**Faculty Affairs Committee – Annual Report**

*Summary of Work*

Over the course of the 2017-2018 annual year, the University Faculty Affairs Committee met 18 times and has forwarded 13 motions to amend the University Handbook. We fulfilled our permanent charges that assist the Faculty Senate in populating awards and grievance pools, overseeing elections, and conducting a review of retention, tenure and promotion guidelines. We developed an FAQ and collaborated with Faculty Senate Executive Committee and Academic Affairs to host 2 open sessions to assist in the revision of Section 305 for departments and colleges. We evaluated retention, tenure, and promotion documents for 5 colleges and 31 departments and produced a report providing feedback to each stakeholder.

Based on our work, our recommendations for future charges include:

* Consider revisions to 310 regarding faculty duties and
* Consider teaching awards for part-time and full-time lecturers and instructors at the University and College level
* Synchronize working day/opening day/closing day in 323.10 and 246.14.4.1.1 (and make any subsequent changes to grievance procedures as needed)
* Review all department/college “Meeting Expectations” Criteria for Biennial Review
* Continue to work with General Counsel, AAC, FEBC, and Institutional Research to set up a mechanism for annual reports to be generated by them regarding faculty retention and other desired data

*Meetings*

* August 31, 2017
* September 7, 2017
* September 14, 2017
* September 28, 2017
* October 5, 2017
* October 19, 2017
* October 26, 2017
* November 2, 2017
* November 9, 2017
* November 16, 2017
* December 11, 2017
* February 1, 2018
* February 8, 2018
* February 22, 2018
* March 1, 2018
* March 8, 2018
* April 5, 2018
* April 12, 2018
* April 29, 2018
* May 3, 2018

*Committee Members (attendance)*

* Lindsey Eberman (Absent – 2 meeting)
* Robert Guell (Absent – 1 meetings)
* Jessica Nelson (Absent – 3 meetings)
* Mike Chambers (Absent – 0 meetings)
* Ed Gallatin (Absent – 4 meetings)
* Azizi Arrington-Bay (Absent – 8 meetings)
* Namita Goswami (Absent – 3 meetings, Spring sabbatical)

*Ex-Officio Members*

* Academic Affairs – Susan Powers
* Faculty Senate Executive Committee –Steven Stofferahn
* Temporary Faculty Advocate – Tim Tesmer

**Charges/Actions**

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| **Number** | **Charge** | **Actions** | **Dates** |
| 11 | Consider revisions to Constitution to account for the appointment of alternates when none have been nominated. | Motion to strike 245-3-3-6 and revise 245-3-3-5 with attached document and move to EXEC (H. E. Gallatin, L. Eberman, 3-1-2).Motion to revise 245.3.3.5 with revisions suggestions from Exec and strike 245.3.3.6 (L. Eberman, J. Nelson, 4-1-1).  | 9/7/20179/14/2017 |
| 5 | Maintain grievance committee pool | Motion to revise 246.14.5.1 (L. Eberman, M. Chambers 6-0-0)Motion to revise 246.14.5.2 (L. Eberman, M. Chambers 5-0-1) | 9/14/20179/14/2017 |
| 12 | Investigate how program administration and/or chair duties are being evaluated in the tenure, promotion, and retention process | Motion to revise 305.2.3 and 305.2.4 (Guell/Eberman, 5-0-0). Motion rejected by Faculty Senate Executive Committee; personnel Committee FAQ recommendations suggest the department and college guidelines identify ways in which departments can recognize this work. | 10/19/2017 |
| 18 | Consider revisions to clarify 503 and 504  | Motion to repeal and replace Section 503 and 504 from the University Handbook (Eberman/Nelson, 5-0-0)Motion referred back to FAC by Faculty Senate Executive Committee. No further action taken.  | 10/19/2017 |
| **Number** | **Charge** | **Actions** | **Dates** |
| 10 | Consider Revisions to Section 900 | Motion to approve revisions to Sections 930, 932, 935, 936 and remove Sections 933 and 934 from the University handbook (Nelson/Guell, 5-0-0). Motion to approve revisions to Sections 937, 938, 939, and 940 and remove Section 941 of the University Handbook (Eberman/Chambers, 4-0-0).  | 10/26/201711/16/2017 |
| 9 | Work with AAC, CAAC, and GC to review and report on the proposed contract with Pearson to market and manage four of our academic programs | No action needed.  |  |
| 19 | Resolve contradictory information in 305.15.6.1 about going up for early tenure. 305.15.6.1.1 says that the review process is stopped upon a negative recommendation (i.e., it has to be positive at each point), yet, there is a right to appeal in 305.15.6.1.2.  | Resolve contradictory information in 305.15.6.1 about going up for early tenure. (Chambers/Guell 4-0-0)Motion referred back to FAC by Faculty Senate Executive Committee. Motion to Revise 305.15.6.1 and subsections to resolve contradictory information about going up for early tenure. (Eberman, no second) | 2/8/20182/22/2018 |
| 16 | Review and revise Section 305.18 University Promotions and Tenure Oversight Committee to clarify policies, procedures, and reporting responsibilities of the committee. | Review and revise Sections pertaining to the University Promotions and Tenure Oversight Committee to clarify policies, procedures, and reporting responsibilities of the committee. (Guell/Chambers 4-0-0)Motion referred back to FAC by Faculty Senate Executive Committee. Motion to Revise 305.17.1 to incorporate a timeline for the appeals process. (Eberman, no second).  | 2/8/20182/22/2018 |

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| **Number** | **Charge** | **Actions** | **Dates** |
| 2 | Conduct a review of the biennial review once it is complete this year and offer recommendations for improvement. | Motion to approve the revised Faculty Performance Evaluation model (Eberman/Chambers, 5-0-0). | 3/1/2017 |
| 8 | Work with FEBC to consider and recommend mechanism to encourage faculty to retire while still effective | Biennial Review process addresses the need to regularly appraise faculty performance. Handbook sections regarding deficient performance (350.2.9.1.3) and fitness of a faculty member (246.13.1) provide the mechanisms for addressing these issues. We believe that the meeting expectations criteria in the Biennial Review plays an important role in establishing the minimum standard for performance.  | 4/5/2018 |
| 20 | Appointment, retention, and tenure policies and procedures are formulated by the colleges/library but are subject to review by the University faculty Affairs Committee (246.5.2.1).  | Motion to recommend departments who are in need of significant revision of the retention, tenure, and promotion documents utilize the provided template to ensure that the department has all the necessary elements (Guell/Eberman, 4-0-0)Motion to approve the Report on Retention, Tenure, and Promotion Guidelines (Guell/Chambers, 5-0-0) | 4/5/20185/3/2018 |
| 3 | Work with AAC, FEBC, and Institutional Research to set up a mechanism for annual reports to be generated by them regarding faculty retention and other desired data | No resolution.  |  |