Minutes of the University Faculty Affairs Committee
September 14, 2016
4:00-5:10 pm

Present: Courtney Clayton, Bob Greene, Miriam Liss, Lou Martinette, Marie McAllister (secretary), Angela Pitts (chair)

I. MINUTES
Minutes from the 8/23/16 meeting were approved.

II. OLD BUSINESS:

A) Online submission for Promotion and Tenure

The UFAC was tasked with following up on the report of the Ad Hoc Committee on Online Submission. Courtney Clayton reviewed what the Ad Hoc Committee agreed on last spring: this is a change in submission procedures only, all documents should be submitted individually as pdfs within Canvas folders, the 500-page limit should be maintained and no links should be allowed, access should be controlled in parallel with current Handbook practice, P&T members should be made aware of potential security issues (e.g., not reading files in a location where the screen is visible to others).

The UFAC then discussed and voted on a series of questions raised by UFAC members:

1) Should online submission be optional, as recommended by the Ad Hoc Committee, or required?

UFAC Decision: Consistency among files is important. Once implemented, online submission should be required rather than optional.

2) How will online submission template be designed and implemented?

UFAC Decision: Exact details do not fall under the purview of the UFAC. However, to facilitate a discussion of principles in the UFC, we will propose the following:

A Canvas course (or equivalent) shall be created for each candidate and pre-loaded with a template designed by the P&T Committee in collaboration with Canvas specialists. The template shall include instructions. Training shall be provided as needed. One person, presumably from DOIT, shall be designated to create these courses. One person in the Provost's Office shall be designated to control access settings. Completed files shall be deleted to conserve server space and to assist with confidentiality.

3) What should be uploaded by whom, and when?

UFAC Decision: Provost's Office: send data sheet to candidate in uploadable electronic format.

Candidate: upload data sheet, copy of letter of application, candidate materials. Chair: upload letters from colleagues, letters from outside writers, chair's letter. Dean: upload any letter of exception. Timetable: no change.

4) What restrictions on size and format need to be in place?

UFAC Decision: Everything to be in pdf or other standard uneditable file format (e.g., jpeg, future formats). All other formats (e.g., MicrosoftWord) must be converted. No links to outside materials allowed. 500-page limit.

5) What about signatures for FAARs, APRs, and letters?

UFAC Decision: We prefer to leave this up to departments, but if online submission is approved, UFAC shall consult the Attorney General and consider Handbook language on the order of "physically or electronically signed copies."

6) What if the Learning Management System experiences an extended outage during a key time?

UFAC Decision: In the event of an extended outage (more than 48 hours) during the two weeks before the file closes, the Provost may determine that candidates shall have an extra seven days.

7) Do we need to run a pilot?

UFAC Decision: No: once the template is designed and access has been set, the procedure should be straightforward, and UMW faculty are expected to be competent with Canvas. Training should be provided each spring by DTLT and the P&T Committee, however.

8) What is the next step?

UFAC Decision: Marie McAllister volunteered to draft a motion incorporating these principles so the UFC has a basis for discussion at next week's meeting. All members agreed to offer corrections and approve the amended version in time for that deadline. If the UFC approves the principles in this motion, the UFC would then task UFAC with writing Handbook language.

II. Faculty workload:
Courtney Clayton provided an update on the work of the Provost's Ad Hoc Committee on Workload. Many of the problems this committee has considered seem insoluble, but strategies continue to be discussed. Provost Levin can inform us further at our next meeting.

III. Salary compression:
Angela Pitts reported that the Provost's office working on ways to ameliorate salary compression. Provost Levin can inform us further at our next meeting.

IV. Online course evaluations

Tabled until the next meeting.

NEW BUSINESS
I. Adjunct welfare. Tabled until the next meeting.
II. Topics brought to UFAC by Anand Rao. Tabled until the next meeting.
      a) The service overcommitment of faculty of color
      b) Policies on unpaid leaves of absence, especially the timing of requests
      c) The allocation of resources for technology and for faculty development in technology
      use

ANNOUNCEMENTS:
UFAC members will try to attend the Monday forum on the UMW 2016 Faculty and Staff Engagement Assessment.