

## COMMITTEE ON FACULTY AFFAIRS

Minutes of 09/27/06

Members (those in attendance are bolded): **Sunita Ahlawat**, William Behre, Terence Bennett (excused), **Hank Fradella** (chair), **Jean Graham**, **Deborah Knox**, Marc Meola, **Jeffrey Osborn**, Deborah Thompson (excused), and **Steven Viola** (vice-chair).

### Discussion and Action:

1. Quorum was not attained thus the minutes from 9/13/06 meeting could not be approved.
2. Hank Fradella informed the Committee that Deborah Thompson had volunteered to serve as a CFA representative to the Faculty Senate's Standing Committee on Teaching Excellence, but we still needed one more volunteer to serve on that Committee this year to examine the issue of peer-evaluations of teaching. Sunita Ahlawat volunteered to be the other CFA representative to that Committee.
3. Hank Fradella reported to CFA about a meeting he had Interim Provost Paul regarding CFA initiatives for the year. Dr. Paul encouraged the CFA to complete its revisions of the Reappointment, Tenure, and Promotion Document by early-to-mid-December. At that time, CFA should issue a Preliminary Recommendation for adopting the revised and realigned documents so that the campus community could reflect on them in sufficient time for CFA to issue a Final Recommendation early in 2007. Ideally, the Document would be approved through the formal governance process in February.
4. Dr. Paul also offered CFA some feedback on the Reappointment, Tenure, and Promotion Document. She suggested that the CFA should:
  - a. re-read the TCNJ Mission Statement, the TCNJ Statement of Core Beliefs and Values, and the Final Report of the Teacher-Scholar Task Force so that CFA members could be mindful of incorporating the aspirations, directives, and language of those three documents into its final revisions of the Reappointment, Tenure, and Promotion Document (especially on page 3 under the sub-heading for “teaching”);
  - b. consider changing the word “service” to “practice” in the text boxes on pages 6 and 10;
  - c. work with Dean Taras Pavlovsky to clarify the language on page 8 regarding how the indicators of librarianship are assessed/evaluated;
  - d. consider harmonizing the time periods for inclusion of student evaluations of teaching between the reappointment process for tenure (currently four years) and the promotions process (currently three years);
  - e. resolve an inconsistency in the time period for the filing of an appeal from a CPC decision and the time that the CPC subsequently has to resolve any such appeal;
  - f. specify how DPCs are formed for faculty members holding joint-appointments;

- g. tweak the sample letter to external reviewers to be more consistent with the aspirations; directives, and language of the TCNJ Mission Statement, the TCNJ Statement of Core Beliefs and Values, and the Final Report on the Teacher-Scholar Task Force;
  - h. clarify that scholarly/creative/professional endeavors should be “coherent” and that evaluation of such efforts should not contain any “bean counting” requirements (i.e., delete references to specific numbers of publications);
  - i. harmonize the processes a DPC is supposed to use (i.e., voting in fourth year, but not earlier) when recommending the outcome of an application for reappointment;
  - j. solicit feedback from faculty regarding CFA’s proposed language regarding how grade distributions are used (i.e., that candidates discuss their grading distributions with the context of their own teaching pedagogies and practices);
  - k. investigate the time-frames used at comparable institutions for minimum eligibility for promotion to the rank of Professor;
  - l. refine the language in the Document regarding the use of peer-evaluations of teaching, being mindful of the fact that the details of how peer-evaluations of teaching will be conducted and reported have yet to be crafted by the Faculty Senate’s Standing Committee on Teaching Excellence; and
  - m. consider providing more guidance to applicants regarding what should be included in Section VI of the Standard Application for Reappointment and Promotion.
5. CFA will delay a detailed discussion of peer-evaluation of teaching until after the Faculty Senate Standing Committee on Teaching Excellence, aided by some CFA members, develops some standards for that process. However, Hank Fradella will work on drafting language for the Reappointment, Tenure, and Promotions Document that might allow CFA to move forward with the finalization of that Document in spite of the absence of any final decisions on how peer-evaluations will be conducted in practice.
  6. CFA discussed the fact that faculty do not now appear to have access to their grade distributions. Hank Fradella will follow-up with Academic Affairs and the Office of Institutional Research to assess the current state of affairs on this matter, and to see if new processes can be put into place to make access to such data easier.
  7. Jeffery Osborn will do some research into the number of years that comparable institutions use as the minimum threshold for promotion to the rank of Professor and report his findings to CFA at our next meeting.

Respectfully Submitted,

Hank Fradella (chair) and Steven Viola (vice-chair)