**Draft Committee on Faculty Affairs Minutes**

**February 24, 2016 meeting**

**Present:**

Elizabeth Borland, Ieva Zake, Ellen Friedman, Donald Hirsh, Joao Neves, Orlando Hernandez, William Keep, Matthew Cathell, Jody Eberly, Tiffany Youngblood

**Excused:**

Donna Shaw, Valerie Tucci, Gregory Pogue

**Not present:**

Shaziya Ahmed (undergraduate student), Catharine Grundling (undergraduate student), Nicole Dither (graduate student)

**Prior minutes**

Minutes from the January 27, 2016 CFA meeting had been distributed.

There was a motion to approve these minutes from Ellen Friedman

The motion to approve the minutes was seconded by Bill Keep.

The minutes were approved by the committee.

**Election of CFA Vice-Chair**

Liz Borland has volunteered and was unanimously confirmed by the committee to be the next CFA Vice-Chair.

**Disciplinary Standards**

As of this date, the review process is still underway for 3 sets of disciplinary standards — those for the departments of Music, Biology, Art Education.

The *Disciplinary Standards for Faculty Scholarship in the Biological Science* had been distributed to CFA members.

There was a motion to accept the Biology Disciplinary Standards by Bill Keep.

The motion to accept the Biology Disciplinary Standards was seconded by Orlando Hernandez.

The committee moved to accept the *Disciplinary Standards for Faculty Scholarship in the Biological Science*.

**Subcommittee on Disciplinary Standards**

Don Hirsh volunteered to join Valerie Tucci and Joao Neves to serve on this subcommittee.

***Sabbatical Request for Proposals* document**

We will review this document for discussion at the next CFA meeting.

Committee discussed elements of the *Sabbatical Request for Proposals*, namely:

* the language in the document about the outcomes of a sabbatical project (namely: “the value of the project to the applicant’s professional development, to the College, and to students, and to the broader community of teachers/scholars”)
* rubric elements (including the qualifications of the applicants)

Joao Neves will schedule a member of the Sabbatical committee to visit a CFA meeting for further clarification about the document.

***Reappointment and Promotions* *Document (PRD)***

Joao talked with the president of the Senate, and she recommended a forum on March 23. At this meeting, we will present input on the new structure of the PRD and substantive changes.

The committee unanimously agreed to accept the minor changes made to the document. The areas that need substantive discussion are the Service and Teaching.

* In the Service area, the changes are relatively small in terms of content, but are substantial in terms of formatting. Tables have been removed concerning examples of typical service for Associate and Full Professor. We are also asking applicants to annotate their standard CVs to give a sense of their roles and contributions to listed service activities. We added language to the Record of Service to the College Community section. We also made a change to the way service is categorized — there used to be one type of external service, but now they are two sections: professional (within your discipline), and external service (that is, outside of your scholarship).
* In the Teaching area, we are working with multiple parallel revisions (some which involve relative small edits, and some which are more substantial revisions). We will work to converge on common language for the Teaching section.
* CFA may be asked to review the Service and Teaching sections to reflect alignment with the TCNJ Signature Experiences.
* An Open Forum will be scheduled for March 23 to discuss changes to the document.