**Committee on Faculty Affairs Minutes
Sept. 10, 2014**

**Present:** E. Borland, S. Carroll, S. Drozd, J. Gevertz, O. Hernandez, W. Keep, R. Morin, G. Pogue, D. Shaw, V. Tucci (chair), P. Wiita, T. Youngblood, I. Zake

**Absent:** J. Neves

**Minutes:** The minutes of the Aug. 27, 2014 meeting were approved as submitted.

**Ongoing Business – Review of disciplinary standards for fall hires and for other departments that revised their standards**

CFA reviewed five sets of disciplinary standards: Communication Studies; Criminology; Counselor Education; Special Education, Language and Literacy; and Electrical and Computer Engineering.

Communication Studies: Dean Laughton, Dr. Gary Woodward and Dr. Lorna Johnson attended the meeting to describe a number of changes they have made to the Communication Studies standards since their last meeting with CFA. In particular, Lorna said they have divided their standards to recognize three areas of specialization: the humanities, social sciences, and creative arts. In addition, instead of multiple scenarios for reappointment and promotion, now there is only one. The department also more fully explained the distinctions it makes between scholarship and service. CFA members agreed that these standards are much improved; Val will send a note telling them that the Communication Studies standards have been accepted.

Criminology: These standards were improved as well. Val noted that they had removed the section on teaching, concentrating instead on scholarship, as required. Committee members discussed the fact that Criminology’s standards for tenure and promotion to associate professor appeared to be on the low end, but not out of line with a number of other departments. The committee does want to see the details on acceptable scholarly output at the end of the document. The standards were accepted, pending revisions.

Counselor Education: Accepted, pending revisions. These are the same standards we received earlier, and the department has yet to address our comments. It should do so using “track changes.”

Special Education, Language and Literacy: Accepted, pending revisions. These are the same standards we received earlier, and the department has yet to address our comments. It should do so using “track changes.”

Electrical and Computer Engineering: Orlando said his department’s revisions merge the tenure and promotion processes. The committee made suggestions including adding the formal title of the promotions document, and distinguishing between scholarship and service. Regina also asked that the requirements for promotion to full professor be more clearly defined. Val told Orlando she would send him a note asking that he resubmit with changes using “track changes.”

This led to a more general discussion about using specific numbers in promotional standards. Ieva said Jackie wants to avoid prescriptions that are overly detailed, and is also concerned with how “sustained” is defined in some documents. Regina said most departmental standards do contain numbers but not rates of production. Bill noted that for his school, standards that did not contain numbers were sent back for revision. Ieva agreed that there should not be rates.

**Outstanding Charges from Steering**

Structure and Function of College Promotions Committee moving forward – Bill, Paul and ?

Now that CFA has recommended joining the process for tenure and promotion, the committee discussed next steps. Bill volunteered to serve as chair on a subcommittee that will formulate recommendations on two outstanding issues: Should the College Promotions Committee become a College Tenure and Promotion Committee? And what should be the timeline for the joint tenure/promotion process? The committee decided to hold off on scheduling an open forum until Ieva got an update from Jackie. After the meeting, Ieva reported that she had checked on the status of CFA's recommendation, and that the ball is back in CFA's court. CFA should now proceed to answer those two questions, and organize one or more open fora. Val replied that she would arrange a meeting with Ieva and Jackie to more fully discuss the issues. Bill and Paul will also be asked to attend.

Review of MUSE RFP – Paul, Jana, Stuart
Benny Chan will review topic at Sept. 24 meeting and provide background information.

Clarify Service Section in Promotions and Reappointment Document – Regina and Liz
Report re-scheduled for Oct. meeting.

New Business

Paul volunteered to serve as Vice-chair of CFA.

Respectfully submitted,

Donna Shaw