

Faculty Affairs Committee

Thursday, January 28, 2021

2:30 – 4:00pm

Zoom meeting ID: 932 8928 1696

Password: 445183

AGENDA & Minutes

Present: David Warner, Kate Benchoff, Diana Bartlett, , Kathleen D’Ambrisi, Tanda Emmanuel, Aaron Mitchell, Laurie Montgomery, Bernie Murphy, James Niessner, Gina Yurek.

1. Approve the minutes of October 22, 2020 (Action)
Sent minutes from last meeting October 2020 via email. Motion to Approve was made by James, & seconded by Regina. No changes came up during discussion – minutes were approved as written unanimously.
2. Review the edits suggested to the recommendation for faculty seeking emeritus status – Kate Gina took to FA back in November. There were some concerns voiced about privacy if the whole portfolio/documentation was submitted to Faculty Assembly. It has been suggested that only the letter of support from the Division go to FA (and reword the statement below). .

Added “teaching” in front of Division (in blue).

Question was asked – about how/when to submit letter and documentation/portfolio to VPASS. It was suggested that VPASS will request this from the Division Director once Faculty Assembly has approved and forwarded nominations to VPASS.

Email from Kate regarding the proposed wording for the 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. **The Office of Academic Affairs and Student Services will compile and distribute a list of eligible retiring faculty members; nominations should be selected from this list 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 **nomination** letter 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. **At that time, the Vice President of Academic Affairs and Student Services and the President will request documentation from the teaching division.** 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.”

3. Review and discuss the criteria required for promotion to full professor – Kate

Current Criteria:

Master's Degree, plus 30 additional approved graduate semester hours or their equivalent (i.e. MFA, Ph. D.; to total 60 credits), as defined by the Academic Affairs Faculty Guidebook. Five years at Associate rank. Peer review committee review. Demonstrated teaching excellence based on a rubric completed by a peer review team. Demonstrated progress on an approved professional development plan.

Recommendation to add: **In addition, candidates for promotion to the rank of Professor must have a history of accomplishments in three areas: 1. Outstanding service to the College 2. Evidence of superior teaching, including student evaluations and superior performance reviews 3. A record of leadership among peers in areas such as instruction, scholarship, professional contributions to the field of study, professional development, college committee participation, and service to students and the broader college community.**

Points of potential conversation: "superior teaching" and evaluations, possible prof. dev. opportunities to build this specific portfolio

Discussion ensued regarding faculty concerns how much weight student evaluations will have for Promotion/Tenure (as compared to the old format) – How will faculty demonstrate superior significant impact on teaching – Should each category have its own designated area in the portfolio? Perhaps Linda Cornwell could help develop revised portfolio example and offer workshop for portfolio set-up

Potentially submitted in electronic formats? If there are no objections – Kate will take to Faculty Assembly next month for discussion.

4. Other – N/A

Next meeting: Thursday, February 25, 2021 via zoom