

**Faculty Committee Meeting Minutes**  
Friday, September 27<sup>th</sup> 2013

Meeting was convened at 11:05 AM in South Shepler 623.

**Meeting Facilitator:** Sarah Janda, Chair

**In attendance:** Sarah Janda (Chair), Saeed Ahmad, Gary Buckley, Mike Husak, Abbas Johari, Joanni Sailor, Benson Warren, and Yanjun Zhao

- I. Chair distributed the agenda of the meeting. Secretary distributed minutes of Aug. 23<sup>rd</sup> meeting. Joanni Sailor's motion to approve the minutes was seconded by Benson Warren.
- II. Chair reported that the Vice President for Academic Affairs (VPAA) liked the idea of universal scheduling of the three big university wide committees (IAC, Gen Ed and curriculum committees), with the understanding that additional meetings can be scheduled as needed. Faculty senate has also endorsed this idea. VPAA Dr. Vanderslice will be asked to talk to the current committee chairs to decide about the possible universal times for the meetings. This will be implemented in the Fall of 2014 and the meetings' times will be put on the ballots.
- III. The committee discussed Sabbatical Policies and Guidelines. The chair reported that during the last 9 years, 4 applications were approved for sabbatical leave, 1 was withdrawn and only 1 was rejected due to the fact that it was submitted late. The committee did not find any problem with the faculty handbook in this regard.
- IV. The chair reported that she had talked to the VPAA about the discrepancies in the faculty handbook regarding the Tenure and Promotion. The committee discussed in some detail the section 4.5 in the faculty handbook that deals with the Tenure process. The committee made several recommendations to get rid of the discrepancies, they include:
  - on page 45 under section 4.5 a. get rid of "a privilege and"
  - on page 46 under section 4.5.1 mention clearly in item 7 that "once tenure is denied, faculty member cannot apply for it again", same can be mentioned on page 48
  - on page 49 under section 4.5.4 item 4 in lines 2&3 "the probationary period shall be six academic years or 12 regular semesters" should be replaced by "the probationary period shall be five or six academic years"
  - on page 50 under item 4 line 2" sixth" should be replaced with "fourth".
- V. The committee recommended that application for tenure should include a departmental checklist that should be checked by the department chair (and maybe look for the organization of the material as well) before the process is initiated. This issue could be brought into the council of chairs and to the VPAA so that chairs are properly trained in this aspect.
- VI. The committee discussed in detail the section 4.4 of the faculty handbook that pertains to the "Promotion" and made recommendation to make the language more consistent, for example:
  - on page 85 under appendix B.1.2 item 2 lines 2 and 3 "five years of full time....." should be mentioned before the "four years of full time ..." so the order needs to be reversed.
  - on page 85, under appendix B.1.2 item 2 line 3 "satisfactory or higher" should be replaced with "satisfactory and higher"
  - on page 86, under appendix B.1.3 item 2 lines 2 and 3 "ten years of full time....." should be mentioned before the "four years of full time ..." so the order needs to be reversed.

VII. The committee discussed the University Elections. Chris Keller currently oversees the process and has agreed to do it again for the current year. The committees decided that for future elections, a faculty member should be appointed by the faculty senate chair. This person will be trained by Chris Keller. Mike Husak's motion in this regard was seconded by Yanjun Zhao and approved by the committee.

VIII. Next meeting will be held on Friday, October 25<sup>th</sup> at 11AM in South Shepler 623.

IX. Meeting adjourned at 12:05AM.