

# University Faculty Affairs MEETING MINUTES

**November 18, 2019**

**12:00 PM – 1:00 PM**

**4<sup>th</sup> Floor Conference Room, LRC**

CHAIR: Beatrice Saviola

MEMBERS Present: Joshua Cameron, Sandra Farah-Franco, Shalechia Hunt, Malika Kachani, Jerome Lacroix, Kabir Lutfy, Beatrice Saviola

ABSENT:

NON-VOTING MEMBERS: Elizabeth Rega

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions
<b>1. Call to Order</b>	Meeting was called to order at 12:09pm.	
<b>2. Approval of Minutes 10/28</b>		<b>Dr. Cameron motioned to approve the minutes as written, Dr. Hunt seconded, all were in favor.</b>
<b>3. College Guidelines</b>	<p>The committee reviewed college guidelines for both COMP and CGN.</p> <ul style="list-style-type: none"> <li>• CGN – after the last meeting, as requested, CGN submitted a track changed document showing changes between the document submitted last year and the one submitted in May. There were still discrepancies between the appointment criteria and the promotion criteria, as they don't match. The university does not have a required syllabus template for campus-based or web-based courses. Dr. Cameron will add his changes to the CGN guidelines.</li> <li>• COMP – under the tenure section, COMPs guideline says "At least two letters of evaluation submitted directly to the Chair of the P &amp; T Committee from outside evaluators in the candidate's field of specialty, addressing the candidate's professional and scholarly performance at a national level." The number of letters need to be consistent with the four external letters that are listed in the faculty handbook. The terms listed for faculty in COMP are not aligned with the terms listed for faculty in the Faculty handbook. Needs to be organized better in the document. The references to the faculty handbook need to be updated.</li> </ul>	
<b>4. Standards for Promotion and Tenure</b>	Dr. Saviola sent out the Promotion and Tenure guidelines from KECK School of Medicine of USC. Discussion continued on whether or not tracks for promotion would be beneficial at WesternU as a lot of faculty members wear multiple hats.	
<b>Next Meeting</b>	Monday, December 18, 2019	
<b>Adjournment</b>	The meeting was adjourned at 12:58pm.	