**Committee on Faculty Affairs Minutes  
October 9, 2013**

Present: C. Alves, E.. Borland, S. Carol, J. Glynn, W. Keep, R. McMahan, R. Morin (Chair),   
J. Row, D. Shaw, S. Schreiner, J. Stauff, V. Tucci, P. Wiita

Absent: G. Pogue

1. Reappointment/Promotion Document subcommittee (Morin, Tucci, Stauff, Keep, Borland Wiita)

Regina began the meeting with a report on the proposed electronic process for compiling and submitting the promotion documents. Digital Measures (DM) is the software suggested by IT but it is unfortunately associated to many negative connotations in the TCNJ user community. DM is only used by approximately 20% of the TCNJ population and even that portion of the population expressed problems. TCNJ needs a centralized mechanism for tracking faculty activities instead of the current processes where parallel systems are maintained for CVs and tracking. In an open forum faculty expressed support for an electronic submission but not for Digital Measures.

The sub-committee on the structure/role/function of the CPC (Tucci, Wiita) reported on gathering comments on the real role of the CPC in the current environment and recommendations that the role and process of the CPC should be reviewed and perhaps redesigned. For example, the CPC was designed for the time when the number of full professors was limited and that condition no longer exists. The sub-committee will arrange a meeting with the Provost to obtain her input and viewpoint.

Regina reported that she had called an informal meeting of the participants in the pilot program for the electronic student feedback forms to obtain additional comments since moving to the electronic process will affect future candidates for Reappointment, Tenure and Promotion.

1. Modification of Duties and Location of Tenure Delay (Schreiner, Alves, Tucci)

Tenure delay policy is being review by General Counsel to ensure it is in compliance with NJ state law.

1. Recording of Lectures (Schreiner, McMahon, Carroll)

An open forum is being scheduled and discussion will be led by Bob.  
General Counsel confirmed that NJ being a “one-party consent” state is not applicable to this document.

1. Faculty Reassigned Time (Carroll, Alves, Keep, Borland, Shaw)

Policies at schools comparable to TCNJ will be gathered and reviewed.

The subcommittee is still waiting for data on the last two years of Faculty Reassigned Time.

1. Professional Behavior (Schreiner, Carroll and Stauff)

Massive charge and will involve extensive work on ethics, IRB, etc. reported by Stuart.

1. Appeals/Student Complaints (Carroll)

Regina will meet with Steering and CAP to clarify charge.

1. Use of Student Feedback Forms in special circumstances

MOA 64 and the Procedures for Gathering Student Feedback, both of which use the same language, say that feedback has to be gathered in “all regularly scheduled classes”. Regina will consult with Ralph to find out what “regularly scheduled” means, and if we need to request a modification to the MOA. Until now departments have dealt with this issue on an ad hoc basis, so the question is if we need a policy even though we are dealing with really small numbers of students.

Respectively submitted,

Val Tucci