

## FPC Faculty Affairs Committee

December 4, 2017

2-3PM, Room 1411

### Minutes

**Attending:** Buffy Bondy, Jean Crockett, Tom Dana, Jann MacInnes, Corrine Huggins-Manley, Sandra Smith,

**Absent:** Thomasenia Adams, Paul Sindelar, Sevan Terzian

1. Approved Minutes from October 23, 2017
2. Updates on Mentoring policy and NTT promotion process addressed last year:

In Spring 2017 FPC approved a new Mentoring policy and recommended FPC form a committee to develop a NTT promotion process.

- a. Vicki Vesio is leading an ad hoc committee this year in writing a single set of NTT promotion guidelines to be used across the COE for all non-tenure-track positions. \*
- b. The approved Mentoring policy is now posted in our FAC Dropbox. Last year's FAC recommended this year's committee monitor the implementation of this policy.

\* Per Kent Crippen after the 12/4 meeting: FAC never drafted a policy last year, only recommended that FPC charge an ad hoc committee with drafting such a policy. Here is the crosswalk document that the 2015-16 created that compares promotion guidelines across NTT positions. FAC cited this as evidence for the need for an ad hoc committee:

[https://docs.google.com/document/d/1ah1Bn-x\\_mTj5Nzr4selo9J4yqZ9MIEykd2nIT8teHj8/edit?usp=sharing](https://docs.google.com/document/d/1ah1Bn-x_mTj5Nzr4selo9J4yqZ9MIEykd2nIT8teHj8/edit?usp=sharing)

3. Discussion of Items for prioritization & review:

We prioritized 4 items to be addressed this year with members working in pairs to lead the work forward:

1. **Review procedures used to allocate term professorships in the COE.**

**TASK:** Buffy Bondy added two documents to Dropbox developed by the College P&T committee last Spring with detailed guidance for use in making allocations.

**DUE: All members--Please review these procedures by January 12<sup>th</sup>** and send feedback to Jean Crockett for the master file.

2. **Develop a pre-promotion review process for non-tenure track faculty.**  
**TASK:** Buffy and Jan will take the lead in drafting an initial process. Today's discussion included issues such as emphasizing job assignments; not basing productivity solely on research; considering what constitutes scholarship; and advocating for a fair evaluation process.  
**DUE:** Buffy and Jann will share the draft and all members will contribute to its development as the primary focus of the next FAC meeting on **January 29<sup>th</sup>**, 11:30-12:30, Rm 1411.
  
3. **Develop a faculty salary review process.**  
**TASK:** Corinne Huggins-Manley and Sandra Smith will take the lead in drafting an initial process for faculty salary review, which would include reviews for market equity adjustments, as well as for other issues such as reviews for salary compression, changes in assignment, discretionary salary adjustments. This would be a college-wide policy, which would subsequently require development of school-level bylaws.  
**DUE:** Corrine and Sandra will provide an update at the January 29<sup>th</sup> meeting.
  
4. **Review the third- year review process for tenure track faculty.**  
**TASK:** Sevan and Paul will be asked to take the lead in reviewing the current policy to make it more informative and efficient. The current policy approved in 2009 is in the Dropbox folder, as is the new Mentoring policy, which is likely relevant to this review.  
**DUE:** Sevan and Paul would provide an update at the January 29<sup>th</sup> meeting.

**Future Meeting dates:**

January 29, 2018, 11:30-12:30

February 26 2018, 11:30-12:30

March TBD

Meetings will be held in Rm 1411.