Faculty Welfare Committee

Meeting Minutes
April 17, 2013
10:00am, Jewish Studies Center 3rd floor conference room

1) Meeting with Deanna Caveny-Noecker to discuss FAM deadlines

a. Deanna clarified several points.
   i. Updates to the FAM were historically made by the chair of By-Laws (including Deanna, when was in that role). At some point, that practice was discontinued. Currently, Deanna makes the updates by virtue of her interest and previous service as a faculty member as chair of By-Laws.
   ii. This year’s revisions included extensive cleaning-up of policy changes that were already in place but not reflected in the FAM.
   iii. The FAM includes both Faculty By-Laws, which are controlled by the faculty, and Institutional Policies, which are controlled by various offices on campus (including Academic Affairs, HR, Legal). Changes to the By-Laws must be ratified via faculty elections in the spring.

b. FWC made several suggestions to help ensure that changes are done by August 15:
   i. Proposed substantive changes would need to be presented to Faculty Senate no later than the April meeting.
   ii. By-Laws Committee could make changes serially, as they are approved by Faculty Senate, in coordination with Faculty Secretariat, with May 15 deadline to complete edits.
   iii. By-Laws Committee could consider delegating other FAM updates (i.e., non-substantive changes) to the Provost’s designee on the committee (currently Deanna) for completion during the summer.

c. FWC also stressed that there should be an absolute deadline which must be met for changes to take effect for the year; any changes not made and posted by that deadline should not take effect until the following year.
   i. There was a verbal agreement that all changes for the upcoming academic year will be posted no later than August 16, 2013.

d. FWC will work with By-Laws to propose changes that will formalize the August 15 deadline and the appropriate timing of changes in order to meet this deadline.
   i. FWC will draft proposed changes by May 15 to pass to next year’s FWC and By-Laws committees. Todd McNerney and Margaret Hagood will work on this.
2) Meeting with Bev Diamond to discuss dean and chair evaluations

a. **Dean evaluations**
   i. Bev proposed a revised set of questions, which are taken largely from a survey in use at another institution and selected after reviewing several such surveys in use at other institutions. The proposed survey also includes parts of the original instrument proposed by FWC. Also included were demographic questions intended to ensure that faculty responses would not be individually identifiable.
   ii. Academic Affairs will send the invitation year to the faculty for each school separately, and will try to identify faculty whom should be invited to evaluate more than one dean. They will do a 360-degree evaluation for deans who are coming up on their sixth year by inviting comments from others on campus and in the community.
   iii. Bev will send us an electronic version for review. The evaluations should go out by May 1.
   iv. Academic Affairs agrees that we need a more specific policy on dean evaluations moving forward so that these evaluations are not done reactively.

b. **Chair evaluations**
   i. Bev stated that Academic Affairs feels that faculty input should be gathered in second year (formative evaluation) and fifth year (summative evaluation). They believe that faculty will take this more seriously than annual evaluations. FWC noted that this would be a deviation from the FAM. This issue was deferred for a later conversation.

Submitted by: Allison Welch, 5/3/2013