Faculty Affairs Committee

Minutes

November 6, 2018

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

Absent: E. Strigkas

1. Agenda adopted
2. Approval of minutes from 10-23-2018 (J. Clark/N. Goswami; 5-0-0)
3. Faculty Senate Executive Committee Liaison report (R. Guell)
4. Senate Executive Committee seeks FAC’s input concerning an issue with Handbook Section 350.2.9.1.3 (“Deficient Performance”). Sub-section 350.2.9.1.3.4 (“Chair’s Evaluation of Subsequent Performance”) stipulates that a “chairperson *shall* notify the faculty member, the personnel committee, and the dean of the continued deficient performance…” Should this language be changed so that notification of the personnel committee is not required, and could be waived at the request of the faculty member who is under review?
5. Chair report (V. Sheets)
6. A member of Caleb Mills Award Committee from College of Business has resigned. V. Sheets has sent emails to recruit a replacement.
7. New charge from Senate: consider revising procedure for evaluation of part-time temporary faculty. Evaluation process could end at department level, but should include provision so that dean may still choose to review these faculty and still has ability to suggest nonrenewal of ineffective faculty.
8. Academic Affairs Liaison report (S. Powers)—nothing to report at this time
9. Addition to Handbook to deal with Senate Executive Committee Officer vacancies
	1. V. Sheets provided proposed language which will go in Handbook Section 245.3.4.3.1. Vacancy in Chair will be filled by Vice-Chair. Vacancy in Vice-Chair or Secretary will be filled by special election.
	2. Proposal was approved (J. Weust/J. Clark; 6-0-0).
10. Development of guidelines for departments for Biennial Review (BR) policies and merit pay distribution
11. J. Clark provided a draft document which included background information and guidelines, placed into two separate bullet lists (BR and merit pay). This helps emphasize the fact that although eligibility for merit pay is dependent upon the outcome of BR, the two processes are separate and each requires a unique set of guidelines.
12. Discussion of the lists led to suggestions for revisions which would clarify various points. The addition of several “best practices” to the lists was discussed. Namely, that department chairs not participate, and that the paperwork/application materials required of faculty in order to be considered for merit pay be minimal.
13. J. Clark will revise the guidelines based on today’s discussion and bring to next meeting.
14. Nomination procedure for Temporary Faculty Advocate (TFA)
15. V. Sheets provided a draft of revisions to Handbook Section 246.15. The main additions/changes are as follows:
16. Candidates for TFA will be selected in the spring (not later than Apr. 1) from nominations made by chairs (based on temporary faculty who are likely to be teaching the following fall). By Apr. 20, the Temporary Faculty will vote on the candidates.
17. The TFA will have a 2-year term which begins at the start of the Fall Semester.
18. Proposal was approved (J. Weust/J. Pommier; 6-0-0).
19. Discussion of issues in Handbook Section 350
	1. Discrepancies were noted between the following sections:
		1. 350.2.9.1.3.3 “A copy of the written admonishment *may* be provided to the department personnel committee and dean.”
		2. 350.2.9.1.3.4 “If the deficient performance continues following a written admonishment, the chairperson *shall* notify the faculty member, the personnel committee, and the dean of the continued deficient performance…”
		3. 350.2.9.1.3.7 “*All* documents associated with this policy (written admonishments, notices of continued deficient performance, decision by the dean, and letters of rebuttal or support) *shall* be placed in the faculty member’s official personnel file (as outlined elsewhere in the handbook) and *may* be provided to the personnel committee at the time of the next review.”
	2. Can a faculty member who is under review request that information/documents be placed into his/her personnel file, but that the personnel committee not be notified?
	3. Charge #9 to FAC was “Clarify the timelines and order of activities in HB 350.2.9.1.3.4, 350.2.9.1.3.5, and 350.2.9.1.3.6.” FAC was not able to identify a timeline issue in these sections.
20. Remaining agenda items postponed until future meeting
	1. PTOC MOU issue: Should “ineligible for reappointment” be PTOC reviewable?
	2. Textbook policies
21. Announcement of next meeting date: 11-27-2018
22. Adjourned ~9:10 AM