; 6-0-0)

Proposal for Faculty Ombudsperson *(Charge #4)*

Approved 10-9-18 (J. Weust/N. Goswami; vote 6-0-0)

Succession policy to provide for mid-year officer vacancies on Senate Executive Committee *(Charge #8)*

Initial proposal approved 10-9-18 (J. Pommier/J. Clark; 6-0-0)

Revised proposal approved 11-6-18 (J. Weust/J. Clark; 6-0-0)

Revisions to nomination procedure for Temporary Faculty Advocate

Policy Library Section 246.15

Approved 11-6-18 (J. Weust/J. Pommier; 6-0-0)

Revisions to Faculty Handbook Section 350 concerning deficient performance *(Charge #9)*

Initial language approved 11-27-18 (J. Weust/N. Goswami; 4-0-0)

Revised language approved 2-5-19 (J. Weust/J. Clark; 5-0-0)

Revision of policies and procedures for evaluation and reappointment of Lecturers

Faculty Handbook Section 305.20

Approved 3-5-19 (J. Weust/N. Goswami; 4-0-0)

Development of a standardized form for evaluating Lecturers

Sent forward 3-5-19; no vote taken

Policy on PTOC review of Instructor reappointment decisions *(Charge #10)*

Faculty Handbook Sections 305.18.1 and 305.19.4

Initial language approved 2-19-19 (J. Pommier/J. Weust; 4-0-0)

Revisions made and approved 3-5-19 (J. Inlow/N. Goswami; 4-0-0)

Final language approved 3-19-19 (J. Clark; 4-0-0)

Revisions to textbook policy

Faculty Handbook Section 310.1.12

Approved 3-19-19 (J. Inlow/N. Goswami; 4-0-0)

Development of policy for mid-semester change of faculty for a course

To be added to Faculty Handbook as Section 310.1.7

Approved 3-19-19 (N. Goswami/J. Inlow; 4-0-0)

Review of Honors College Constitution

Discussed 3-19-19: A few areas of concern and suggestions for changes were noted and forwarded to the Honors College for consideration

Revisions to policy on outside employment and consulting

 Policy Library Sections 503 and 504 (will move to Section 311)

 Approved 4-16-19 (J. Pommier/N. Goswami; 5-0-0)

**Charges Not Completed and Items Recommended for FAC in Fall 2019**

*Charge #3*

Investigate and identify trends in Standing Committee service: e.g., who volunteers, what ranks, what colleges? What are the broad trends?

Revision of Policy Library Section 146.14 concerning grievance policy

Revision of Policy Library Section 145.1.5 (University Faculty Vote) to bring in line with electronic age

Develop a procedure to ensure all Temporary Faculty are notified when nominations are being accepted for the next year’s Temporary Faculty Advocate position

Review of a revised version of Honors College Constitution