COMMITTEE: Faculty Governance

MEETING DATE: September 28, 2005

PERSON PRESIDING: Puri Martinez

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson, John Cope, Edson Justiniano, Nanyoung Kim, Puri Martinez, and Tinsley Yarbrough,

EX-OFFICIO MEMBERS IN ATTENDANCE: Catherine Rigsby, Paul Zigas,

OTHERS IN ATTENDANCE: Lori Lee

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ACTIONS OF MEETING

Agenda Item: Approval of Minutes from September 21, 2005

Discussion: Minutes were amended to clarify that Edson Justiniano was elected as Vice-chair at the September 21 meeting.

Action Taken: After a motion by Cope to approve and a second, the minutes were approved as amended.

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Agenda Item: Meeting dates for academic year

Discussion: Chair Martinez distributed a list of regular and extra meeting dates for the 2005-2006 academic year. The committee will meet on these dates: September 21, September 28, October 12, October 26, November 9, November 30, December 14, January 11, January 25, February 8, February 22, March 8, March 29, April 12, and April 26.

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Agenda Item: Faculty appointments

Discussion: Chair Martinez explained that the topic of faculty appointments as related to fixed-term faculty will be an important discussion. She proposed spending one meeting focused on topics related to this category of faculty. That meeting is scheduled for October 26, 2005.

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Agenda Item: Personnel Action Dossier (PAD)

Discussion: Chair Martinez referred the committee to a document distributed previously by Edson Justiniano and a related document on PAD distributed to last year’s committee by DeeDee Glascoff. She proposed spending one meeting focused on these documents at one meeting, proposed for October 12, 2005. Further, the group will consider a draft timeline for PAD documents to be due and processed throughout all academic units on campus. Several members of the group (Anderson, Cope, and Martinez) made comments regarding the contents of the PAD, commenting on the possibility of proposing a different process for examining what key elements/items must be present in the PAD (Cope), and emphasizing that the contents of the PAD should not be redundant or vague (Martinez). Anderson promoted the idea of including more than simple references to published works within the actual PAD. Further discussion will occur at the October 12 meeting. Members were urged to prepare their comments in advance of the meeting so that comments could be clearly articulated and debated.
Agenda Item: Specific Criteria for Appointment (Attachment #2 from the original information distributed to the committee at the beginning of the academic year)

Discussion: Chair Martinez suggested that this topic be part of the discussion along with fixed-term faculty on October 26. Committee members were asked to review the section on probationary-term faculty and send comments to Bob Morrison who has done some previous work on this topic.

Agenda Item: Constitutions by standing committees (Attachment #3 from the original information distributed to the committee at the beginning of the academic year) and all remaining items from that listing

Discussion: All items remaining on attachments will be the focus of discussion during spring 2006. The committee will continue discussions on Appendix D, as well as fixed-term issues and PAD issues during the month of October. The goal is to complete proposed revisions to Appendix D during the Fall Semester 2005.

Agenda Item: Appendix D revisions

Discussion:
- Discussion on page D-9, Section IV.B. Role of the Unit Administrator. Justiniano asked if anyone would consider allowing the unit administrator to decline to serve as a unit administrator in a promotion and tenure decision. The group responded that that practice would not be feasible unless the unit administrator stepped down permanently.
- In the discussion of Section IV.C. External Peer Review, the question was asked if more than 3 external reviews should be allowed. The group asked that Chair of the Faculty Rigsby request a copy of the letter from the VCAA and VCHS offices that request external reviewers to review promotion and tenure materials. The group agreed that providing a standard form letter would help make this process more equitable and would assist external reviewers in understanding the expectations the university has for their review.
- In the second paragraph, line 6, change “putative” to “prospective.”
- In the fourth paragraph, add after “oppose the candidate,” the phrase, “and shall not deviate substantially from the prescribed cover letter.”
- Discussion on Section IV.E., Initiation of Recommendations. No changes were recommended in the first point. In the second point, there was discussion on the method of voting and the need for anonymity of balloting as well as the necessity of allowing committee members to have discussions on a candidate. In Section IV.E., 1, fifth line, add after “a committee meeting” the following sentences: “The purpose of this meeting is to discuss the pending personnel actions. Materials must be turned in a minimum of 5 working days before the meeting. (See Promotion and Tenure Timeline.) Further discussion focused on the appropriate placement of instructions regarding balloting methods for decisions that are considered within Appendix D.

Additional Duties Assigned To: Edson Justiniano agreed to return to the next meeting with a draft of a separate section for Section IV related to voting methods.

NEXT MEETING: October 12, 2005

ITEMS TO BE DISCUSSED: Personnel Action Dossier