

MINUTES

Faculty Affairs Committee

Monday February 14, 2022, 3:30-5:00pm

Members Present: Beauvais Lyons, Thomas Berg, George Dodds, Justin Jia, Cheryl Greenacre, Judson Laughter, Mary McAlpin, Kai Sun, and Jessica Westerhold.

Guests: Natalie Hristov, Associate Professor of Music, and Loretta Link, Faculty Senate Administrative Assistant

Approval of the Minutes: [January 31, 2022](#) (approved, one abstention)

Report from Jessica Westerhold

- NTTF Issues Committee is working on a set of handbook changes related to NTTF. It was proposed that they use underlines and strikethroughs to indicate new and deleted text of their proposed changes with goal to bring to Faculty Affairs Committee 3-28-22 meeting so that we can consider it for our first reading at the April Faculty Senate meeting and second reading at Faculty Senate meeting in May. Otherwise this proposal would not move forward until the Fall when the Faculty Senate reconvenes.

Report from Beauvais Lyons

- a) [The Proposed and Pending Handbook link](#) was updated on February, 2, 2022.
 - o Plan: Make updated changes and post this week.
- b) Status of [proposal for section 3.12](#) on termination of tenured faculty: This matter was brought up in the context of a discussion at the Provost's Coffee and Conversation on Feb. 9th. Provost Zomchick promised to follow through with the OGC. Prior to the meeting Diane Kelly emailed to indicated that in her conversation with OGC they noticed that the original text in the Faculty Handbook was not updated when the BoT policy was previously updated, and we now have a situation where there are multiple versions of this text. Kelly indicated that she will compile a document that contains all of the text – we need to update the FH with the previously approved BoT changes and then add the changes the FAC would like to make. Beauvais replied that he hoped to have the compiled text well before the March 28th meeting to share with the committee.

Kelly indicated that they also drafted language which has been approved by Provost Zomchick on Proposed Policy Regarding Tenure-Track Faculty Reappointment and Probationary Clock. This proposed change seeks to address an issue that some of our tenure-track faculty, who are not residents of the US, have experienced in the past few years regarding their appointments and changes instituted by the last federal administration. I am not sure if it is too late to add this today's agenda. There is currently a faculty member who is in this situation, and we'd like to institute this practice as soon as possible. In some ways, it is more about how we handle the reappointment in this office. The proposal is:

“In the rare situation in which the appointment of a tenure-track faculty member is interrupted and the faculty member is re-appointed to a new tenure-track position in the same unit, the subsequent appointment may be made, at the discretion of the chief

academic officer, with no loss of credit toward completion of the full six-year probationary period.”

No action was taken at the meeting, and Beauvais will follow up with Diane Kelly seeking clarification.

- c) Discussion with Stephanie Bohon and Michael Higdon from the Equity and Fairness Task Force on Feb. 9th. Beauvais reported that discussion was fruitful. A potential consensus position between the task force and committee might involve (1) placing an emphasis on qualitative review prior to the mid-cycle review with a vote taken only if the faculty move to hold a vote for non-retention and (2) requiring no votes to include justification either in writing or a rubric tied to promotion and tenure standards from department bylaws developed by the faculty in the home department or college.
 - o Much discussion on this topic regarding concerns in several directions including early “No” votes may be a “wake-up call” to perform better, or it could be demeaning, disheartening, or disincentivize, leading to the individual leaving the position. In some instances, the first three years may be needed to “gear up” fully to produce papers/research results. Most agreed the qualitative review could address these concerns. Plan: The committee agreed to have Beauvais draft proposed handbook language to achieve the two points discussed above and email this to Faculty Affairs Committee soon.
- d) Follow-up on the PPPR Forum on Feb. 9th: In response to Initiative #1 from the PPPR Task Force Report, Diane Kelly will work with the Associate Deans of Faculty Affairs to design a form that will add standardization and structure to the department head narratives for APPR. Emphasis will be placed on providing faculty with reasons for the ratings in areas of teaching, research/scholarship/creative activities and service. Doing this will help faculty understand the rationale for their annual reviews better. She also indicated a key priority now is getting the P&T module set-up in Interfolio and once this happens, to move the APPR to this platform. Beauvais also proposed that the Faculty Affairs Committee could compile a set of questions that faculty might use in thinking about the faculty narrative – especially at different stages of one’s career. An Associate Dean at the forum expressed the value of keeping the one-page limit on faculty narratives. Initiative #2 from the task force presented more complexity and work while potentially not working to replace PPPR. It was noted that Initiative #2 has the potential to add a lot more work to APPR. Plan: Question for Diane Kelly....If/when switch to Interfolio, will this create more work for faculty to input information into system or will there be transfer of information from Elements to Interfolio?
- e) Update on the [Bylaws Audit](#) and communication efforts with Office of the Provost. I have a couple changes to post for Interior Architecture and Communication Studies, but hoped to hear notice of more updates would come in. Beauvais is seeking advice on what to do about perennial non-compliant units such as UTSI. Universal compliance in updating departmental Bylaws is slow but improving. New audit may be performed soon.
- f) Update on [Bullying Task Force](#) – definition of “workplace” and “employee.” Mary Lucal reports that Lisa and I did some additional drafting based on our feedback from the November meeting -A motion to accept above as written by George and seconded by Mary was unanimously approved. Suggest placing this information under the “Rights and Responsibilities”/“Professional Conduct” section (Chapter 2.2.5.1). This document was 6

years in the making. It is time to utilize it as other colleges have done. Put on the next Faculty Senate Meeting Agenda.

- g) Update on editorial/stylistic changes to the handbook (combined draft attached)
 - o A Professional Editor with the Provost's Office is needed to make the suggested changes such as updating the gender pronouns, etc. Beauvais said he would forward to current draft to Provost Zomchick and the Office of general Counsel recommending contracting with a professional editor to develop a draft which addresses the editorial changes and corrections in a consistent manner.

Future Leadership and Membership of the Committee:

Beauvais indicated that he is term limited as a senator, and will not be able to chair the committee next year. Someone who is a Faculty Senator next year with tenure and who will remain on the committee would be ideal.

Upcoming Meetings

Monday March 28, 3:30-5:00pm (annual report from Ombudsperson)

Monday April 11, 3:30-5:00pm

Adjournment at 4:50pm

Minutes taken by Cheryl Greenacre