

**Minutes of the Faculty Senate Faculty Affairs Committee
October 20, 2010**

Present: Feng Chen, Todd Freeberg, Carla Sommardahl, and Steve Thomas

Steve Thomas called the meeting to order at 2:15 pm in room 650, Hodges Library. Carla Sommardahl agreed to serve as secretary for the meeting. Noting the lack of a quorum, S. Thomas stated that the committee would discuss the items on the agenda but would defer any actions until a quorum was present.

Minutes

Minutes from the meeting on September 29, 2010 were considered and a typographical error was noted. A corrected version will be distributed, for approval at a later meeting.

Resolutions

S. Thomas asked if there were any questions about two draft resolutions, distributed in advance of this meeting, concerning two motions passed at the September committee meeting. One resolution addressed a change in the Faculty Handbook related to the process of promotion to professor. The other addressed a change in the *Manual for Faculty Evaluation* related to documenting engagement in outreach teaching. No questions or corrections were offered.

Action Items

- A. The committee renewed consideration of two documents from the campus Task Force on Advising containing suggestions for changes to the *Faculty Handbook* and *Manual for Faculty Evaluation* with respect to advising and mentoring. (Please see minutes from March 29, 2010 and September 29, 2010 for previous discussions.) Concern had been expressed about the effectiveness of simply changing “teaching” to “teaching/advising” at multiple points throughout the *Manual for Faculty Evaluation*. S. Thomas had agreed to explore the possibility of adding a single statement to the effect that (1) advising and mentoring are important aspects of teaching and (2) these aspects should be included in any evaluation of teaching effectiveness. He offered the following wording as an addition to page 2 of the *Manual for Faculty Evaluation*, to be inserted before the present final paragraph of the Introduction.

“As noted in the *Faculty Handbook*, the advising and mentoring of students are important aspects of a faculty member’s role as an effective teacher. Thus, in each and every process outlined within this manual, any evaluation of the effectiveness of a faculty member’s teaching must also include consideration the faculty member’s advising and mentoring activities.”

During discussion, it was suggested that the words “**must also include**” in the last sentence be changed to “**should, when appropriate, include.**” This change was accepted by common consent. It was also noted that the suggestions for changes to the *Faculty Handbook* mentioned both advising and mentoring while the

changes to the *Manual for Faculty Evaluation* primarily used the word “advising” to represent both types of activities. More consistency between the *Faculty Handbook* and the *Manual for Faculty Evaluation* was deemed desirable, either by referring in the *Manual for Faculty Evaluation* to advising and mentoring or using only advising in the *Faculty Handbook*.

S. Thomas agreed to combine and revise the task force documents under consideration (1) adding the summary statement given above and (2) removing the numerous occurrences of “/advising” in order to identify more significant changes to the *Faculty Handbook* and the *Manual for Faculty Evaluation*. Once those changes were agreed upon by the committee, they would be returned for comments to the Task Force and S. Gardial. At that same time, we will communicate the continuing discomfort of the committee for encouraging the evaluations of advising and mentoring activities without a clear basis or guidelines for such evaluations.

B. Assessment Surveys for Deans and Department Heads

S. Thomas asked if anyone had comments about the survey forms shared with the committee by Dr. Gardial. When no comments were received, he said he would poll the full committee by e-mail on this issue.

C. Changes to the Search Process for Deans.

S. Thomas noted that three changes have been proposed by the Provost to the *Faculty Handbook*, section 1.4.1, concerning the appointment process for Deans.

1. That the requirement for the majority of the search committee to “tenured faculty members of the college” be changed to “tenured and tenure-track faculty members of the college.”
2. That the reference to “the Office for Diversity Affairs” be changed to “the Office of Equity and Diversity (OED).”
3. That the reference to “chancellor or vice president” be changed to “Chief Academic Officer.”

Taking the above suggestions together, the third paragraph of section 1.4.1 would be changed to read as follows, with deletions indicated by ~~strikethrough~~ and additions given in *italic font*:

Deans are appointed after an internal or external search conducted according to guidelines published by the ~~Office for Diversity Affairs~~ *Office of Equity and Diversity (OED)*. The ~~chancellor or vice president~~ *Chief Academic Officer* selects the chair of the search committee from outside the college and appoints members of the committee from persons nominated by tenured and tenure-track faculty members of the college. A majority of the search committee is composed of tenured *and tenure-track* faculty members of the college, chosen to represent a balance among the academic areas of the college. The committee may include representation from tenure-track faculty members, non-tenure-track faculty members, students, and where appropriate faculty members from outside of the college, as covered

by collegiate bylaws. According to university requirements for upper-level searches (department head and above), ~~they~~ the committee must include a representative of black or African-American faculty.

The proposal was generally acceptable. During discussion, it was noted that the phrase “chancellor or vice president” as used here and elsewhere in the *Faculty Handbook* was no longer needed since the Chief Academic Officer of UTIA is now also a chancellor. S. Thomas agreed to explore this broader change, which could be address independently of this request. A question was also raised as to whether the phrase “black or African-American faculty” was still the best way to describe this demographic. S. Thomas agreed to explore this issue, too.

Adjournment

The meeting was adjourned at 3:00 PM.

Respectfully submitted,
Carla Sommardahl