Faculty Committee

Tuesday October 5, 2004

Attendees:
Benson Warren Chair
David Fennema
Aubree Helvey
Marcy Blackburn
Stan Bursten
Mary Penick Secretary

Benson Warren called the fourth meeting of the Faculty Committee to order at 2:00 in room 104 of the Student Union.
The meeting minutes for the third meeting were approved.

1.0 Benson has met with the VPAA to discuss issues concerning the Faculty Handbook. One issue is the fact there is no outline of weight for the Chair regarding Teaching, Research and Service. The \textit{minimum} weights being used are Teaching 25\%, Research 5 \% and Service 5 \%. This allows category 4 administrative duty, to occupy at least 50\% of their job responsibilities.

2.0 President Ross has confirmed that the form in appendix C is optional for departmental use. Each department is required to follow the narrative portion of the handbook, but they may choose to create their own form or forms for planning and evaluation. The form in appendix C must be made to reflect the narrative in section 4.

3.0 Stan Bersten will be working on the draft change for 4.2.1 Annual Evaluation Process on page 4-5 of the faculty handbook.

4.0 Section 4.5.2 page 4-17 and 4-18 Step 5 the timeline seems appropriate to the committee. Benson will get with the author of the comments and ask for more information.

5.0 Section 4.5.2 page 4-18 Step 6 and 7; after discussion the committee feels making the list of people notified about tenure decisions should be consistent and will recommend adding the missing personnel to both steps.

6.0 When comparing the process for tenure and the process for promotion there is a discrepancy between the processes of notification. The committee will recommend that this process be adjusted to be uniform.
7.0 The next meeting is scheduled for Tuesday October 12, 2004 at 2:00 p.m. in room 104 of the Student Union.

8.0. Benson adjourned the meeting at 3:05 p.m.