

# University Faculty Affairs MEETING MINUTES

**March 26, 2018**

**12:00 PM – 1:00 PM**

**Warren Lawless Conference Room**

CHAIR: Rodney Hicks

MEMBERS Present: Joshua Cameron, Casey Chaney, Malika Kachani, Kabir Lutfy

ABSENT: Edward Goering, Pen-Jen Lin

NON-VOTING MEMBERS: Elizabeth Rega

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions
<b>1. Call to Order</b>	Meeting was called to order at 12pm.	
<b>2. Approval of Previous Minutes 02-26-18</b>		<b>Dr. Hicks motioned, Dr. Chaney seconded; all were in favor of approving the minutes as written.</b>
<b>3. Faculty Award Nominations</b>	Ms. Rodriguez will update the awards nomination page with the new submission/deadline dates. The committee worked on the awards guidelines but would like to send them to the Senate for further discussion regarding UFAC and Senators being nominated. Some members feel that they should be allowed a nomination but must recuse themselves from award decision, other members feel that they should not be allowed until after their Senate term has ended.	
<b>4. Recommendation for Task Force (Faculty Evaluations)</b>	Dr. Hicks put together a letter to send to the Provost to request a task force to help develop criteria for Faculty Evaluations. There is tangible evidence that shows that it needs to be a cross functional group to move it forward and he would like to add the data from the faculty evaluation survey that Drs. Kachani and Venugopal sent out to the Senators last academic year. A few members believe that a working group should be put together first to create guidelines and then a task force should be created. In some colleges, the job descriptions do not match the contracts and their workload assignments change every semester, but the contracts aren't updated. The University should tackle the whole problem, the job descriptions, the faculty workload and the faculty evaluation since they are all related. After a lengthy discussion, it was agreed to send the letter to the Provost.	<b>Dr. Hicks motioned to send a letter and the report to the Provost, Dr. Lutfy seconded. All were in favor. Dr. Cameron furthered the recommendation, that this task force should be chaired by a member of this committee and that this committee have purview over that task force.</b>
<b>5. Preceptor Access for Library Services</b>	How do Adjunct Faculty receive Library privileges? It is all over the map, although there is a semi-structure policy that comes out of COMP that was provided by Beverly Carter. In order for you to get them library privileges, you will need to write a memo. There is a form that needs to be filled out by either the candidate or you, as the person being the adjunct, then it goes over to Beverly Carter and Dr. Gugelchuk, and then Beverly will notify the library. Dr. Hicks will email the electronic copies out to the committee for their edits and suggestions regarding this to make it more streamlined.	
<b>6. Emeritus</b>	The Provost has asked the committee to revise the Emeritus policy. He has a concern of in order to be currently locked in for Emeritus status, you have to have ten years of employment at WesternU to be eligible. There are certain individuals that have not yet reached that point, who may have come here to found one of the founding colleges or they are at the end of their tenure and have showed	

	exemplary work for their college of institution, and what if they are only here for seven or eight years? Would they be eligible for Emeritus status?	
<b>Next Meeting</b>	April 23, 2018 - Warren Lawless Conference Room, AAC	
<b>Adjournment</b>	The meeting was adjourned at 1pm.	