**Committee on Faculty Affairs Minutes**

**November 28, 2012**

Present: D. Hunt, B. McMahan, L. Paolini, R. Morin, V. Tucci, M. Benoit, S. Schreiner, Samantha Torres, Gregory Pogue, J. Stauff

Excused: C. Alves, S. Carroll, J. Ruscio

Absent: R. Blumberg,

1. Minutes for November 14, 2012 were approved with one minor amendment.

2. Promotions Document: The document was discussed at the Faculty Senate meeting prior to the CFA meeting. Clarification in the document is required regarding implementation of external review, the purpose and function of CPC, how to holistically evaluate candidates for tenure and promotion, grounds for appeal, grounds for rejection of application package, and the role of the Provost in the tenure and promotion process. It was agreed that a Qualtrix survey would not be carried out at this point since it would most likely not provide us with feedback significantly different from what we have already received. A subcommittee meeting was convened for December 11. It was suggested that all subcommittee members read the document before the meeting.

3. Recording of Lectures: After robust discussion it was agreed that the subcommittee would make modifications to the document, paying special attention to the language in paragraph III B2 and an apparent contradiction between III B and III B 4. It might be fruitful to establish a connection between this document and the preliminary CAP policy recommendation regarding class attendance and absence. Issues discussed today will be clarified with the Provost and General counsel, then there will another general discussion with CFA, followed by an Open Forum.

4. Grade Appeals/ Student Complaints: Dave will meet with Chris Fisher of CAP in January.

5. Modification of Duties/Professional Behavior: A scheduled meeting with HR was not held because HR had not finished with its internal review of the draft document. Maggie pointed out that the draft is very preliminary and will undergo many changes. HR should not spend too much time reviewing it at this point.

6. Faculty Behavior: Dave distributed copies of the Rowan University Code of Ethics for Faculty and Professional Staff. Discussion of the document as a model for us will be taken up at the next CFA meeting.

7. Dave reported on the recommendation on Sabbatical Committee membership. Today’s Open Forum was sparsely attended, but there was support for the recommendation among those present. CFA will send the document on to Steering as our final recommendation.

8. Maggie reported on a necessary clarification regarding how to deal with the extra slots allotted for SOSA. There are 24 extra slots this year. Because it’s a two-year cycle the SOSA Committee needs to know how to allocate them (12 this year and 12 next year?). Steve will find out if the increase is permanent.

9.FSCPC (MUSE) is now under the purview of CFA like SOSA and Sabbaticals. It is in the governance document, so it is implicit and we will not receive a charge.

10. Resubmitted Disciplinary Standards for the Department of Accounting and Information Systems in the School of Business were reviewed. Bill believes the document addresses all the issues originally raised by CFA, and CFA agreed with and supported his assessment.

Respectfully submitted,

Regina Morin