**Faculty Affairs Committee**

**Minutes**

Thursday, February 29, 2024

10:00 –11:30 AM

**Mathematics Department Library Room**

**Sci III Room 235**

1. **Call to order**
   1. **In attendance: Ying (alternate), Mandy, Zack, Maureen, Sumita, JT, Anna, and Tracey**

**II. Volunteer to Take Minutes - Sumita**

**III. Approval of Minutes as edited from Feb 15, 2024 –** thank you, Zack

Maureen Moved; Mandy Approved

**IV. Announcements –** (1) MR will meet with Denver Fowler regarding Canvas use for referral #2. (2) Prepare a request for a referral to the Exec committee regarding service credit award and the counting of prior experience regarding sabbatical and RTP review including for early tenure for those given service credit. Clarity might be needed for this as also for the grant of service credit. The process of granting service credit now occurs during hiring negotiations, and some units are not consulted at that time.

**V. Approval of Agenda 🡪 Approved; discussion of #1 and #2 first is a priority**

**VI. Old Business**

1. 2023-2024 #11 Academic Administrators Search and Screening – Handbook change – BPC would like to meet with us jointly on March 14th.
   1. A major concern is that the policy has not been followed. Another issue is with the external search firm that comes in with their templates that are not made available to the faculty involved in the search.
   2. The search firm needs to be made aware of our policy.
   3. Language incorporated so that the Chair acts in consultation with the search and screening committee.
   4. Joint discussion with the BPC in the next meeting about this policy in the Aera Room in the first part of the meeting.
2. 2023-2024 #26 New Department Proposal – Public Health – second reading today.
   1. The form for a new department formation is missing. Whose responsibility?
   2. Budget is missing in the proposal. How faculty positions and support staff would be funded?
   3. There is a debate about the lack of completion of the proposal which has been discovered in the discussions today.
   4. Faculty composition at point B -1a and b - Discussion and transparency are required about faculty being already selected and for the affiliated faculty selected for reviewing RTP. What were the criteria for selecting the faculty who would write RTP? Were the founding assistant professors consulted prior to their selection? Do the guidelines for RTP and PTR need to be revisited and revised for the new department? What are the criterion and guidelines for hiring lecturers?
   5. Concerns were expressed about their proposed RTP criteria.
   6. In addition, a larger pool of faculty is recommended.
   7. Who has been elected as the Chair of this new department?
   8. Faculty in the new department may be allowed to choose which RTP criteria they want to be reviewed under – current department or under the department they were hired? If they get to choose, more tenured faculty are required.
   9. E-a. Wording of the last line needs to be revised. Replace the “will require” to “requires.”
   10. The Library will provide a letter to the BPC laying out library resources for the new department.
   11. E-b. The sentence regarding “The ACS and chair office are less important…”
   12. RTP guidelines – concerns were raised and need to be addressed across the board to be more inclusive. Concerns about the “professional attitude” section. Should this be included in an RTP review? Could there be a code of conduct?
   13. Dr. Vega is now a Dean – can he still serve?
   14. At this time, the proposal cannot be approved without complete information.
3. 2023-2024 #27 Faculty Director Performance Review – Handbook Change
4. 2023-24 Referral #08: General Education Curriculum Committee (GECCo) Review and Appointments
5. 2023-24 Referral #03: Sixth-year Lecturer Review - Handbook Change – 306 document attached.
6. 2023-24 Referral #09: Effect of Sabbatical on Assigned Time and Release Time

**VII. New Business**

**IX. Tabled - #3,4,5 and 6 above (referrals #27, 08, 03, and 09).**

**X. Adjourn 🡪 Moved to adjourn at 11:33 am. Mandy moved, Zack seconded.**