

Council for Faculty Affairs Minutes
October 9, 2018
Room 3B (3.05) Kelly Commons

Attendance: Shawn Ladda (chair), Sarah Scott, Quentin Machingo, Br. Robert Berger, Bernadette Lopez-Fitzsimmons, Natalia Boliari, J. Patrick Abulencia, Sr. Remigia Kushner, Parisa Saboori, Dan Savoy, Matthew Volovski, Nuwan Jayawickreme, Heidi Laudien, Musa Jafar, Bryan Wilkins, Margaret Groarke, Romeo Pascone, Lauren Trabold, Ira Gerhardt.

- I. Approval of Agenda
The agenda was approved as submitted.
- II. Approval of September 11, 2018 minutes
The minutes were approved as submitted.
- III. Update Faculty Dining Room (FDR)
The Provost suggested moving the FDR to save money and the savings of \$25k would be designated for the faculty development budget. Discussion focused on faculty summer research grants, conferences/travel, laptops and implications for new faculty. The CFA wants to identify needs by brainstorming: where are the holes in faculty development and how do we best address these needs. S. Ladda will get more information from the Provost regarding the present faculty development budget and CFA members are encouraged to poll their colleagues regarding ideas about the \$25k.
- IV. Update the Faculty Handbook (FH)
The updating of the FH is a work in progress. The College lawyer has some questions regarding the updated FH. S. Ladda has a meeting with College lawyer next week to hear of any concerns she has identified. Last year, a FH CFA Sub-Committee was set up to review FH draft and concerns brought forward by College lawyer. The finalized draft will then be approved by the CFA and the President. The project is going forward but the present on-line FH does not include some already passed resolutions. (Appropriate people are aware of these changes.) The Sexual Harassment Policy needs to be reviewed by the new Title IX Coordinator and included in the FH. Documents concerning these procedures need to be presented to the college community.
- V. CFA Committee Request
Juneseok Lee will replace Mehdi Omidvar on the Faculty Technology Committee.
(Approved 19-0-0)
- VI. Promotion & Tenure Rules Committee recommendations
 1. Update *HB Article 2.7.2* to allow for tenure application in first (or second) year for individuals who had *held* (not just currently holding) tenure at another institution.
(Approved 14-1-4)

2. Change *HB Article 2.7.4* (Criteria for Tenure) for candidates hired above the rank of Assistant Professor to be commensurate with rank expectations (i.e., Associate Professors must meet the Accomplished status for tenure, Professors must meet the Excellence status). (Approved 12-4-1)
3. Confirm or change *HB Article 2.6.1* for the selection of the person to complete Form B when the candidate is the chair and no senior tenured members of the department exist. Should it continue to be the dean or should it be a faculty member from another department? Refer to AAUP guidelines for specific recommendations. (Referred back to P&T 17-0-0)
4. Form A from the prior application for tenure and/or promotion must be included with the supplemental information. (Referred back to P&T 17-0-0)
5. Insert statement into Form A whereby the candidate should indicate the extent of student contributions to faculty research or publications. (Candidates are already encouraged to provide this information on Form A. Referred back to P&T. 17-0-0)
6. Revise Form B about demonstration of teaching versatility. The chair must provide context if the candidate's assigned teaching loads do not seem to demonstrate teaching versatility. (Approved 17-0-0)
7. Insert statement into Form B that the chair's evaluation must not identify faculty by name for specific comments. (Approved 17-0-0)
8. CFA may consider to continue the discussions about potential linkage between tenure and promotion to Associate Professor. (Tabled as a future agenda item. 17-0-0)
9. CFA should coordinate revisions of each School's *Guidelines for Promotion and Tenure*. Topics include:
 - a. While recognizing Handbook primacy and uniqueness of disciplines, all School *Guidelines for Promotion and Tenure* ought to have parity of standards for Teaching, Scholarship, and Service.
 - b. Leadership – both internal and external – should be clearly defined (e.g. “evidence of excellence in leadership”; *HB Article 2.8.4.1g*).
 - c. Library faculty guidelines must be developed.

Motion: That the Dean in consultation with the CFA *establish a date* for revisions brought forward to a CFA sub-committee and for the recommendation by the CFA. (Approved 17-0-0)

VII. IRBC

The IRBC presented to the Deans Council who, in turn, asked for information be added to the MC website.

VIII. Academic Leadership expectations and assessment

The Administrative Survey was undertaken at the end of the spring 2018 semester. Concerns have been raised and it was suggested that a sub-committee review the tool

and construct a new survey moving forward. Feedback is needed to make the survey more effective.

IX. Full-time non-tenure track proposal & concerns previously expressed in 2016-17.
(Tabled 17-0-0)

X. Concerns to address for 2018-19
Tabled for next meeting.

XI. New Business
A *Quadrangle* article sparked a few comments regarding the idea of “centrality” on campus.

The meeting adjourned at 5:45pm.

Respectfully submitted,
Brother Robert Berger, FSC