**Committee on Faculty Affairs Minutes**

**April 24, 2013**

Present: L. Paolini, Gregory Pogue, D. Hunt, C. Alves, J. Ruscio, R. Morin, V. Tucci, M. Benoit, B. McMahan, S. Schreiner

Excused: B. Keep, R. Blumberg, J. Stauff

Absent: S.Torres, S. Carroll

1. Preliminaries: This was the last CFA meeting for this Academic Year. The next meeting would have occurred during finals. There are still a few disciplinary standards that haven’t been approved, and they will have to be dealt with in the Fall semester. Dave will be rotating off CFA but is considering applying for another term because he is on the subcommittee for Promotion and Tenure. Regina will be chair of CFA in the Fall and will convene the first meeting. We are in need of a Vice Chair.

2. Approval of minutes from 4-10-13.

3. Ongoing Business. Tenure and Promotion Document. The working group met with IT on April 10. Following a very productive meeting, Sushma Menda drafted a concept statement that she will send on for IT approval so we can get started on the project. We already have Provost approval. The concept document lays out the following information:

a.   Online Forms: Forms will be available online and will be the starting point for faculty to make the request to initiate the tenure and promotion process. Other forms can also be made available at the relevant steps in the process. This will provide ease of access as well as administration of the content of the forms

b.   Security: The solution will tie in with the TCNJ authentication system to provide and control access to faculty as well as departments and the review committee.

c.   Sources of Information: The solution will provide a series of steps that will enable the candidate as well as other areas such as the dean’s office to provide information and upload relevant documentation. The solution will also pull in relevant information from other sources such as the Student feedback forms.

d.   Workflow: Workflow and email notifications will enable the appropriate areas to receive and process the steps in the order necessary.

e.   Time management: There will be the ability to control the time frame when the process is open for candidates and also track the time the various steps in the process are taking.

f.   Voting: The solution will provide for review of materials by the various areas involved and will enable electronic voting.

g.   Other features such as tying in with the outside reviewers’ feedback and having the ability to authorize other users such as admin assistants to upload documents on the candidate’s behalf and an appeals process were also discussed.

The areas that will be involved with the use and administration of this process will include faculty, HR, Dean’s offices, Academic Affairs and the Tenure and Promotion Committee.

Currently, TCNJ has the software solution - Digital Measures system. Faculty as well as the Tenure and Promotion committee are very dissatisfied with the product due to its lack of ease-of-use.

Enterprise Applications has been involved in this discussion and is looking into the possibility of building this solution in-house.

The faculty would like to have the new solution in place by around February 2014 at the earliest since the process for this year has already commenced. They have provided a 2 year timeframe in which to have the new solution established and fully adopted.

4. Ongoing Business. Draft Policy on Modification of Duties and Draft Policy on Tenure Delay. The Open Forum was held April 17 and there appears to be faculty support for both policies generally. We are ready to move the Modification of Duties Policy along through the Governance process pending one change. In each case the agreed upon modification should be committed to paper and sent to Academic Affairs, the Department, HR, and the Dean so that it is documented. Steve discussed the Policy with the Provost, who is ready to sign off on it when it gets to her desk. Maggie will draft the memo to Steering.

The Tenure Delay Policy needs a bit more work. There is uncertainty with respect to the standard tenure law. The subcommittee is seeking input from Tom Mahoney to find out if anything in the law that can help us can be applied to the policy. One problem is that the law refers only to cases when leave is actually taken, not just when there is a qualifying event. The other problem is that notification dates don’t change, leaving no time for a job search for candidates who are terminated.

5. Ongoing business. Recording of Lectures. We are ready for an Open Forum, but it can’t be scheduled until the Fall semester. Steve briefed Jackie on the contentious issues that have come up regarding this policy.

6. Ongoing business. Faculty Behavior/Appeals/Student Complaints. Dave will be getting input from Chairs today on Faculty Behavior. There is nothing new to report regarding Appeals/Student complaints.

7. Ongoing business. Faculty Reassigned Time. To date there is nothing to report. John will be cycling off CFA in the Fall, leaving a place open on this subcommittee. Maggie will be rotating off this subcommittee. Regina may or may not be added depending on incoming members still to be determined.

8. The charge on the use of Student Feedback Forms was discussed today. There is a question of what the “issues” were that prompted the charge. Dave will follow up with Steering since this might make the discussion more productive. Bob reported that in the Music Department classes that truly are individual are exempt because there is no anonymity. It appears that generally the default across campus is to not give student feedback forms in independent studies. The questions of the numerical threshold and of giving departments leeway in special circumstances also came up. Discussion will continue in the Fall.

Respectfully submitted,

Regina Morin