

## University Faculty Affairs Committee Minutes

### Call to Order

Marie McAllister called this organizational meeting to order at 3:04 PM in Woodard Hall, conference room.

### Attendees

Miriam Liss (CAS), Marie McAllister (At-large, Chair), Jennifer Magee (At-large), Jo Tyler (COE), Craig Vasey (At-large, Secretary), Xiaofeng Zhao (COB)

### Approval of Minutes

The minutes of April 11, 2018 were approved without corrections.

**Officers Reports** The chair reported that minutes need to be approved one week before UFC meetings; this may mean approval by email.

**Other reports** none

### Items of Business (including Motions)

#### Committee Meeting dates

The following dates were agreed to as meeting dates for the fall 2018 term:

Sept 10	4 pm	location TBA
Oct 10	4 pm	location TBA
Nov 9	4 pm	Location TBA

Spring dates will be set after Betsy Lewis returns to UFAC.

#### Discussion of Old Business items.

Mentoring and Third Year Review constitutes a major item and will remain on our agenda.

Departmental autonomy in matters affecting pedagogy. We decided to monitor this, as it is not clear from the discussion that there is really a pattern of interference; chairs and the Dean negotiate details of number of sections and scheduling of courses in some circumstances. For now, this is removed from our agenda.

Timely notice of course cancellations for under-enrollment. There are two concerns: that an adjunct faculty member may find a course cancelled at the last minute and be left without income

that was expected (with a signed contract), and that a FT faculty member might be reassigned from a low-enrolled class to one previously assigned to an adjunct, whose contract is then cancelled. The first seems relatively unlikely, as adjuncts are most often assigned to lower-level courses, but the consensus in the discussion was that the longer the course remains “open,” the better the chances of its enrollment increasing, so seeking to impose an early notification for under-enrollment does not seem in the interest of the adjunct faculty member. The question was raised whether this possibility is spelled out in the adjunct contract letter.<sup>1</sup> It was pointed out that there is usually room for discussion between the chair and the Dean’s office of under-enrolled classes, and that in summer, for example, under-enrolled classes are sometimes allowed out of consideration of students who need them in order to graduate on time. We agreed to table this until we receive documentation of cases which seem abusive.

Assessing teaching, Center for Teaching Excellence and Innovation. UFAC recommendations on this were submitted to the Provost in April, and her current planning calls for the faculty director to be a direct report to the Provost, as recommended. Our recommendations should go to the search committee for the new faculty director to help inform them. UFAC does not see having a role in “beefing up” teaching assessment. UFAC also had a set of specific proposals for programming that was shared with the now-departed CTEI director; we should revisit them as a committee, approve them, and send them to the Provost and the new director.

Minority Faculty Service Workload. We decided to check into whether this is being looked into by another committee; if so we will be removing it from our agenda.

#### *Discussion of New Business items.*

Annual Evaluation. The Dean has asked UFAC to look into revision of the annual evaluation and its link to “merit pay.” Among the issues we could make recommendations on: a) eliminating the “Weighting Form,” b) eliminating numerical rankings, replacing them with descriptors (e.g., “excellent,” “acceptable,” “unacceptable”), and c) differentiating between expectations for FAARs from full professors (no longer facing possible promotion) and others. The question was raised whether “merit pay” is a state-mandated process; Marie will check on this with John Morello before the Committee pursues this.

Faculty Marshals. The chair of the UFC has asked UFAC to address the question of the appointment of the Faculty Marshals. Discussion led to the informal proposal of the following: *UFAC calls for two year staggered terms for both undergraduate marshals and graduate marshals, to be appointed by UFOC.* Rationale: until now there has been no process by which Faculty Marshalls are selected; this proposal eliminates the arbitrary character of the appointment. We did not discuss criteria.

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<sup>1</sup> After the meeting, the Secretary consulted letters of adjunct appointment for fall 2018; they do not explicitly state that the contract may be cancelled if enrollment is deemed insufficient.

Associate Deans and Chairs. There are no depts. in COE and COB so the work done by dept chairs in CAS is done by Associate Deans in these colleges. Do we need language defining the role of these associate deans? (It is not on a par with the role of the associate dean in CAS.) Is this a faculty welfare issue – is the associate dean a faculty member or an administrator? Discussion led to the proposal that we inform ourselves on the similarities and differences by requesting input from the Deans, and so a request would be drafted to all three deans asking them how to understand and possibly resolve this situation.

**Announcements** The next meeting will be in Combs Hall.

**Adjournment** The meeting was adjourned at 3:56 PM.