**Committee on Faculty Affairs Minutes**

**November 14, 2012**

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

Absent: B. Keep, R. Blumberg,

1. We welcomed Gregory Pogue of HR and Samantha Torres, our new graduate student representative.

2. Minutes for October 24, 2012 were approved.

3. Academic Free Speech: Regina reported to Steering on the memo sent by CFA, which appears to have been accepted. Unless we hear otherwise, we assume this charge has been completed.

4. Promotions Document: Regina contacted Cindy Curtis, Harriet Hustis, and Terrence Bennett. Harriet sent comments which will be summarized elsewhere. Cindy wrote that the memo to Steering from the Senate which generated the review was drafted following extensive Senate (with some visitors to the Senate) discussion of the issues surrounding the promotion and tenure document and process. The issues raised in the memo are ones the Senate thought at the time should be considered, but Cindy suggested we ask the current Senate whether those still seem to be the pressing issues. Maggie will have time to gather input from the Senate at the Nov. 28 meeting, and Regina will also attend. The subcommittee will consult by e-mail to compose guidelines prior to the Senate meeting. After the Senate meeting Regina will convene a meeting of the subcommittee.

4. Recording of Lectures: The subcommittee met and is ready to make the appropriate initial modifications, striving for a balanced document that addresses student and faculty concerns. The biggest sticking point to date has been the language in paragraph III B2:

Instructors may permit a Recorder to make a Class Recording for an Authorized Student. While recognizing that students are generally expected to meet all course obligations (which may entail participating in class and completing assignments), Instructors are encouraged and generally expected to permit a Recorder to make a Class Recording for an Authorized Student in the event of the Authorized Student’s approved absence, such as for health or medical situations, family emergencies, religious observances, sanctioned participation in certain College events, or other compelling reasons.

The action item is to make revisions to the document, send it out to an Open Forum, and administer a Qualtrix Survey. Once CFA reviews and accepts final revisions, the document will be sent again to General Counsel and the Provost.

5. Modification of Duties/Professional Behavior: A great deal of work has been done on this charge to great praise for Maggie’s leadership. The subcommittee has met and has worked with HR to discuss ways in which it could interface with the new policy. Outstanding issues involve eligibility for and length of modified duties. One of the sticking points is that only someone returning from a leave after a qualifying event, as outlined in State and Federal laws, is eligible for modification of duties for the remainder of the semester. Maggie is pushing to allow for a modification of duties without having taken a leave. The other issue is how a modification of duties would be negotiated. Right now the recommendation is that the faculty member would talk to the Dean, the Dean would solicit ideas from the faculty member and the department, the faculty member would negotiate the modification with the Dean, and if there were any disagreement about the outcome, HR (and possibly the AFT) would have to be involved in an arbitration process. A final really contentious issue is the possibility of delaying the submission of materials for tenure (and promotion?) after a qualifying event, to allow candidates to have the summer for preparation.

Right now modification of duties is being carried out on an ad hoc basis, but there is no parity across campus. This is not ready to go to an Open Forum, but might be ready by the beginning of Spring semester. Maggie wants to see the feedback from the Deans’ Council, HR, and AFT first.

6. Faculty Behavior: Gregory reported that there are State policies on harassment and professional ethics. Dave suggested that we might want to use as a guideline a document written by Rowan that will be brought up for discussion at a later date.

7. Grade Appeals/ Student Complaints: Dave is still waiting to hear from CAP.

8. New Business:

 a) Preliminary recommendation on Sabbatical Committee membership. This is actually an earlier charge that was almost completed and then set aside. Dave will talk to Cindy about an Open Forum so we can gather testimony and move ahead.

 b) New charge: Faculty Reassigned Time. According to Steve the idea is to draft a set of general principles- we should have some guidelines but some flexibility as well. There are many issues to consider, for example how to evaluate compensated and noncompensated time in the promotion and tenure process. A subcommittee was formed with Maggie, Stuart, John, Carlos and Bill.

Respectfully submitted,

Regina Morin