

# ***Faculty and Budgetary Affairs Committee 2006-2007 Report for FPC (Draft 4-2-07)***

**To be presented at Spring Faculty Meeting April 16th, 2007.**

## **2006-2007 Members:**

Ester de Jong (STL, Chair)

Silvia Echevarria-Doan (Counselor Education)

Tom Oakland (Educational Psychology)

Luis Ponjuan (Educational Administration and Policy)

Sondra Smith (Counselor Education, FPC liaison)

## **I. ACCOMPLISHMENTS**

### **1. Faculty Affairs**

- ❖ **Updated Promotion Guidelines for Lecturer and Scholars to align with UF policy (discussed at FPC meeting 11/13/06).**

#### Main changes

- Changed name from “non-tenure” faculty to the use of titles covered by the policy, i.e., Scholar, Lecturer, etc. (as approved by FPC Spring 2006)
- Deleted option for promotion for administrators (not an option under current UF policy)

- ❖ **Reviewed Sabbatical Applications with the purpose of ranking them (Meeting: February, 2007).**

Eight (8) applicants submitted a proposal for a sabbatical by February 1<sup>st</sup> to Jeri Benson’s office. FBAC’s ranking was submitted to the Dean and Associate Dean on February 14, 2007. (John Kranzler substituted for Tom Oakland; Anne Bishop excused herself as Scholar.)

- ❖ **Established an Ad-Hoc Committee to Review the Promotion and Tenure Criteria for Tenure-Track Faculty**

#### Rationale:

- Current COE Promotion and Tenure Criteria are outdated and indicate sources rather than indicators of quality. As a result, they are not very useful as a guide for mentoring and guiding junior faculty. (Note: Tenure and Promotion *Procedures* were revised in 2002).
- COE has to be able to articulate its criteria for promotion and tenure to be used by the University’s Promotion and Tenure committee to evaluate COE packets.

Process:

- Invitation to the entire faculty to participate on the ad-hoc committee (11/17/2006)
- Specific follow-up invitation to chairs to join the ad-hoc committee (11/30/2006)
- Confirmation of ad-hoc committee membership (December 2006)
- Identification and sharing of key resources from UF, COE, and documents from other comparable universities; feedback from previous COE T&P committees and chairs (hard copy sent December 2006)

Ad-hoc Committee Revision T&P Criteria (2007-2009)

<b>Department</b>	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Full Professor</b>
<b>Counselor Education</b>		Edil Torres-Rivera Michael Garrett	
<b>Educational Administration and Policy</b>	Luis Ponjuan		Linda Serra Hagedorn
<b>Educational Psychology</b>	Walter Leite	Mirka Koro-Ljungberg	David Miller Mark Shermis
<b>School of Teaching &amp; Learning</b>	Ester de Jong Christie Cavanaugh	Stephen Pape Linda Jones	Dorene Ross
<b>Special Education</b>			Mary Brownell James McCleskey

- First meeting entire committee (1/11/18).
- Subgroups with representation from different ranks established for Service, Scholarship, and Teaching. Each subgroup develops and submits a draft to be discussed at a meeting with the full committee.
- Draft developed for: SERVICE (Finalized by ad-hoc committee March 29, 2007)

**2. Budgetary Affairs**

- ❖ **Developed a proposal to clarify the budgetary role of FBAC (discussed by FPC January 2007).**

Rationale: The budgetary roles of the Faculty Policy Council (FPC) and Faculty and Budgetary Affairs committee (FBAC) have not been formally addressed to date. Currently, the Dean does make presentations at FPC but without specific input from FPC. It is important to identify the role(s) that FPC and FBAC can and should play in the budgetary process.

We propose that the general budgetary functions for FPC are:

(a) to help ensure that the budgetary decision-making process at the college and the department level is **transparent**.

(b) to ensure a process of **accountability** for how money is spent by the college and the departments.

To assist FPC in carrying out this role, we propose that the goal of FBAC would be

(1) to annually identify guiding questions that would direct the format and nature of the budget information requested from the Dean's office and department chairs.

(2) to analyze the requested information and summarize main budget issues and communicate these to FPC. Budget highlights and further questions would be shared with FPC to inform their discussion about the budget with the Dean.

❖ **Proposed to divide the committee into two committees: Faculty Affairs and Budgetary Affairs. The language and proposal to divide FBAC was approved by FPC on February, 12, 2007.**

Rationale: FBAC has already been proven to be engaged in a wide variety of time-consuming tasks. However, the budgetary role has not yet been developed. In order to be able to be involved in faculty issues as well as addressing the budgetary role and not overload FBAC members, two committees should be established. The purpose of each committee is described below.

*Faculty Affairs Committee.* This committee shall be concerned with polices related to promotion, tenure, search and screen, load, in-service development, sabbatical leaves, etc.

*Budgetary Affairs Committee.* This committee shall be concerned with identifying budget-related information to be requested from the Dean and departments and using these data to indicate main budget issues to be discussed by FPC.

❖ **Develop an outline of current budgetary practices at the college and department level.**

- Three FBAC members (Anne Bishop, Ester de Jong, Tom Oakland) interviewed all department chairs and summarized findings across departments. Dean Emihovich and Jeri Benson were also interviewed to discuss the various steps and timeline of the budget process.

## **II. ON-GOING ACTIVITIES (to be completed before May 1<sup>st</sup>, 2007)**

- Ad-hoc Committee: Draft TEACHING and draft SCHOLARSHIP will be completed by May 1<sup>st</sup>, 2007
- Sabbatical Review: Finalize draft of criteria for evaluating proposals to be shared with applicants *prior* to application.
- Faculty Load: Development of key questions to define ‘teaching load’;
- Budgetary Role: Development of key questions for budget reporting in the Fall and Spring; finalized summary of findings from interviews.

## **III. GOALS FOR NEXT YEAR**

**(Based on this year’s work; not including new business)**

### **1. Faculty Affairs**

Task #1 - Develop more specific Sabbatical Review Criteria

Task #2 - Continue Ad-Hoc committee: Develop a process for feedback and discussion of draft criteria across the college; finalize T&P criteria

Task #3 – Integrate Promotion Criteria for Lecturers and Scholars into T&P Document for tenure-track faculty

Task #4 - Identify how ‘teaching load’ is defined across departments and consider implications for policies

### **2. Budgetary Affairs**

Task #1 – Develop reporting questions for the Dean’s office for the purpose of transparency and accountability (first order of business). Consider if specific policies are necessary regarding timelines and reporting.

Task #2 – Identify ways to make the budgetary process transparent; consider if specific policies are necessary regarding faculty involvement and what, how, and when budget information is shared.