

Faculty Affairs Committee  
December 10, 2014

Present: Abhijit Biswas, John Vander Weg, Poonam Arya, Andrew Fribley, Deborah Walker, renee hoogland, Ellen Tisdale, Linda Beale

Absent with Notice: Elizabeth Lanni, Zhengqing Hu, Elizabeth Puscheck, Heather Dillaway

Absent: None

**The meeting was called to order at 1:06**

Approval of Minutes of November 12, 2014 meeting, subject to minor revisions (hoogland, Walker): Unanimous

The Committee agreed to send out Doodle Poll to identify meeting dates and times for Winter 2015.

**Discussion on Promotion and Tenure Factors:**

Vander Weg mentioned the following about Promotion and Tenure (P&T) factors...

1. His office would conduct a review of the P&T factors and assess if these “factors” match with what’s online.
2. P&T factors need the department’s approval and the Dean’s approval. However, the Provost’s approval is not needed.
3. Units should submit their “factor statements” to the Provost’s office.
4. P&T factors should be reviewed for currency every 5 years, first by the faculty and then by the Dean.
5. Will contact units if the P&T factors are more than 5 years old.

Vander Weg gave the committee a list identifying approval dates for P&T factors of various units/departments.

Discussion ensued on whether the P&T factors should be publicly available. Both Beale and hoogland suggested that the factors should be publicly available, and hoogland questioned the logic behind password protecting of the P&T factors by at least one unit on campus.

Finally, Fribley questioned how factor statements are useful if they are not used for P&T. Vander Weg noted that decision will have to be made by March 31 regarding if and how the “factor statements” will be used in the P&T process that year, and that the “factor statements” should offer clear guidance in the P&T deliberations. Beale again reiterated the importance of transparency, i.e., making the P&T factors publicly available.

**Discussion Regarding Bylaws:**

Vander Weg noted that department and school by-laws will be a topic of discussion in Winter 2015.

Vander Weg, in response to Beale's question, noted that his office checks to ensure that the by-laws are consistent with the AAUP contract. Additionally, Vander Weg noted that the by-laws had to be approved by the Provost's office.

**Discussion Regarding Peer Evaluation of Teaching (PET):**

Biswas noted that some faculty members have expressed concerns about submitting PET for merit/salary raises, or for P&T because not submitting PET might be construed by the evaluators as an indication of poor classroom performance.

Beale noted that not all faculty members will be evaluated in the same year. Biswas noted that while PET is recommended in the 2<sup>nd</sup>, 4<sup>th</sup>, and 10<sup>th</sup> years of service, the departments or colleges can come up with their own schedules.

It was also noted that departments were to decide how to conduct the PET, including how many evaluators will be used in each evaluation situation. Hoogland noted that Chairs should share all information with the faculty.

Beale suggested that whatever PET framework document is developed, it should be sent directly to the faculty as well as the administrators from the Provost's office. Vander Weg agreed to explore this matter and noted that he will speak with Provost Margaret Winters about it.

Fribley asked Vander Weg if he had received any feedback from clinical departments in the medical school.

**Discussion on Faculty Mentoring Survey:**

Beale asked if the faculty mentoring survey was completed, and if there was any annual report on the faculty mentoring program. Vander Weg noted that the survey was being developed.

Move to adjourn (Walker, Hoogland): Meeting was adjourned at 2:15.

Respectfully submitted,

Abhijit Biswas; Chair