

MUSOP Faculty Affairs Committee Meeting

Subject	MUSOP Faculty Affairs Committee Meeting
Date and Location	May 23, 2013; 2:30 – 4:00; Dean’s Conference Room
Attendees	Lisa Frazier, Nicole Winston, Janet Wolcott (Chair), Glenn Anderson, Stephanie Anderson, Karen Barker, Eric Blough
Absent	Sherri Smith, Hasan Koc

Minutes

1. Approval of Minutes – 4/18/13 minutes approved as submitted.

2. Old Business

- a. Faculty Retreat Review – still waiting on receipt of evaluations to debrief the retreat
- b. Faculty Development
 1. Reviewed schedule of planned monthly faculty development sessions
 2. Dr. Winston suggested adding a “Developing Dossier for Promotion and Tenure” session
- c. Development of Standardized Teaching Evaluations by Students
 1. Review of the proposed evaluation form
 - a) The committee made several changes to the wording of the form. Changes will be incorporated by Dr. S. Anderson and distributed to the committee for final review at next meeting. If approved, the draft will be put before the faculty as a whole at the next faculty meeting.
 - b) Dr. Wolcott requested that the policy be sent to her by June 6th for discussion at the June 13th FAC meeting.
- d. Development of Standardized Teaching Evaluations by Peers – Deferred
 1. Subcommittee to meet next week
 2. Evaluation Form and Policy should be submitted to Dr. Wolcott by June 6th.
- e. Year 1 Faculty Development Plan – done/executed, developing plan for next academic year.
- f. Faculty Grievance Policy
 1. Draft policy was distributed for review. Send comments/suggestions to Dr. Wolcott for incorporation. A revised version will be submitted to the FAC committee by June 6th for a final review at the June 13th meeting.

3. New Business

- a. Dr. G. Anderson put forth a proposal to allow a limited “time out” for the tenure clock of faculty who participated in program development. This would be an optional one-year delay in the tenure clock for faculty hired within a specific date range in recognition of the work that is involved in developing a new program. If the FAC approves, it should send a letter to the dean recommending adoption of the proposal. The following motions were made:
 1. Approval of the proposal
 2. Include limits on which faculty are eligible
 3. Include a statement that the decision of whether or not to use the delay be left up to the individual faculty member

4. Include a statement that the decision be due no later than the third year review (pre-tenure review)
 5. The motions were all approved.
- b. Dr. G. Anderson provided a review of the FAC responsibilities for P & T applications and the timeline for decisions.
 - c. Dr. G. Anderson noted that the Faculty-By-Laws will need to be revised with regard to the election of faculty senate representation, as the current procedures would allow for a majority of the representatives to come from a single department. The FAC is to come up with suggestions to ensure a fair/equitable distribution of representation. Dr. Wolcott will draft it and submit for review at the next meeting.
 - d. New Faculty Orientation
 1. Dr. Wolcott requested that FAC members think about what topics should be included in the MUSOP NFO program this year. This will be 2 – 3 days of information/activities. She would like suggestions at the June 13th meeting.

4. Meeting Adjourned

Submitted on Thursday, June 13, 2013 by Karen Barker