

Minutes

Faculty Affairs Committee

October 14, 2013

9:00-10:20am

Attendance	
Present:	Absent:
<u>Members</u> : Katharine Adams (CE), Monique Busch, William Faux, Karen Morris (C), Nancy Swanson, Hasson Tavossi, & Harold Thiele	Laura Carter & Karl Paoletti (PC)
<u>Guest(s)</u> : Karen Noll	

Old Business:

1. Karen Noll addressed the committee regarding 12-month faculty being mandated to take five days of vacation time during the week between Christmas and New Year's Day when the university is closed.

- After discussion, the committee formulated four main points of concern regarding this issue:
 - ✓ COSA negotiations with Human Resources (HR) resulting in the 5 days of mandated vacation time in December should not be binding for faculty. Faculty wishes to negotiate agreements on their own behalf.
 - ✓ BOR policy specifies "academic calendar breaks," but it remains unclear as to whether this includes periods in which the university is closed.
 - ✓ The contractual obligation is to take leave if "absent" during a work day; however, it remains unclear as to whether work days are inclusive of periods in which the university is closed.
- Karen Noll will contact HR and request a copy of the 12-month faculty contract to inform the FAC of contractual obligations.
- The provost will also be contacted to assist in interpreting "academic calendar breaks" and "work day absences."

2. Introductions of old and new committee members.

3. Approved September 30, 2013 meeting minutes.

4. FAC voted and approved making a formal recommendation to the Executive Affairs Committee of the Faculty Senate to use a three tiered Faculty Activities Report (FAR) evaluation

scheme rather than the current two tier scheme (i.e., satisfactory/unsatisfactory) used by Department Heads to offer a more descriptive evaluation of faculty performance.

- Evaluation scheme:
 - ✓ Excellent – exceeds minimal standards
 - ✓ Satisfactory – meets minimal standards
 - ✓ Unsatisfactory – fails to meet minimal standards
- The committee discussed the importance of Department Heads specifically clarifying the nature of a faculty member's performance and/or making recommendations for improvement in the narrative.

- Email sent from Harold E Thiele on Monday, October 14, 2013 11:23 AM
Suggested definitions for faculty annual review:
 - ✓ *Unsatisfactory – faculty has not fulfilled his or her responsibilities.*
 - ✓ *Satisfactory – faculty has fulfilled his or her responsibilities*
 - ✓ *Exceptional – faculty has surpassed expected fulfillment of responsibilities and shown innovation and/or leadership.*

New Business:

1. Karen Morris addressed the committee regarding her desire to resign as chair of the FAC. Per Diane Holliman, the chair of the FAC must be a senator. The FAC voted and approved Katharine Adams to assume chair responsibilities for the 2013-2014 academic year.
2. Next FAC meeting scheduled for Monday, November 4, 2013 at 9:00am.