

University Faculty Affairs MEETING MINUTES

November 27, 2017

12:00 PM – 1:00 PM

Warren Lawless Conference Room

CHAIR: Rodney Hicks

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

ABSENT: Pen-Jen Lin

NON-VOTING MEMBERS: Elizabeth Rega

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions								
1. Call to Order	Meeting was called to order at 12:00pm.									
2. Approval of Previous Minutes 10-23-17		Dr. Cameron motioned, Dr. Chaney seconded; all were in favor of approving the minutes as written.								
3. Faculty Handbook	<p>The committee will go through the handbook with the added comments from Faculty/Administration.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">OLD</th> <th style="width: 50%;">NEW</th> </tr> </thead> <tbody> <tr> <td>The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to representation on university committees and to exercise primary responsibility over specific areas such as curriculum</td> <td>The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to elected <i>or appointed</i> representation on university committees and to exercise primary responsibility over specific areas such as curriculum</td> </tr> </tbody> </table> <p>Definition of Faculty and Faculty Responsibilities There is no category as volunteer, without salary already implies "volunteer"</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">OLD</th> <th style="width: 50%;">NEW</th> </tr> </thead> <tbody> <tr> <td>All persons who have been appointed as regular, auxiliary, or emeritus faculty on a full/part- time or volunteer basis, with or without salary, are members of the Faculty. Administrators whose functions are in part</td> <td>All persons who have been appointed as regular, auxiliary, or emeritus faculty on a full/part- time <i>or volunteer basis</i>, with or without compensation <i>salary</i>, are members of the Faculty. Administrators whose functions are in</td> </tr> </tbody> </table>	OLD	NEW	The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to representation on university committees and to exercise primary responsibility over specific areas such as curriculum	The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to elected <i>or appointed</i> representation on university committees and to exercise primary responsibility over specific areas such as curriculum	OLD	NEW	All persons who have been appointed as regular, auxiliary, or emeritus faculty on a full/part- time or volunteer basis, with or without salary, are members of the Faculty. Administrators whose functions are in part	All persons who have been appointed as regular, auxiliary, or emeritus faculty on a full/part- time <i>or volunteer basis</i> , with or without compensation <i>salary</i> , are members of the Faculty. Administrators whose functions are in	
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Professional Conduct

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<p>Faculty are expected to exhibit professional behavior at all times. Consensual relationships between students and faculty cannot be completely prohibited; however the University strongly discourages such activities, for a variety of reasons. First, sexual harassment is a violation of federal law. Additionally, even though a relationship may appear to be consensual, the power difference between faculty and students make it difficult for the student to refuse sexual advances, even though the faculty member may feel that their attitude is reciprocated. Second, such a relationship between a faculty member and the student can cause the faculty member to act more favorably towards a particular student, resulting in an unequal treatment of students in a class. This can occur even if the student is not in a course the faculty member is teaching, as the faculty member can be called on for opinion in disciplinary actions or other types of recommendation. Faculty should not be involved in the evaluation of a student or colleague with whom they have an intimate social relationship. Third, faculty has a position in relation to student that makes them fiduciaries under the law; they are to use their authority to benefit the student, not to benefit themselves. It can be argued that any apparently consensual relationship between a faculty member and student is a violation of trust between that faculty member and that student. Despite these arguments, any such consensual relationships are beyond the ability of the University to completely control; however, the University policy is to protect the student, and therefore relationships between faculty</p>	<p>Faculty are expected to exhibit professional behavior at all times. Consensual relationships between students, <i>colleagues</i>, and faculty cannot be completely prohibited; however the University strongly discourages such activities, for a variety of reasons. First, sexual harassment is a violation of federal law. Additionally, even though a relationship may appear to be consensual, the power difference between faculty and students make it difficult for the student to refuse sexual advances, even though the faculty member may feel that their attitude is reciprocated. Second, such a relationship between a faculty member and the student can cause the faculty member to act more favorably towards a particular student, resulting in an unequal treatment of students in a class. This can occur even if the student is not in a course the faculty member is teaching, as the faculty member can be called on for opinion in disciplinary actions or other types of recommendation. Faculty should not be involved in the evaluation of a student or colleague with whom they have an intimate social relationship. Third, faculty has a position in relation to student that makes them fiduciaries under the law; they are to use their authority to benefit the student, not to benefit themselves. It can be argued that any apparently consensual relationship between a faculty member and student is a violation of trust between that faculty member and that student. Despite these arguments, any such consensual relationships are beyond the ability of the University to completely control; however, the University policy is to protect the student, and therefore relationships between faculty</p>

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Appointment of the Faculty

The sentences need to be moved around to make more sense.

OLD	NEW
<p>Hired applicants' files shall be sealed and retained by the Office of Human Resources for the duration of their appointment and will form the basis of the faculty members personnel file. Documentation of each applicant should be kept on file by the Search Committee until after an appointment is made.</p>	<p><i>Documentation of each applicant should be kept on file by the Search Committee until after an appointment is made.</i> Hired applicants' files shall be sealed and retained by the Office of Human Resources for the duration of their appointment and will form the basis of the faculty members personnel file. <i>Documentation of each applicant should be kept on file by the Search Committee until after an appointment is made.</i></p>

Classification of Appointments – Emeritus

Full time service should include sabbaticals but exclude other leaves of absences.

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<p>Emeritus: Persons with the title of associate professor emeritus/a or professor emeritus/a as granted by the Board of Trustees for faculty who have retired from the regular faculty at age 62 years or greater with at least 10 years full time service at WesternU as a member of the regular faculty and having attained the academic rank of associate professor or professor. Full-time service excludes sabbaticals and other leaves of absence in determining emeritus eligibility.</p>	<p>Emeritus: Persons with the title of associate professor emeritus/a or professor emeritus/a as granted by the Board of Trustees for faculty who have retired from the regular faculty at age 62 years or greater with at least 10 years full time service at WesternU as a member of the regular faculty and having attained the academic rank of associate professor or professor. Full-time service includes excludes sabbaticals but excludes and other leaves of absence in determining emeritus eligibility.</p>

Salary Adjustment – Wording will need to be changed.

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<p>Each year, as part of the general University budgeting process, every regular faculty member may be considered for an annual salary adjustment. Salaries must be commensurate with faculty rank, responsibilities, and performance record. When salary inequities exist, salary adjustments may be made by the appropriate Dean in consultation with the other administrative officers. Recommendations for an increase in faculty salary shall be based on parity considerations, an increase in duties or responsibilities, and/or merit. Salary adjustments based on parity or changes in responsibilities are at the discretion of the appropriate Dean. Merit salary increases shall be based on a faculty member's record of performance in teaching, scholarly activities, and professional service (as documented by the faculty member's annual performance evaluation and other information), and shall be made by the appropriate Dean in consultation with other administrative officers.</p>	<p>Each year, as part of the general University budgeting process, every regular faculty member may be considered for an annual salary adjustment. Salaries must be commensurate with faculty rank, responsibilities, and performance record. When salary inequities exist, salary adjustments may be made by the appropriate Dean in consultation with the other administrative officers. Recommendations for a an increase change in faculty salary shall be based on parity considerations, a change # increase <i>change # increase</i> in duties or responsibilities, and/or merit. Salary adjustments based on parity or changes in responsibilities may be recommended by <i>are at the discretion of</i> the appropriate Dean. Merit salary increases shall be based on a faculty member's record of performance in teaching, scholarly activities, and professional service (as documented by the faculty member's annual performance evaluation and other information), and shall be made by the appropriate Dean in consultation with other administrative officers.</p>					
	<p>Professional Development – Dr. Saadava believes that the original amount may be too low for professional development, that it should be increased. In the past, it has been mentioned that if this were to be raised it would be on the backs of student tuition.</p> <table border="1"> <thead> <tr> <th data-bbox="493 1117 1031 1156">OLD</th> <th data-bbox="1031 1117 1558 1156">NEW</th> </tr> </thead> <tbody> <tr> <td data-bbox="493 1156 1031 1521"> <p>Each full-time faculty member is allowed a minimum of \$1500.00 toward the expenses of attendance at scientific meetings or conferences or other professional development activities or expenses that will improve his/her effectiveness as an educator or scholar at WesternU. Preference for full funding will be given to those presenting papers. Attendance at such meetings does not count as vacation time. Approval of the appropriate Dean is required for these expenses.</p> </td> <td data-bbox="1031 1156 1558 1521"> <p>Each full-time faculty member is allowed a minimum of \$1500.00 <i>\$2500.00</i> toward the expenses of attendance at scientific meetings or conferences or other professional development activities or expenses that will improve his/her effectiveness as an educator or scholar at WesternU. Preference for full funding will be given to those presenting papers. Attendance at such meetings does not count as vacation time. Approval of the appropriate Dean is required for these expenses.</p> </td> </tr> </tbody> </table>	OLD	NEW	<p>Each full-time faculty member is allowed a minimum of \$1500.00 toward the expenses of attendance at scientific meetings or conferences or other professional development activities or expenses that will improve his/her effectiveness as an educator or scholar at WesternU. Preference for full funding will be given to those presenting papers. Attendance at such meetings does not count as vacation time. Approval of the appropriate Dean is required for these expenses.</p>	<p>Each full-time faculty member is allowed a minimum of \$1500.00 <i>\$2500.00</i> toward the expenses of attendance at scientific meetings or conferences or other professional development activities or expenses that will improve his/her effectiveness as an educator or scholar at WesternU. Preference for full funding will be given to those presenting papers. Attendance at such meetings does not count as vacation time. Approval of the appropriate Dean is required for these expenses.</p>	
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4. University Wide Student Conduct Committee						
5. Future Meeting Agenda Items						
Next Meeting	November 27, 2017 - Warren Lawless Conference Room, AAC					
Adjournment	The meeting was adjourned at 1pm.					