

MINUTES

Faculty Affairs Committee Meeting

Monday September 18, 2006, 2-3pm

University Center, room 218 (Chickasaw Room)

Members Present: Beauvais Lyons (Chair), Basil Antar, Jennifer Beals, Muammer Cetingok, George Dodds, Julia Malia, Molly Royse, and Neal Shover.

Members Absent: Gary Ubben, John Wodarski

Guest: Sally McMillian

1. Approval of the Minutes of May 1, 2006. Approved with the revision of "with the exception of UTSI" in section three.

2. Report on activities since last committee meeting.

Beauvais reported that over the summer he worked with Susan Martin to incorporate the changes to the Manual for Faculty Evaluation and the Best Practice documents. He also worked with Julie Little of ITC to arrange a presentation of the on-line department heads evaluation for a meeting of the Council of Deans in May. After a short discussion, there was agreement that it would be constructive to ask Julie Little to present the on-line evaluation at a future Faculty Senate meeting.

2. The Committee Goals for 2006-2007 outlined below were approved:

- Request an electronic copy of the newly revised *Department Heads Manual* from Susan Martin for circulation to members of the committee. Share this document with the Faculty Ombudsperson's as an information item
- Lyons will work with Neal Schrick (Budget) and Nancy Howell (Faculty and Staff Benefits) to consider a response to the merit raise issue as a follow-up to the resolution approved by the Faculty Senate at the November 21, 2005 meeting.
- Work with the administration to promote the requirement of conducting peer reviews of teaching as part of the promotion and tenure process. Promote the new "Best Practices" documents in the *Manual for Faculty Evaluation*. Work with Vice-Provost Susan Martin to monitor the *Manual for Faculty Evaluation* for any future revisions. The committee will consider mechanism to ensure that long-term Associate Professors have a peer review of teaching.
- Work with Susan Martin and Toby Boulet (Appeals Committee) to assess if any changes to the *Faculty Handbook* should be considered.
- Form a sub-committee (Jennifer Beals, Basil Antar, Muammer Cetingok) to collect summary evaluations by Deans of Department Heads as required in the *Faculty Handbook* (1.4.5) and report on compliance. Promote the on-line evaluation form of Department Heads and Associate Deans developed by ITC.
- Ensure that the Department Head reappointment process outlined in the *Faculty Handbook* (1.4.6) is upheld. Work with the Provost to develop a schedule of terms of appointment and renewal year for all department heads. Lyons will ask the Provost for a list of department heads who have been in their position for five or more years and plans for the reappointment process.
- Work with Sally McMillian from the Chancellor's Outreach Council to look at ways the *Faculty Handbook* and the *Manual for Faculty Evaluation* could more effectively integrate outreach into research/scholarship/creative activities, teaching and service.

- Study the issue of fair compensation for faculty on nine-month appointments who have summer work expectations.
- Consider the issue of workload parity between disciplines.
- Review the Manual for Faculty Evaluation in light of the “Scholarly Publishing” resolution passed by the Faculty Senate on May 1, 2006.

3. Discussion with Sally McMillian from the Chancellor’s Outreach Council regarding ways the *Faculty Handbook* could more effectively integrate outreach into research/scholarship/creative activities, teaching and service.

Outreach appears extensively in Chapter 2 of the *Faculty Handbook*, imbeds outreach into (2.21) The Importance of Scholarship, (2.22) Teaching, (2.23) Research/Scholarship/Creative Activity, and (2.24) Service. There may be some ways to better integrate outreach into the MFE. Sally discussed the Chancellor’s Outreach Council, and their recommendation to form a Faculty Senate council to parallel the Teaching and Research Council. Part of the logic is to foster better involvement by the faculty in outreach. Julia thought it would be most logical to have a Service Council, which lead to a discussion of the differences between service and outreach. The committee agreed that a sub-committee consisting of two members of Faculty Affairs (Lyons and Malia) plus one member from the Chancellor’s Outreach Council will review the MFE to compile a set of recommended changes for the October 23 meeting. The committee will be glad to review any best practice documents the Outreach Council wishes to compile.

5. There was some discussion of Faculty Handbook (3.1) regarding the hiring process for new faculty. People felt the system was working well in their units.

6. Julia asked about the status of the Spousal Hiring Policy. Beauvais was not sure if it has been implemented in any cases, but thought this would be an issue to ask the Provost about.

4. Adjournment at 3:15pm

Next meeting, Monday October 23, 2006