

Faculty Affairs Committee Thursday, October 22, 2020

2:30 – 4:00pm

AGENDA & Minutes Draft

Present: Dr. Dave Warner, Laurie Montgomery, Diana Bartlett, Tanda Emanuel, Kate Benchoff, Bernie Murphy, James Niessner, Louise Bird, Kathleen D’Ambrisi, Aaron Mitchell

Absence: Gina Yurek

1. Approve the minutes of September 24, 2020 (Action) Motion – Tanda 2nd Diana no corrections – Minutes approved unanimously
2. Welcome new committee members: Jim Niessner
3. Review the recommendation for the faculty tenure process – Dave
 - a. Recap -not changing criteria or requirements (what is in guidebook stands) – Currently only have to write a letter → Director → VP AA/SS
 - b. Recommendation brought forward by D. Warner –

The Full-Time Faculty Guidebook slates the following: To receive tenure or promotion, the following are applicable- 1. Supervisory classroom observations: satisfactory in six prior semesters, 2. Peer review committee summary: demonstrated teaching excellence based on peer review, 3. Meeting the full range of faculty duties, including professional development: satisfactory in three prior academic years, and 4. College and community service- satisfactory in three prior academic years.

It is recommended that faculty submit a portfolio documenting the criteria along with a letter when requesting tenure. All other processes remain the same. The portfolio can be the same one used for promotion. Statement in blue is the recommendation being added. No discussion Laurie make motion accept recommendation as written; Tanda & Bernie 2nd motion

- i. Voted – motion carries no opposed
4. Review the recommendation for faculty seeking emeritus status – Kate
 - a. Recommendation submitted by K. Benchoff - Selection Process

Review and approval of emeritus status for retired faculty should occur annually. Procedural timelines for annual review should be established. Personnel may be nominated only once. **Nominations should be selected from a list of eligible retiring faculty at the division level.** Eligible candidates must be formally approved for nomination by a simple majority of the full-time faculty in a teaching division in which the candidate has taught on a full-time basis. The approved nomination must be noted in division meeting minutes. **The division is responsible for preparing** a nomination letter containing information and data substantiating the candidate’s excellent teaching/service to the College, consistent with the criteria stated above, **along with relevant documentation (e.g. student evaluation results, performance reviews, etc.).** The letter **and documentation** will be forwarded to the Faculty Assembly and approved by a simple majority of the Faculty Assembly for the nomination to go forward. The recommendation(s) of the Faculty Assembly will be forwarded to the Vice President of Academic Affairs and Student Services and the President, **along with the letter of recommendation and documentation.** Upon approval by the President, the recommendation(s) will be forwarded to the Board of Trustees. With the approval of the Board of Trustees, the title and related benefits and privileges of Emeritus will be conferred.

- b. Discussion - Suggested Division given list of eligible nominees – do letter plus documentation to Faculty Assembly for vote, then forward to Dr. Warner & President Klauber. Perhaps add timeline – maybe earlier in the spring so we have all documentation etc. before the faculty retire.
 - i. Question about when notification for retirement is needed (does it depend on system)?
 - c. James Niessner motion to accept as written – Kathleen D’Ambrisi 2nd – motion carry
 - d. Will look at retirement notification dates at later date to how/when this affects the
5. Review and discuss the criteria required for promotion to full professor – fair amount of discussion of criteria – should be significant to get full professor
- a. Diana shared information from Carroll (tried to streamline/project?) Checklist/Forms 4th attachment page 3 – pathway Assoc → full List process & steps & components needed – Similar to ours (includes self-assessment)
 - b. Laurie CCBC Checklist –Letters of support from other areas for support (school/College wide promotion committee)
 - c. Kate reminded that we previously discussed potentially align with the Emeritus process – perhaps focus more on leadership or college contributions
 - i. Demonstrated leadership either on campus or in your field (above & beyond basic faculty responsibilities) - like write a book or compose music etc.
 - ii. Question about service – was discussed by Peer Review Committee – Could we have examples
 - iii. Consider revise ARPDP to allow for documentation for promotion/Tenure/Emeritus
6. Review and approve Policy 5051 Faculty Professional Development – Not reviewed since April 2014: Policy states - In order to align with Faculty Load, Promotion, and Tenure standards, faculty are required to pursue an annual plan of professional development that encourages reaching the highest levels of teaching excellence, contributes to realizing College goals, and facilitates staying current in their academic field and in the application of effective and efficient instructional designs. The College recognizes its responsibility to fund professional development for faculty and will continue to do so through its annual planning and budgeting processes. Faculty have the responsibility to work with division ~~chairs and~~ directors to ensure that classes meet ~~are met~~ during any absence occurring due to a professional development activity.
- a. Laurie Question – do faculty have to show PD is specifically related to job – Confirmed - Some language regarding this in employee handbooks (separately policy) – Kathleen Confirmed PD form requires justification related to job
 - b. Recommendation was to remove division chairs (no longer have chairs & Kate – suggested change last sentence to say meet instead of are met
 - c. Motion to approve Diana – 2nd Kathleen – Vote to approve – no opposed motion carries

7. Assign research and/or work for next time

Kate – going to look at comparing Clarification on ARPDP to compare from Year to year

Kate is taking 2 recommendations to Faculty assembly in NOV

Moved & second to adjourn

Next meeting: Thursday, January 28, 2021 via zoom