**Faculty Affairs Committee**

**Minutes**

Thursday, April 4, 2024

10:00 –11:30 AM

**BCD Aera Room**

**Present:** Maureen Rush, Zachary Zenko, Kristen Gallant, Mandy Rees, Sarana Roberts (substituting for Tracey Salisbury), Anna Jacobsen, J.T. Chen, Sumita Sarma, Debbie Boschini

**I. Call to order:** 10:00 a.m.

**II. Volunteer to Take Minutes:** JT Chen

**III. Approval of Minutes from March 14, 2024**

Moved: Zach

Second: Anna

Minutes approved

**IV. Announcements**

BPC will join the meeting at 11:00 a.m.

**V. Approval of Agenda**

Approved. The committee decided to discuss #9 and #3 first.

**VI. Old Business**

1. 2023-2024 #26 New Department Proposal – Public Health

The committee appreciated thoughtful the response. The committee would prefer to see more clarity and certainty regarding the leadership structure of the new department but also understood the difficulty in attaining them at this point.

The committee suggested a minor correction in the document named “PH RTP GuideFaculty DRAFT\_2023\_FINAL” under Retention > For promotion to Professor > “at least five? of the following components.” The question mark should be removed.

The committee would like to see “Section F. Planned implementation and timeline” to be more properly addressed. Specifically, the committee believed that answer under this section should be more forward-looking (such as multiple-year plan for assessment, hiring plan for ASC and new faculty members, etc.) rather than about what has been done already.

Dr. Rush will provide the above feedback.

1. 2023-24 Referral #09: Effect of Sabbatical on Assigned Time and Release Time

The committee discussed this item with URC and UPRC in mind. Three possible solutions were brought up to maximize fairness and ease of implementation.

The first possibility is to have the faculty member taking sabbatical forfeit their release time. Since sabbatical announcement comes before URC and UPRC nominations, the person taking sabbatical can make this decision. The second possibility is to decide whether the person can retain release time on the timing and length of the sabbatical. For example, if it is one-semester sabbatical in the Fall, then the person can keep the release time. If it is one-year sabbatical, or one-semester sabbatical in the Spring (usually more workload in the Spring), then person will lose the release time. The third possibility is to request more WTUs for serving on these committees so that the person taking sabbatical will lose only the release time associated with serving one year.

1. 2023-24 Referral #03: Sixth-year Lecturer Review - Handbook Change – 306 document attached.

The committee considered requesting additional support to complete #3.

1. 2023-2024 #11 Academic Administrators Search and Screening – Handbook change

FAC – raised the question on whether it is possible for faculty to participate in selecting a search firm and/or negotiating the terms in the contract.

BPC – decision on whether to use a search firm and which search firm is used is a decision made by the administration. It may not be possible for faculty to participate in defining the scope of work of the search firm.

BPC – the referral was made because they wanted to see some changes in the handbook that can give faculty members on the search committee more of a role. It should be that the search firm can advise, but faculty make the final decision for recommendation.

FAC – it would be important for the faculty on an administrator search committee to know the perimeters around working with the search firm. The FAC would propose the change that we believe is proper and make a resolution.

BPC – regarding changing language in the handbook, keep in mind that some of them may not be possible due to collective bargaining agreement and CSU policy.

1. 2023-2024 #27 Faculty Director Performance Review – Handbook Change
2. 2023-24 Referral #08: General Education Curriculum Committee (GECCo) Review and Appointments

08 and 27 can be discussed together next school-year.

**IX. Adjourn:** 11:32 a.m. Dr. Rush moved, Dr. Rees seconded. Approved.