

Faculty Affairs Committee
February 15, 2017
APPROVED Minutes

In attendance: Jim Murray (Chair), Diana Wakimoto, Linda Smetana, Grant Kien, Kimberly Kim, Kathy Hann, Zinovy Radovilsky, Michael Moon, Holy Vugia, Linda Dobb

Guests: Gretchen Reevy, Sophie Rollins, Mark Robinson

Meeting called to order at 2:05 pm with quorum.

1. Approval of the agenda

Murray/Kien/approved unanimously

2. Approval of 2/1/17 minutes

Murray/Kien/approved unanimously

3. Reports

3a. FAC Chair Report

Murray noted that the Workload Committee is making progress. He announced at the last Senate meeting that the Subcommittee on Evaluation of Teaching is working on guidelines on peer observation and is looking for input. Murray attended Excom yesterday and presented the Exceptional Levels of Service to Students document. Next week's Senate meeting has been canceled as Excom decided there wasn't enough on the agenda, but if the document is approved at the following Senate meeting, it will still allow a five-week window for applications.

3b. Presidential Appointee Report

Dobb combined this report with her report on Semester Conversion.

3c. Semester Conversion Steering Committee (SCSC) Report

Dobb reported to SCSC on the documents that FAC has forwarded to Excom that are related to semester conversion, including the 5-year review of department chairs, and noted that FAC is working on changes to the Constitution & Bylaws and the Office Hours policy. Semester conversion work is continuing with this year's emphasis on advising. The six departments with the most graduates will have Faculty Fellows for Advising this summer. These faculty members will be given 4 WTUs in the summer and 4 WTUs in the next academic year to learn and share with their colleagues the advising and other systems related to semester conversion.

4. Old Business

4a. Semester changes to Constitution & Bylaws

Murray/Vugia/approved unanimously to send to Excom document with changes due to semester conversion

Discussion ensued about various changes to the Bylaws proposed by the Lecturer Subcommittee that were shared with FAC by Gretchen Reevy, Chair of the Lecturer Subcommittee. These changes are in regards to including lecturer representatives on four of the Senate Standing Committees (Committee on

Research, Committee on Instruction and Curriculum, Committee on Academic Program Review, and Faculty Diversity and Equity Committee). Murray suggested capitalizing Lecturer Electorate in the background memo to make it clear that this is a defined segment of lecturers. He will forward his suggested changes to Reevy.

Dobb recommended that there is included in these changes a sentence that lecturers serve on a volunteer basis and there is not an expectation of service, but service may be used in evaluation as an indication of currency. Reevy objected as lecturers already serve on Academic Senate and there is no note about the voluntary nature of service in the bylaws. She hesitated to include it as it singles out lecturers and worries about it diminishing their voice. There was extensive discussion about this point and whether such an addition was needed or not. Reevy noted that it is important to the lecturers to get a voice on the committees, but not in such a way that would preclude future discussions about workload and compensation. Moon noted that making such a distinction explicit could potentially help in demonstrating the inequity, but it could also be seen as inappropriate to call out such a difference. Kien noted that because of this issue of differences in expectations of service and compensation, lecturers are not on graduate committees in his department. Reevy will take back this issue to the Lecturer Subcommittee for further discussion before bringing back a revised document and background memo to FAC.

Murray asked whether FAC wanted to go forward with all changes to Excom in one document or whether it would be better to try to get the semester changes passed first, then come back with the suggested changes from the Lecturer Subcommittee. Hann, Smetana, and Vugia voiced support for sending forward of two separate documents given the time-sensitive nature of the semester conversion changes. The other members of FAC agreed.

Wakimoto noted that University Librarian should be changed to Dean of Libraries throughout the document. Rollins noted that in the two places in the Bylaws that discuss the position of the Diversity & Equity Liaison Officer (DELO), one specifies a term limit (Article XVII, Section 6.B.4) whereas the other does not (Article XIII, Section 2). FAC agreed that the term limit should be referenced in both places in the document and then voted on approving these changes along with the semester conversion changes to send the document to Excom.

4b. Office Hour Policy document from Lecturer Subcommittee (2:15 pm time certain)

Murray/Smetana/approved unanimously as amended to send to Excom

Discussion ensued over the recommended changes brought forward by the Lecturer Subcommittee. The main issues discussed were workload, how to deal with office hours for faculty who have no teaching load in a term, and how to convert the policy to semesters in such a way as to not increase workload for faculty. The changes to the policy were amended to read as follows:

“In consultation with their department chair, faculty will maintain an office hour schedule per the following: 1-3 WTUs require 1 office hour, 4-7 WTUs require 2 office hours, and 8 or greater WTUs require 3 office hours. The full-time faculty member’s office hours shall be held over at least two days and at least in half-hour blocks. Faculty will also make provision for meeting with students by appointment at a mutually convenient time beyond the stated office hours.”

This amended language replaces the second and third paragraphs in the current Faculty Office Hour Policy.

There was additional discussion of the larger issue of student contact hours and workload, but Dobb suggested that FAC table that discussion in a “parking lot” of issues that should be addressed by FAC either later this year or next. This joins other issues such as discussion and revision of: 5-year review of tenured faculty, student evaluation best practices, and allocation of number of faculty per college on the University Tenure and Promotion Committee.

4c. Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers document

Kien/Murray/to be voted on at next meeting

Murray noted that he has asked the Chair of the Senate to talk with the President about what amendments to this document he would be in favor of approving. He is waiting to hear back from the Chair of the Senate. Murray created and shared a spreadsheet detailing the current and proposed committee membership and suggested standardizing the membership as suggested by Kien in the last meeting. The committee structure for the College Deans and Dean of Libraries were kept the same. The rest of the committees, in terms of faculty participation, were changed to a minimum of three faculty members from the entities (Colleges and University Libraries) to move forward with the search, but with the ideal membership of one faculty member from each of the colleges and the University Libraries, except for AVP Campus Life that would require one faculty member from the five entities.

Also proposed was changing the number of presidential appointees on each appointment committee to one. There was also discussion over the number of staff included in each appointment committee as some committees require 1, some 2, and some require soliciting input. Wakimoto asked if there was ever a search held up by not having a staff member. Rollins said no; recent appointment committees have only been held up due to lack of faculty volunteers.

The positions added to the appointment committee table were: Dean of Undergraduate Studies, AVP Enrollment Management, AVP Campus Life, AVP Student Support & Development, and University Diversity Officer.

Murray will revise the table showing the committee memberships to share out with the rest of FAC. After review and further discussion, FAC plans to vote on this document at the next meeting.

5. New Business

5a. 17-18 UTP committee and faculty allocation memo from Provost Inch

Murray provided copies of the memo on faculty allocation for the University Tenure and Promotion Committee to FAC and FAC approved the recommended allotments. There was a brief discussion of whether it might be useful to revisit allotments given the small difference in number of faculty in CLASS and Science, but it was decided this would be better discussed at a later meeting and put in the “parking lot”.

6. Discussions

6a. Updated administrative organizational chart

Murray contacted the Chair of the Senate and Dobb to ask if the President would consider updating the organizational chart. Murray has not yet received a response. Moon noted that there are some positions

that are filled, but not listed in the current chart. He also noted that it did not make sense to organize a hierarchical chart by last name of the administrator instead of by the position. Hann noted that some of the names on the chart are wrong. Murray will follow up and hopefully a new organizational chart will be forthcoming as it would help with the discussions surrounding Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers document.

7. Adjournment

Murray/Wakimoto/approved unanimously

Meeting adjourned at 3:42 pm

Minutes respectfully submitted by
Diana K. Wakimoto