**Committee on Faculty Affairs Minutes**

**March 27, 2013**

Present: D. Hunt, C. Alves, S. Carroll, J. Ruscio, , R. Morin, V. Tucci, M. Benoit, S.Torres, , J. Stauff, B. McMahan, R. Blumberg, S. Schreiner

Excused: L. Paolini, Gregory Pogue

1. Approval of minutes from 2-27-13.

2. Old Business. CFA approved changes to the SOSA RFP as requested by Harriet Hustis. Dave will contact Harriet to that effect.

3. Old Business. Student Feedback Forms as a Governance Issue. The paper trail shows that revision of the student feedback forms that yielded the forms currently in use originated through CAP, not through CFA. This lays to rest the question of where the forms came from, but does not resolve the question of a possible change from print forms to electronic forms following the pilot program.

4. Ongoing Business. Tenure and Promotion Document. The Subcommittee met with Harriet Hustis (past chair) and Terrence Bennett (current chair) of CPC on February 20. A key issue that came out of this meeting was the need to review the process by which Peer Evaluations are carried out so that they may provide more valuable information. Regina will contact the Center for Teaching Excellence regarding creating an orientation program for peer evaluators and guidelines for what external reviewers should look for. We will then consider whether to request a sub-charge from Steering as part of the ongoing review of the Promotions Document, and the timing of an Open Forum.

Other issues that were brought up were the need for better communication among all interested parties, perception problems relating to the functioning of CPC, the need to create better guidelines for the evaluation of service, and the need to make the appeals process less forbidding.

5. Ongoing Business. Draft Policy on Modification of Duties and Draft Policy on Stopping the Tenure Clock. Modification of duties refers only to teaching duties, and thus, only to Faculty. A faculty member will be eligible for modification of duties if s/he takes 3 or more weeks of leave for a qualifying event as laid out in State and Federal laws. The main idea is to protect the classroom. HR makes the decision of whether a faculty member is eligible. Maggie will contact Cindy Curtis about scheduling an Open Forum at the April Faculty Senate Meeting.

The Draft Policy on Stopping the Tenure Clock will allow faculty and librarians to stop the tenure clock for one semester if they have a qualifying event as defined by state and federal law, but they do not need to take leave. Reporting a qualifying event to HR will automatically stop the tenure clock for one semester, but the candidate may opt out by notifying the dean of his/her school. Language needs to be added to the document stating that Academic Affairs must notify the candidate that the tenure clock has shifted automatically. Based on today’s discussion, Maggie will make revisions and circulate the document electronically so we can move ahead and hopefully bring this to an Open Forum this semester as well.

6. Ongoing business. Recording of Lectures. The subcommittee has made revisions that address all the concerns raised previously. Dave will contact Cindy Curtis about scheduling an Open Forum, if not at the May Faculty Senate meeting, early in the Fall ’13 semester.

7. Discussion of Faculty Behavior/Appeals/Student Complaints and Faculty Reassigned Time was postponed to the next CFA meeting.

8. The new charge from Steering regarding use of Student Feedback Forms will be discussed at the next CFA meeting.

9. Dave requested that comments on the Disciplinary Standards for African American Studies be forwarded to him electronically.

Respectfully submitted,

Regina Morin