Faculty Affairs Committee

Minutes

March 5, 2019

Attendees: N. Goswami, R. Guell (Ex-Officio), J. Inlow (Secretary), S. Monday (Ex-Officio), S. Powers (Ex-Officio), V. Sheets (Chair), J. Weust

Absent: J. Clark (Vice Chair), J. Pommier, E. Strigkas

1. Agenda adopted
2. Approval of minutes from 2-19-2019 (J. Weust/V. Sheets; 3-0-1)
3. Academic Affairs Liaison report (S. Powers)
   1. Nothing to report at this time.
4. Faculty Senate Executive Committee Liaison report (R. Guell)
5. Nothing to report at this time.
6. Chair report (V. Sheets)
7. At 2-19-19 meeting, FAC had approved changes to Handbook Sections 305.18.1 and 305.19.4 concerning PTOC review of Instructor reappointment decisions. V. Sheets presented additional proposed changes to 305.18.1 (e), which were suggested by J. Inlow to improve the wording and clarity. B. Guell then suggested that FAC consider language to specify that Senior Instructors—in addition to Instructors—may not appeal to PTOC concerning “ineligibility for reappointment” decisions at the end of an appointment period. FAC agreed to the revisions suggested by J. Inlow and B. Guell, and the revised language was approved (J. Inlow/N. Goswami; 4-0-0). V. Sheets will present the approved document at Senate meeting this afternoon.
8. FAC must revise the grievance policy later this semester, as the current policy is not adequate to deal with some unusual situations.
9. Policies and procedures for evaluation and reappointment of Lecturers
   1. V. Sheets provided a new draft of Handbook Section 305.20. It included revisions suggested at the previous FAC meeting as well as revisions provided by Andreas Kummerow to the sections that deal with an additional level of review for accreditation. FAC agreed to the changes and the language was approved (J. Weust/N. Goswami; 4-0-0).
   2. When the document is sent to Senate Executive Committee for review, V. Sheets will ask that they ensure that appropriate and consistent capitalization is used for terms such as “dean,” “department,” “lecturer,” etc.
   3. V. Sheets provided a draft of a form (which was first distributed at the previous meeting) to be used for appraisal of Lecturers, in order to standardize and simplify the evaluation process. A few revisions were suggested, and there was agreement that the revised form was ready to be sent to the Senate along with the revisions to 305.20.
10. Textbook policy
11. There was discussion of Handbook Section 310.1.12 (Textbooks).
    * 1. It was decided that 310.1.12.1: #5 should be revised to eliminate the departmental textbook committees and to direct chairpersons to consult with appropriate faculty members in choosing a text if no default text has been assigned.
      2. It was agreed that Section 310.1.12.2 (Adoption periods) be removed entirely because the used book market is no longer relevant.
      3. It was agree that Section 310.1.12.4 (Advisory Committee) be removed entirely, and that a statement be inserted to specify that appeals of the textbook policy be adjudicated by the student affairs committee of the appealing faculty member’s college.
12. Midsemester takeover of a class
    1. There was extensive discussion of syllabus changes that should or should not be allowed when a course must be taken over midsemester by a new faculty instructor. The only Handbook sections which speak to this issue, though not explicitly, are 323 (Grade Appeals) and 310.1 (Faculty Duties and Responsibilities—in particular 310.1.2 on Course Outlines and Syllabi). B. Guell suggested it would be beneficial if a single section of the Handbook explicitly described syllabus changes that would be allowed in this situation.
    2. V. Sheets asked FAC members to review Handbook Sections 323 and 310.1 before the next meeting and bring ideas for a new policy.
13. Topics for next meeting will include Handbook Sections 503 and 504 on outside employment and consulting, and review of the Honor’s College Constitution for consistency with the Handbook.
14. Next meeting will be 3-19-2019
15. Adjourned ~9:25 AM