**Committee on Faculty Affairs Minutes**

**November 9, 2011**

Present: C. Alves, M. Benoit, T. Dietrich, M. Gorman, D. Hunt, H. Hustis, J. Kang, , R. Morin, B. Rifkin, B. Strassman, S. Schreiner, R. Veenstra, S. Nayak

Excused: M. Bender, B. McMahan

Minutes for October 26, 2011 were approved

Old Business

1. Update from subcommittee on Modification of Duties

The subcommittee has met and started work on this issue. The subcommittee will be meeting with Human Resources on November 21, 2011.

1. Preliminary recommendation on Revisions to SOSA

The remaining meeting time was devoted to open discussion of the data compiled by the Qualtrics survey and from recent open fora on SOSA. SOSA interim chair, Sudhir Nayak, was in attendance to offer the perspective of the SOSA committee and to answer questions from CFA.

The committee unanimously approved a number of changes to the SOSA RFP and evaluation rubric. The changes to the rubric are shown on the attached rubric; the changes to the RFP are as follows (new text is shown in *italicized red,* discarded text is ~~struck out~~):

1. Part 2, Paragraph c now reads:

Each panel will then submit their scores to the SOSA Chair, who will compile a summary spreadsheet and submit all preliminary scores to the full Committee. The scores for the proposals that were submitted by SOSA committee members will be sent to the Provost’s Designee rather than to the SOSA Chair. *Scores will be normalized by averaging (over the committee members), the z-scores of each applicant for each committee member.*

1. Part 2, Paragraph f now reads:

~~After~~ *When* the SOSA results are announced, *applicants will receive their scores and the average scores of funded proposals in each category, as well as information regarding the distribution of awards by school and faculty rank.* ~~the Chair of the SOSA Committee can share the average scores of each category in the evaluation rubric with applicants who request feedback.~~

**Evaluation Rubric for SOSA Applications**

Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correct format? Yes No

Previous SOSA funding? Yes No

**Score definitions:**

0 absent / 1 poor / 2 barely adequate / 3 fair / 4 good / 5 very good / 6 excellent / 7 outstanding

**Score the following categories based on how they are presented in the proposal, in both content and clarity.**

**~~Intellectual Merit~~  *Assessment of Proposal* Score = (max 42 pts)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ~~Quality and~~ Coherence of the scholarly/creative/professional ideas and work proposed | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| ~~Clarity of~~ *Articulation o*f proposed objectives *(What are you trying to do?)* | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| ~~Clarity and feasibility of proposed methods~~ *Detailed research plan with proposed timeline. (How are you trying to do it?)* | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| ~~Clarity of~~ Expected scholarly/creative/professional outcomes*(What will you do with the results?)* | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Importance/significance to the discipline and to applicant’s ongoing scholarly/creative/professional program (sets the proposal within the appropriate context) | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Potential for the proposed work to yield tangible scholarly/ creative/professional outcomes (e.g., publications, grants, performances, new scholarly directions, etc.) | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Qualifications/Expertise of the Applicant Score = (max 21 pts)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Scholarly/creative/professional qualifications of the applicant to conduct the proposed work | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Overall body of scholarly/creative/professional outcomes within the context of the applicant’s program (taking into consideration the applicant’s career stage)  | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Recent scholarly/creative/professional outcomes within the past ~~2-~~4 years (taking into consideration the applicant’s service obligations and any past SOSA awards) | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Total Score** (~~Intellectual Merit~~ *Assessment of Proposa*l+ Qualifications/Expertise) **= (max 63 pts)**

**Broader Impacts for the Applicant and TCNJ Score = (max 2 pts)**

|  |  |  |
| --- | --- | --- |
| Applicant is pre-tenure *or*Applicant is re-engaging in scholarship/creative/professional activity | Y(2 pts) | N |

 **Final Score** (Total Score + Broader Impacts) **= (max 65 pts)**

There will be no meeting on November 23, 2011 due to the Thanksgiving holiday.

Respectfully submitted,

Maggie Benoit