**Faculty Affairs Committee – Annual Report**

*Summary of Work*

Over the course of the 2016-2017 annual year, the University Faculty Affairs Committee has forwarded 9 motions to amend the University Handbook and made 5 recommendations for process changes and improve clarity and transparency regarding faculty affairs. The committee met 14 times throughout the year. Based on our work, our recommendations for future charges include:

* Consider revisions to 310 to align with recent changes in the handbook
* Consider revision to 310.1.17 to address faculty availability
* Review student and faculty grievance policies to align with any changes to language regarding faculty availability
* Investigate how program administration and/or chair duties are being evaluated in the tenure, promotion, and retention process
* Review and revision of Section 305.10 University Promotions and Tenure Oversight Committee to clarify procedures and reporting responsibilities of the committee.
* Campus wide education on impact of changes to 305
* Consider teaching awards for part-time and full-time lecturers and instructors at the University and College level

*Meetings*

* August 29, 2016
* September 14, 2016
* September 28, 2016
* October 12, 2016
* October 26, 2016
* November 9, 2016
* November 30, 2016
* January 25, 2017
* February 8, 2017
* February 15, 2017
* February 22, 2017
* March 8, 2017
* March 22, 2017
* April 19, 2017

*Committee Members (attendance)*

* Lindsey Eberman (Absent – 1 meeting)
* Barbara Eversole (Absent – 2 meetings)
* Bridget Roberts-Pittman (Absent – 0 meetings)
* Shawn Phillips (Absent – 3 meetings)
* Steven Stofferahn (Absent – 0 meetings)
* Ed Gallatin (Absent – 3 meetings)
* Azizi Arrington-Bay (Absent – 3 meetings)

*Ex-Officio Members*

* Academic Affairs – Susan Powers
* Faculty Senate Executive Committee – Darlene Hantzis
* Temporary Faculty Advocate – Malissa Muyumba (Assigned beginning at 10/26/2016 meeting)

**Charges/Actions**

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| **Number** | **Charge** | **Actions** |
| 6 | Select nominees for service on awards committees | Motion to Approve Committee Pools (9/14/2016) |
| 7 | Maintain Grievance Committee Pool | Ongoing |
| 8 | Oversee Constitutional Votes and Senate Elections | Ongoing |
| 1 | Select nominee for service on PTOC (per 305.10.3) | Barbara Eversole selected (9/14/2016); Shawn Phillips selected (3/22/2017) |
| 13 | Consider revision of attendance policy to allow for electronic video attendance at Senate Meetings (245.3.3.4) | Motion to Approve Revision to 245.3.3.4 Attendance Policy (9/28/2016) |
| 9 | Discuss need for formal "notice of error" process for faculty | Motion to Approve Creation of 350.2.9.1.3.3.1 (9/28/3016) |
| 3 | Review Policy Prohibiting Sexual Misconduct, Intimate Partner Violence, and Stalking (section 922) | No action taken; Summary of information provided to Senate Executive Committee |
| 4 | Review Whistleblower procedures (section 905) | No action taken; Summary of information provided to Senate Executive Committee |
| 12 | Synchronize working day/opening day/closing day in 323.10 and 246.14.4.1.1 | Motion to Approve Revision to 323.10 and 246.14.4.1.1 Definition of Working Day (10/26/2016 and 11/21/2016) |
| 14 | Review and consider revisions to the senate nomination/election process | Recommendations for Faculty Senate and Faculty Senate Executive Committee Nominations and Elections (11/30/2016) |
| 17 | Clarify new travel policy | Resolved within Senate Executive Committee |
| 2 | Work with SAC to conduct a review of University-wide student evaluations | Recommendations on University-wide Student Evaluations (11/30/2016) |
| 10a | Investigate and report on the meaning of "community service" | Recommendations regarding engagement (11/30/2016) |
| 10c | Construct an acceptable definition of community engagement and experiential learning for insertion in section 210 of the handbook | Motion to approve the addition of sections 210.2.1, 210.2.2, 210.2.3 in the University Handbook. (3/8/2017) |
| 10b | Create a glossary of terms (particularly as they relate to community service, community engagement, service learning, experiential learning) | No outcome; committee felt glossary was unnecessary  |

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| **Number** | **Charge** | **Actions** |
| 5a | Work with AAC, FEBC, and Linda Fergusson in Institutional Research to set up a mechanism for annual reports to be generated by them regarding faculty retention and other desired data | Motion to approve the recommended reports to be distributed and analyzed by AAC, FEBC, and FAC, annually. (2/8/2017); Analysis of reports incomplete due to Vice Chair absence |
| 5b | Review annual data regarding faculty retention  |
| 21 | Clarify language related to recent Exec/Provost interpretations of handbook | Recommendation to formalize the process for announcing and documenting Faculty Senate Executive Officers and Provost's University Handbook interpretations (2/8/2017) |
| 22 | Clarify the deciding persons when determining prior service credit 305.3.2.1.1 | Motion to approve changes to 305.3.2.1.1 subsections regarding prior service credit. (2/8/2017) |
| 24 | Clarify 305 language of contract vs. appointment | Motion to clarify terminology related to appointments within section 305. (2/8/2017) |
| 18 | Revision to tenure and promotion guidelines to include achieving promotion via teaching and community engagement | Motion to approve changes to section 305 of the University Handbook. (3/8/2017) |
| 25 | Develop language that clarified first instructor appointment | Motion tabled, as additional language would have been redundant. (2/8/2017) |
| 16 | Early tenure rule loophole - positive recommendation (305.7.6.1) | Motion to revise section 305.7.6.1 and its subsections – Exceptions to General 6-Year Rule. (3/22/2017) |
| 26 | Delegation of authority regarding financial, personnel, grants & contracts, and internship items | Motion to approve changes throughout the University Handbook regarding authority of the Board of Trustees (4/19/2017) |
| 15 | Produce and submit a report in time for the final senate meeting 2016-2017 | Motion to approve annual report (4/19/2017) |