**Faculty Affairs Committee**

**Minutes**

Thursday, September 5th

10:00 –11:30 AM

**Education 123**

**Present:** Zachary Zenko, Tracey Salisbury, Sumita Sarma, Sarana Roberts, Amber Stokes, Elijah Enos

**I. Call to order:** 10:04 AM

**II. Volunteer to Take Minutes:** Sumita Sarma

**III. Approval of Minutes (deferred)**

**IV. Announcements:** None

**V. Approval of Agenda:** Tracey moved to approve; Sarana seconded**.**

**VI. Old Business:** None

**VII. New Business**

1. **Selection of Vice Chair:** Dr. Salisbury approved the motion for electing Sumita Sarma as the Vice Chair, Sarana seconded, and other members approved.
2. **Alternates Needed:** Each member needs to submit the names of their alternates to the Chair by 9/9 (Mon).
3. **Overview of Senate and Committee Procedures and Practices**
   1. **Reports and resolutions due by Monday following this committee meeting**
   2. **Resolutions have two readings in Academic Senate**
   3. **Committee used for discussion, voting, and in some cases real-time work**

The Chair provided an overview and described the process of reviewing resolutions and referrals. (Meeting minutes to be sent by Tuesdays? following the FAC meeting on Thursdays). Resolutions require two readings at the Academic Senate. Given the alternate Senate and FAC meetings, the two readings take about a month. The responsibility of each FAC member is to carefully read/ review the charges for the referrals recommended by the EC, get familiar with the University Handbook, and with the CFA contract. During meetings, hands-on work is required by FAC members in making suggestions, and edits. Some referrals are prioritized over others given their importance. The FAC could also add to the referrals in addition to what the EC already had.

1. **Taskforce to Develop Criteria for Proposing New Schools**
   1. **FAC Representative Needed:** Repis required for the Taskforce. Amber Stokes has been elected to the Taskforce. Dr. Salisbury supported the selection as the CFA President.
2. **2024-2025 07 – Evaluation of Academic Administrators**

FAC is tasked with this responsibility. The committee discussed the necessity of including the Chief Diversity Officer as an Academic Administrator who is duly reviewed. Other members of cabinet also discussed. As faculty members we could propose changes. The Chair is awaiting a Word version of the University Handbook to make this process easier.

The committee discussed the criteria, and process of including the above administrators in the list. There is also a possibility of asking clarifying questions about the baseline of which position needs to be reviewed. The Chair will seek clarifications on these.

In addition, there was a question about the criteria or material that is reviewed while evaluating Academic Administrators, and whether these criteria have “any teeth.” Currently, a self-study is submitted by the administrators undergoing review. Scope of this self-study is a fairly short narrative with no supporting documents and evidence to support the claims. The committee suggested a more thorough self-study.

Could the review committee write a public-facing review or some sort of a follow-up on their improvement if a serious flaw has been identified? What could be a process towards improvement? What if someone gets promoted before their review and bring the same errors to the new position?

This referral has been reviewed, discussed, and edited. Sarana moved to approve the resolution, Elijah seconded, and Tracy third the motion. The first resolution has been approved.

1. **2024-2025 06 – Sixth-Year Lecturer Review**
   1. **Taskforce recommendations**

Last year 2023 FAC recommended a Taskforce as the referral has been with the FAC for nearly 3 years as the process has been very complicated. For example, the groups of lecturers and criteria within is not clear. Lecturer-heavy departments such as Teacher Education, English, etc. -do we need their representation. There was an issue with the reviews of instructors teaching the First Year Seminars as no one volunteered to be on that review committee, and the Senate mandated the review. The Chair would ask for further guidance on this issue.

1. **2024-2025 05 – Faculty Director Performance Review**

Directors of Institutes such as GECCO, FLTC and so forth which are not under any College need to be reviewed.

1. **2024-2025 08 – Faculty Hiring Prioritization-Position Control**

**VIII. Tabled**

**IX. Adjourn:** 11:27 AM