

**Minutes of the Faculty Senate Faculty Affairs Committee
Meeting of April 6, 2009**

Present: Joan Heminway (Chair); Roxanne Hovland; Norman Magden; Julia Malia; Steve Thomas; Gary Ubben., Yang Zhong.

The meeting was held in the Dean's conference room at the College of Law and was called to order at approximately 2:00 p.m.

The minutes of the meeting on March 2, 2009 were approved as distributed.

Unfinished Business

J. Heminway reported that proposed changes to the *Faculty Handbook* concerning department head re-appointments have been sent to the Board of Trustees for consideration during the Board's June meeting.

J. Heminway provided an update on the resolutions, presented to the Faculty Senate for first reading at its March, concerning changes to the *Faculty Handbook* and the *Manual for Faculty Evaluation* concerning annual reviews for all faculty and retention reviews for tenure-track faculty. A number of amendments to the resolutions were offered and accepted for inclusion in the version that will be considered for final reading at the Senate's April meeting.

New Business

J. Heminway distributed a list of suggestions for topics to be included in upcoming training sessions for deans and department heads that that would be conducted by S. Gardial. She invited committee members to review the list and to send her any other topics that should be included. Any suggestions for effectuating the training or for helping to ensure compliance would be welcomed as well.

J. Heminway reviewed a draft version of the report of the committee's work for the year that had been distributed in advance of the meeting. A few, minor corrections were noted and accepted. The report as a whole was accepted by common consent.

J. Heminway expressed her appreciation for time and effort expended by each committee member during the discussions this year.

With no further business to conduct at this time, the meeting was adjourned at approximately 3:00 PM.

Respectfully submitted,

Steve Thomas