**Committee on Faculty Affairs Minutes**

**January 23, 2013**

Present: D. Hunt, C. Alves, S. Carroll, J. Ruscio, R. Blumberg, L. Paolini, R. Morin, V. Tucci, M. Benoit, S. Schreiner, S.Torres, Gregory Pogue, J. Stauff

Excused: B. McMahan, B. Keep

1. Approval of minutes from 12-12-12. The Provost approved the Disciplinary Standards for the Department of Accounting and Information Systems in the School of Business that were reviewed and approved by CFA at the Nov. 28, 2012 meeting. Standards for Communication Studies which were not approved by CFA at the 12-12-12 meeting were sent back to the department.

2. Tenure and Promotion Document. The subcommittee met at the end of the Fall 2012 semester. Currently members are looking into three major issues: 1) The possibility of making the document electronic and moving to an electronic submission process; 2) Student feedback forms and the role of these forms in the tenure/promotions process; 3) What to put in the mix: Should the Promotions Committee evaluate only service and teaching while research is evaluated by the

Departments and Deans based on the approved disciplinary standards? Should the Committee only look at cases where there is a problem, and not those where the outcome is clear?

Regina (and possibly Dave) will meet with Jerry Waldron, the head of IT, on Friday January 25 to discuss what would be involved in moving to an all electronic format. A subcommittee meeting will be called for February 20.

We hope to hold Open Fora on the first two questions during the Spring 2013 semester.

3. Recording of Lectures. Steve met with the Provost and General Counsel. Many of the contentious issues are close to being resolved. Steve will make revisions to the existing document. These should be reviewed by the subcommittee before coming to the full CFA. The committee would like to complete this charge before the current Provost leaves her position.

4. Modification of Duties/Professional Behavior: The subcommittee has been working closely with Kerri Tillet in HR and currently has a working draft. We discussed the scope of the charge, and CFA appeared to agree that it should be focused on modification of teaching and librarianship duties. The subcommittee expects to meet further with HR in focused meetings on logistical issues and procedures, and with the union. It is expected that we will be able to hold and Open Forum during the Spring 2013 semester.

5. Faculty Behavior/Grade Appeals/ Student Complaints: There was nothing new to report at the current meeting.

6. Faculty Reassigned Time. We have a charge, but it was never formally dated. At the November 14, 2012 meeting a subcommittee was formed with Maggie, Stuart, John, Carlos and Bill. However, since CFA has many items on its docket, Steering understands that this charge is not one of our first priorities at present. The issue has the potential to be contentious and time-consuming, and will be addressed when we discharge some of our current duties.

Respectfully submitted,

Regina Morin