COMMITTEE: Faculty Governance Committee

MEETING DATE: March 12, 2003

PERSON PRESIDING: Glascoff

REGULAR MEMBERS IN ATTENDANCE: Engelke, Wetherington, Holloway, Allred, Ferrell, Glascoff, Joyce, Hartley, Morrison, Swart

NOT IN ATTENDANCE: Taggart

OTHERS IN ATTENDANCE: Lee, Thompson

ACTIONS OF MEETING:
1. The minutes of the February 12, 2003 meeting were approved.

2. Administrative Evaluation: Morrison stated that concern has been raised regarding the confidentiality of administrator evaluations. Thompson, who co-chaired the original committee that developed the procedure, clarified that the original intent of the procedure was to insure confidentiality. Discussion that rights of faculty related to inclusion of anonymous materials are addressed in the Faculty Manual but these may be different for administrators. Morrison suggested that there is a need to clarify the use of anonymous and confidential materials in administrative reviews. Ferrell asked for clarification of the process for getting input to the administrative review. The time frame is short. Also need to consider if department chairs should serve on committees for other department chairs, particularly if they are also being reviewed. Need to insure confidentiality for faculty who responded to this year’s evaluation and develop a clearer process for next year. Morrison will send a memo to the Governance Committee outlining the areas that need to be considered at the beginning of the next academic year.

3. Leave of absence: Morrison presented a concern raised by George Bailey. What does “on leave” mean in relation to participation on tenure committees? Is attending a meeting considered “leave”? Joyce said that the original intent was that attending meetings or other university business is not considered to be a leave of absence and if someone does not vote because they are at a meeting it is considered a negative vote. As a compromise, it was suggested that units keep ballot boxes open until all faculty can vote and that someone oversee ballot boxes while open. Morrison will convey this information to George Bailey. It was noted that there was a need to insure that dates for these meetings are announced and publicized early.

4. Voting Faculty Member (Allred): Do administrators have a role in Code unit changes? Morrison states that the administrator can vote on unit code changes as a faculty member but they cannot vote on a code unit change.

5. Distinguished Research Professors—Consensus was that this classification is the same as emeritus (see Feldbush memo)

6. Assignments—Subcommittee assignments of carry over agenda items were reviewed and include: Management Flexibility Plan (Holloway); Equity in Tenure proposal (Glascoff); Clarification on the number of candidates: Appendix D. IV (Ferrell); School of Medicine request related to voting faculty (Allred); Revision of Guidelines for writing and revising a Unit Code under the new reorganization plan The next meeting will be held on 3/26/03 and the discussion will be on clarifying the procedure to develop codes. Glascoff and Engelke to present a report.
7. **Revised report on description of voting faculty in Appendix D, IV** presented by Hartly. Ferrell moved acceptance of report from subcommittee. Motion passed. Will be sent to the Senate for April agenda.

8. **IDEA Survey:** Consensus of the committee was that the IDEA survey does not need to be reviewed by the committee every year if minor changes are made in the items.

9. **Orientation to Courses:** Ferrell moved to table and postponed indefinitely the proposed revision to the Faculty Manual relating to this section. Morrison seconded. Motion passed.