

## Minutes of the Faculty Affairs Committee Meeting

4/24/07: 11:00 am - 11:45 am

Present: Laverne Nishihara (chair), Dan Doerger (recording)

Absent: Ed Fitzgerald, David Frantz (ex-officio) at UFC meeting, Sherry Rankin, TJ Rivard at campus retention meeting

- I. Approval of Minutes: Minutes from 4/10/07 were approved as written.
- II. Update: Division Chair/Dean Review Instrument
  - a. Laverne checked with former Faculty Senate President, Cathy Ludlum Foos, about the origins of the current instrument
    - i. Cathy stated that the instrument was created years ago and most of the FAC members who created it at that time are no longer at IUE
    - ii. Cathy suggested that the current FAC continue to work on the instrument, possibly including a faculty member from either Education or Psychology who is accustomed to working with such instruments to ensure reliability and validity
  - b. Laverne noted that we still need to check with the divisions who are currently reviewing Chairs/Deans, T.J. and David will survey faculty in those divisions (Education and Nursing) regarding the use of the form
  - c. Continuing to update this form will be a charge for next year's FAC
- III. Recommendations to FAC from Promotion and Tenure Committee: The Campus Promotion and Tenure Committee submitted a list of recommendations to the FAC regarding the guidelines for dossier preparation and review
  - a. Laverne asked the P&T Committee for clarification of point 1b ("A Chair who has not supervised a candidate, such as a new Chair, shall not conduct the Chair's evaluation. In this case, the candidate's previous Chair or another Chair will write the Chair's evaluation.") Would it be required that "another Chair" be someone who is familiar with the candidate's performance? Neil Sabine confirmed that it would be required.
  - b. Dan stated that point 5 ("Some candidates are not making their case in the narrative because they are expecting the faculty annual reports to make the case for them. We would like clarification on how the faculty annual reports should be used in evaluating a candidate when the narrative assumes reviewers see the merits of these reports.") could partially be a result of unclear expectations related to the narrative. His impression is that different people across campus interpret the narrative in different ways.
  - c. Since the FAC authored the current Promotion and Tenure policies, it would be appropriate that the FAC considered any changes
  - d. Working on changes to the current P&T document will be a charge for next year's FAC
- IV. Report on Conversion from Divisions to Schools (DRAFT ONLY)
  - a. Laverne reorganized the draft to make it more reader friendly

- b. The following was added to the list of possible repercussions upon suggestion from the Agenda Committee
    - i. “There is concern about the added expense of replacing or supplementing Division Chairs with Deans if Deans earn higher salaries than Division Chairs.”
  - c. Laverne and Dan approved the draft. Laverne will check with the other FAC members via e-mail to see if they suggest any further changes.
  - d. The report drafted by the committee will serve as an update to the entire campus. It will be attached to the agenda of the next Faculty Senate meeting.
- V. For next year: Laverne gave Markus a list of priorities for next year’s FAC