**Committee on Faculty Affairs Minutes  
April 9, 2014**

Present: C. Alves, E. Borland, S. Carroll, W. Keep, R. McMahan, R. Morin (Chair),

S. Schreiner, J. Stauff V. Tucci, P. Wiita

Excused: J. Nicasio, J. Row

Absent: G. Pogue, D. Shaw

Minutes: The minutes of March 26, 2014 meeting were approved as submitted.

Ongoing Business – Delayed Tenure Review

Legal and Academic Affairs made the following changes to the Delayed Tenure Review document recommended by CFA: 1) the need to opt out; 2) specification of a time period between application for leave and electing modified reappointment process - 14 calendar days; 3) specification of the need to have experienced a certain amount of leave before applying for the delay process – 20 days. After discussion of these changes the decision was made to produce a new draft document for review purposes. This document would incorporate the changes outlined by Legal in the section of the Promotions and Reappointment Document labeled IV. E (Modified Reappointment Procedures and Timelines for Candidates on Family or Medical Leave) into the latest CFA draft document entitled Delay of Reappointment Evaluation due to FMLA events. It is proposed that the resulting document will be distributed to AFT for written comments and to faculty for comments at an upcoming Open Forum on April 23. The Delayed Tenure sub-committee will work on compiling this revised document to distribute before the Open Forum.

Draft Recommendations/Materials for Open Fora

1. Draft recommendation on joining tenure and promotion were discussed and memorandum was sent to Steering to distribute before the April 16 Open Forum
2. Draft recommendation on MUSE RFP will also be discussed at April 16 Open Forum
3. Draft recommendation on interim timeline for tenure application for 2014 hires was discussed and will be shared with AFT for comments
4. Draft recommendation on immediate tenure at hire will be distributed and discussed at Open Forum on April 23. Testimony will be gathered to use in formulating charge to CFA.

Ongoing Business: Update/Report of Subcommittees

1. Faculty Reassigned Time Recommendation

Sub-committee found the need for basic job descriptions for department chairs

and other positions associated with reassigned time. Variations in reassigned time per school were discussed and committee members will submitted their recommendations.

1. Structure and Function of promotion committees at other institutions  
   PW discussed and reviewed his findings at TCNJ comparator schools and SoS comparator schools. Many of these schools had a joint promotion and tenure process.

Respectfully submitted,

Valerie Tucci