

## Minutes

### Faculty Affairs Committee

November 4, 2013

9:00-10:20am

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

- I. Approved October 14, 2013 meeting minutes.
- II. Old Business:

#### 12-month Faculty mandated vacation days

1. Dr. Denise Bogart, Chief Human Resources Officer explained to FAC, COSA's role in using a survey for designate days off. The last survey done in 2012 did not go to 12-month faculty for some reason. Need to be sure that this group is surveyed in the next survey in 2015. Dr. Bogart will coordinate this effort with IT.
2. There is a form that may be used to request different days off. We have requested the name of the form from Dr. Bogart. We also requested that Dr. Bogart's office remind all Deans, Department Chairs of this form so that they may encourage staff to use it as needed. This addresses the concern that Karen Noll brought to our last meeting.
3. The form requesting different days off allows for payroll to adjust the time taken.

#### FAR

Committee determined the language for the three tiered evaluation proposal for Faculty Senate's consideration once a vote was taken online via email following the meetings adjournment. The following language was agreed upon:

**EXCELLENT:** Excellent performance is demonstrated by performance levels that are recognized as exceeding reasonable and acceptable standards compared to other professional faculty within the department.

**SATISFACTORY:** Satisfactory performance is demonstrated by performance levels that are recognized as meeting reasonable and acceptable standards compared to other professional faculty within the department.

UNSATISFACTORY: Unsatisfactory performance is demonstrated by performance levels that are clearly recognized as not meeting reasonable and minimal standards compared to other professional faculty within the department.

SOI changes were tabled for discussion for our next meeting.

New Business:

1. Next FAC meeting scheduled for Monday, December 2, 2013 at 9:00am.