**Committee on Faculty Affairs Minutes  
October 23, 2013**

Present: C. Alves, E.. Borland, S. Carrol, J. Glynn, W. Keep, R. McMahan, R. Morin (Chair),   
D. Shaw, S. Schreiner, J. Stauff, K. Tillett (for G. Pogue),V. Tucci, P. Wiita

Absent: J. Row

The minutes of October 9, 2013 were approved as submitted.

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

Steve reported on a Digital Measures presentation he attended with other Deans and the extensive capabilities available from this software. Regina agreed but mentioned the major deficiency was the lack of workflow which is scheduled for future development.

The sub-committee on the structure/role/function of the CPC (Tucci, Wiita) reported on meeting with Provost and her support of a campus-wide promotions committee. Provost mentioned that the majority of New Jersey’s state academic institutions employ a campus-wide promotion committee and that is would be difficult to divide the schools into other groups such as (humanities and social sciences) and (sciences and engineering) given schools such as the library and business. Also discussed was the availability of full professors to staff the committee when reviewing candidates for full professors. The Provost doubted that there would be a diverse pool of full professors available to staff the committee. The Provost is aware of negative comments about the current committee and its processes and she plans on becoming more involved in committee activities in a manner similar to the way a judge directs a court proceeding.

The sub-committee on service (Borland) reviewed the appropriate section of the charge from Steering which requested that sustained scholarship and extraordinary service be defined. The grid for service in the current Reappointment/Promotion document does not appear to be adequate. The entire promotions sub-committee will meet on Nov. 11, just before the next CFA meeting on Nov. 13, to work on these service issues.

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

At the meeting with the Provost she reiterated that the policy delaying the dates of review of the documents for tenure is being studied by General Counsel to ensure it is in compliance with NJ state law.

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

Because of the discussion at the open forum CFA will continue working on this document and solicit input from the new provost. The capabilities of the current digital environment make controlling recording very difficult.

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

Data was obtained from Academic Affairs covering the last few years and contains miscellaneous data that has to be separated on SOSA and Sabbatical leaves.

1. Professional Behavior (Schreiner, Carroll and Stauff)

This topic will be moved to top priority on the agenda for the next CFA meeting.

1. Appeals/Student Complaints (Carroll)

Steering is withdrawing this charge.

1. Use of Student Feedback Forms in special circumstances

This will be the moved up in priority to the second item on the next CFA agenda.

Respectfully submitted,

Val Tucci