

# University Faculty Council Organizational Meeting Committee

August 17, 2017

Woodard Hall

1. Call to Order: Meeting was called to order at 1:32
2. Provost's Guidance
  - a. Faculty Governance
    - i. Provost Mikhalevsky stated that faculty governance should be taken seriously as it plays an important role in the success of our students and university.
    - ii. She encourages stronger senior faculty participation in faculty governance. While junior faculty should take advantage of the opportunity to serve, they should not be pushed into the role of committee/council chair too early into their UMW career; junior faculty may feel vulnerable in these roles.
      1. Angela Pitts suggested that department chairs should encourage their senior faculty to participate in governance.
    - iii. The Provost expressed concern that CAS department chairs have "lost their position" as faculty leaders as their focus shifts to administrative duties. When asked how chairs can have a greater voice in leadership opportunities, the Provost suggested that chairs be involved in the resource- allocation decisions.
  - b. Communication: The Provost stated that her reports to the UFC should be interpreted as reports to the entire faculty body. Therefore, issues presented in her report are meant to be considered by colleges/departments to solicit feedback.
    - i. Provost reports will be posted to the Provost's website.
    - ii. The Provost requests that if any faculty member needs data or wants clarification on an issue, do not hesitate to contact her. She will share information if/when possible.
  - c. CAS Dean Search: The Provost will assemble a search committee to conduct a nation-wide search for candidates interested in the CAS Dean position. A search consultant will not be hired. The Provost envisions that the search committee will consist of tenured CAS faculty and a faculty member from COE or COB. It was suggested that the Provost consider adding a student to the committee.
    - i. The CAS committee members would be selected by appointment (by the Provost) and by election (by CAS faculty).
      1. It has not been determined how the CAS-committee members will be elected. Elections may go through the UFC, CAS-FC, or to the Department-chair level
    - ii. Provost Mikhalevsky hopes to have the committee selected by mid-September.
    - iii. Once appointed, the committee will select and invite three finalist to campus for a formal interview. After the interview process, the Provost intends to meet with the committee to discuss each candidate's strengths and weaknesses. She will not ask the committee to rank the candidates. Once her final decisions is made (and approved by President Paino) she will share her decision and decision-making process with the faculty.

- iv. Internal candidates will be considered.
- 3. Meeting Minutes: Anand Rao discussed the best practices in which to construct meeting minutes. Informational documents will be posted to the UFC website for reference.
- 4. Scheduling Committee Meetings: Anand discussed posting meeting dates on committee websites.
  - a. Those who do not have WordPress access should e-mail UFC Chair Marcel Rotter. He will arrange access for you.
- 5. Posting Minutes and Motions
  - a. Minutes should be converted to PDF format and posted to your committee's website.
  - b. Notify the UFC Chair (via e-mail) that minutes have been posted.
  - c. Unapproved minutes can be submitted/posted, but should state that they are unapproved.
  - d. If minutes cannot be approved in time for submittal to the UFC, a list of action items can be posted to your committee's website and sent to the UFC.
- 6. Holding Meetings:
  - a. Anand Rao recommended that the UFC continue to record UFC meetings.
  - b. The UFC does not have a good policy regarding electronic meetings. The UFC may want to develop official electronic-meeting procedures.
- 7. Breakout Sessions Commence