COMMITTEE: Faculty Governance

MEETING DATE: January 25, 2006, 3:00 p.m. to 5:00 p.m.

PERSON PRESIDING: Puri Martinez

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

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

OTHERS IN ATTENDANCE: Lori Lee, Lisa Sutton

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ACTIONS OF MEETING

Agenda Item: Approval of minutes.

Action Taken: The minutes of January 18, 2006 were approved.

Agenda Item: Open hearings.

Discussion: Chair Martinez reminded the committee that open hearings would be held next week on Tuesday, January 31 in Mendenhall 221; Wednesday, February 1 in Mendenhall 221; and Thursday February 2 in the Blue Auditorium in the Brody School of Medicine. All of the open hearings would be 12:00 to 1:30 p.m. The committee would then meet Friday February 3 at 12:00 to discuss remarks made at open hearings and in emails the committee has been receiving.

Agenda Item: Faculty Manual Part XII, section E. Supporting Materials.

Discussion: The committee discussed the level of detail that should go forward above the unit level. One possibility would be to have administrators ask for copies of articles, but they would not become part of the PAD. Chair Martinez pointed out that another university allows faculty members to include two publications that best represent their work. Rigsby made a motion to remove the phrase “…when these materials are deemed crucial for a proper evaluation of the faculty member’s scholarship”, and to include “(subject to size limitations in section H. below).

Action Taken: The motion to revise section E Supporting Materials passed.

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Agenda Item: Part XII.B.5.

Discussion: The committee questioned the need to have a final evaluation just a few months after the last progress-toward-tenure letter. The final evaluation had been kept in the document previously to allow an evaluation of work a candidate might produce over the summer months after the last progress-toward-tenure letter. But some unit administrators had used this opportunity to give a negative evaluation of candidates who had received...
positive progress-toward-tenure letters. Justiniano moved to replace section 5 with “A cumulative evaluation of the candidate's teaching, research, service, and any other relevant duties, prepared by the Unit Tenure Committee at least two weeks prior to their vote.” This will be included as one of the duties of the Tenure Committee in Appendix D.

**Action Taken:** The committee approved the motion. A second motion to delete B.5 entirely failed.

**Agenda Item:** Separation of information needed for tenure from that needed for promotion.

**Discussion:** Chair Martinez moved that two sections, B and C, be created to separate the documents required for promotion from those required for tenure, since different sets of documents are needed for these two personnel actions.

**Action Taken:** The committee approved forming sections B for evaluation for reappointment decisions, and C for evaluation for tenure decisions.

**Agenda Item:** Annual discussions on the criteria for evaluating faculty performance.

**Discussion:** Chair Martinez moved that records of the annual discussions on the criteria for evaluating faculty performance be included in the PAD. Items in sections B and C were renumbered.

**Action Taken:** The motion passed.

**Agenda Item:** Prohibition on digital information in the PAD.

**Discussion:** Rigsby moved that the phrase “It is strictly prohibited to circumvent this limitation by submitting materials in any kind of digital medium.” be removed from section H.

**Action Taken:** The motion passed.

The following is from notes taken by Mary Gilliland.

**Agenda Item:** Cumulative report format.

**Discussion:** The committee discussed the use of the Cumulative Report Format from the VCAA. Rigsby suggested including two cumulative report forms, one from academic affairs and one from the health sciences division.

**Agenda Item:** Approval of part XII of the faculty manual.

**Discussion:** Rigsby moved that that Part XII be approved.

**Action Taken:** The motion passed.

**Agenda Item:** Promotion and tenure timeline.

**Discussion:** The committee made some editorial changes to the proposed timeline.

**Action Taken:** The timeline was approved.
Next Meeting:
The next meeting is February 3, 2006 at 12:00 noon.

The meeting adjourned at 5:00 p.m.

Submitted by Co-Secretary Bob Morrison, with notes from Mary Gilliland after 4:30 p.m.