**University Faculty Affairs Committee Meeting Minutes**

**Friday, February 14th, 2025**

**2:00 p.m. via Zoom**

**Committee Members in Attendance:** Miriam Liss (chair), Will Mackintosh (secretary), Melissa Wells, Smita Jain Oxford, Jessica Zeitz, Brad Lamphere

**Committee Members Absent:** none

1. Miriam called the meeting together at 2:02 PM
2. Old business
	1. Tenure and promotion updates: conversations are happening and going slowly. The current thinking seems to be to keep everything in place for next year while there is more discussion next year about how to handle P&T. There are some motions in front of UFC related to P&T practices for this transition period over the course of the next year, and collectively they add up to general confusion about what is happening next year.
	2. The committee feels strongly that for P&T to function smoothly next year, the faculty needs immediate clarification both on what criteria candidates will be following (i.e. those of their old college or their new college) and on what the evaluation process will be (i.e. which college’s committee will be evaluating their files). Therefore, the committee asks for clearly-established, written procedures for both criteria and processes for P&T next year.
	3. The committee does not think it is wise to delete the appendices at this time during this moment of transition.
	4. Miriam will represent the committee at the next UFC meeting to raise our concerns about the motions before UFC.
3. New business
	1. The Provost’s Schedule Development Memo
		1. Most of the committee officially objects to the class size numbers in this memo because they do not reflect the guidance previously offered by the committee. Specifically, we recommended that classes that were either WI or SI be capped at 20 while the recommendations specify 25. We had a discussion on what an appropriate cap should be for classes that are both WI/SI but did not come to consensus.
		2. The committee feels that a 35-person cap in 200-level courses is not appropriate for all 200-level courses, especially those that do not serve an introductory purpose
		3. The committee emphasized that these course cap numbers need to be \*guidelines\* and flexible according to pedagogical needs.
	2. Credit vs. Contact Hours
		1. The committee recommends that the university should move towards a staffing plan that would allow faculty workloads to be calculated in terms of contact hours rather than student credit hours. For example, 4-credit lab courses that involve 6 contact hours should be counted as 6 teaching hours rather than only 4 teaching hours in terms of workload calculations.
	3. Special Assignments vs. Faculty Fellows
		1. The committee agreed that Miriam would reach out to Tim to ask for a complete list of special assignments and faculty fellows, including their job descriptions, so that we can assess whether or not there is a pay equity issue between these two categories of faculty assignment.

The next meeting was set for 2 PM on March 14th, 2025 on zoom.

The committee was adjourned at 3:11 PM.