

Faculty Affairs Committee

Thursday, April 22, 2021

2:30 – 4:00pm

Zoom meeting ID: 932 8928 1696

Password: 445183

AGENDA

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

Absent: Regina Yurek

1. Approve the minutes of March 25, 2021 (Action)
 - a. Tanda motion to approve, Kate 2nd - Minutes were approved with the adjustment of spelling error (adjourned – found by Diana Bartlett)-
2. Review Kate’s presentation to the Assembly regarding the recommendation for achieving full professor and possible incentives
 - a. Was not able to present as meeting ran long
 - b. Dan shared revisions with faculty – Kate did not receive any emails or comments from faculty yet
 - c. Discussion about sending forward to the President or wait
 - i. Will faculty comments come in after the end of semester?
 - ii. Sent to Faculty Assembly on multiple occasions, so we should go ahead discuss & vote
 - iii. Jim motioned & Laurie 2nd that we approve recommendations as written & discussed today – passed unanimously
3. Review of charges and policies (see following pages)
 - A. Tenure – Approved – Procedural change (adding portfolio/documentation to support request – can be same binder used for promotion) – not changing policy
 - B. Emeritus – Approved – Same as Tenure – not changing policy – just procedure/flow of how nominations move forward with documentation
 - C. Full Professor – Action Required (See 2 iii above)
 - D. Policy 5051: Faculty Professional Development – Approved and Board Approved 4/20/21
4. Other

Next meeting: Fall semester 2021

Tenure

The Full-Time Faculty Guidebook states 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.

Emeritus Selection

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.

Promotion to Full Professor - What it was:

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. 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.

Revision: 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. In addition, candidates for promotion to the rank of Professor must have a history of accomplishments in three areas: **1. A record of ongoing service to the College** **2. Evidence of student-centered teaching excellence, as defined as continually exceeding teaching expectations outlined in the faculty guidebook; evidence may include student evaluations, peer and administrative performance reviews, student comments, awards or professional recognition, and/or other evidence as identified by the applicant and the peer review committee** **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.**

Met with Dr. Klauber to discuss possible incentives for the increase in faculty standards in order to get promoted to full professor. Ideas discussed (Dr. Klauber was receptive to):

- Faculty recognition – (like announcements at graduation – medallion or emblem to be added to regalia etc.)
- Dr. Klauber seemed supportive of course release for full professors once every 3 years – (may need to develop a process – do faculty need to apply, is it granted/automatically get?)
- Kate also asked about the potential to increase the budget for professional development to include international travel (for those seeking or already full professor??)
- Dr. Klauber reviewed the draft of the revised proposal (with faculty comments) – if/when approved a group of faculty & Administrators may need to meet as a group to create a rubric for the process to help make it more quantitative.
- If/When process is made effective (example July 1 2021) new hires on or after that date will need to follow the new standards. Faculty hired before that date would have a choice – but would need to follow the new standards if they want the incentives (Question about what if one is already a full professor do you “resubmit” an updated portfolio to get incentives)

Faculty Professional Development

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 are met during any absence occurring due to a professional development activity.

