

Faculty Affairs Committee

Date: Thursday, September 18, 2025

Location: Zoom

Call to Order: 10:03 a.m.

1) Attendance

Quorum confirmed.

Absent: CFA Representative, Naser

2) Approval of Previous Minutes

- Prior meeting minutes (posted to the “Minutes Awaiting Approval” folder on Box) were reviewed.
- **Motion:** Approve the minutes as presented.
- **Vote:** Passed by unanimous consent.

3) Agenda Approval

- **Motion:** Approve the agenda.
- **Vote:** Passed by unanimous consent.

4) Announcements & Membership

- **Alternates:** Each member is required to designate an alternate to attend when the member is unavailable; members will submit alternate information to Academic Senate staff.
- **Vice Chair:** The committee will select a Vice Chair from among members who also serve on Academic Senate. Interested members will email the Chair; decision deferred to a subsequent meeting to allow all eligible members an opportunity to volunteer. Dr. Stokes selected to be Vice Chair.

5) New Referral: Sabbatical Application Process

- The committee received a referral to improve **transparency and clarity** in the sabbatical application process (materials posted in the Referrals folder on Box).
- Key themes for consideration in future discussion:

- Providing **constructive feedback** to applicants (especially when proposals are not approved) and exploring a **rubric** to standardize evaluation and feedback.
- Acknowledging logistical factors that may affect approvals (semester timing, departmental coverage, single- vs. two-semester requests).
- Ensuring confidentiality regarding personnel matters while still offering applicant-focused guidance for improvement.

(Full discussion deferred to a future meeting.)

6) Old Business: Unit RTP Committee Composition & Process (Draft Policy)

The committee conducted a section-by-section discussion of a working draft (not yet in final handbook format). Key agreements and edits to pursue in the draft:

A. Candidate-Specific Committees

- A separate **Unit RTP Committee** will be formed **for each candidate** (temporary/probationary faculty seeking retention; tenure/promotion candidates; promotion to professor).
- Committees may share membership across candidates but will be treated as distinct committees for each file.
- Rationale includes individualized conflicts of interest, rank requirements, optional separate chair review, workload equity, and clarity.

B. Committee Size, Eligibility, and Service

- Committees will consist of **no fewer than three** full-time tenured faculty; if a unit has fewer than three eligible faculty, **all** eligible unit faculty serve.
- **Eligibility:** All tenured unit faculty are eligible; those on FERP or sabbatical **may** serve but are **not required**. Tenured faculty not on FERP/sabbatical are expected to serve if elected.
- Faculty undergoing **post-tenure review (PTR)** may serve on Unit RTP and PTR committees.
- **Rank requirement:** Members should normally hold higher rank than the candidate (except when candidate is at top rank), consistent with current practice.

C. Nominations, Elections, and Voting Method

- Any eligible faculty member may self-nominate or be nominated; all probationary and tenured (**CBA-eligible**) faculty in the unit may vote.
- To avoid implementation burdens, the draft will specify **secret ballot** and elect the **top three vote-getters**, removing prescriptive language about ranked-choice or weighted formulas.
- A tie-resolution method will be added (e.g., runoff vote or lot) to be specified simply and consistently.
- The draft will **remove** conflicting bullet(s) that implied “exactly three” elected members where other sections allow more.

D. Candidate-Appointed Member (Optional Fourth)

- The candidate **may appoint one additional voting member** for their own committee.
- Discussion weighed discipline relevance versus flexibility. The working direction is to prioritize effectiveness and familiarity with the file and criteria while preserving access for small units. Draft language will emphasize that appointed members must be **tenured** and capable of evaluating the **file, WPAF, and unit criteria**; discipline-relatedness is **preferred when feasible**, with flexibility for small or specialized units.

E. Chair Selection & Minority Reports

- **Chair selection:** The **candidate selects the committee chair** from among elected/appointed members as a check-and-balance.
- **Professional expectations:** Members must use the WPAF and approved unit criteria; maintain fairness, impartiality, and confidentiality.
- **Minority reports:** Any member who disagrees with the majority recommendation is expected to submit a **minority report**; candidates retain rebuttal rights.

F. Process Integrity & Appeals

- **Conflict resolution:** If a candidate believes their committee was improperly constituted, they may appeal to the **University Review Committee (URC)**. If the URC finds a defect, the unit must reconstitute the committee and proceed per procedure.

- Clarified that if a **separate chair review** is submitted, the **unit chair may not** serve on the Unit RTP Committee.
- Faculty serving as dean/associate dean or as URC members may not serve on Unit RTP Committees.

G. Workload Equity & Distribution

- The draft will include a **principle** encouraging equitable distribution of committee service across eligible faculty (avoid scenarios where a few serve on many committees while others serve on none), recognizing small-unit constraints.

H. Timeline & Administrative Notes

- Submission of membership lists remains **prior to the start date** (defined as when committees receive files).
- Clarify there are **three RTP cycles** annually (two in fall; one in spring) with **PTR** handled in a **separate** section.

I. Voting Eligibility (CBA Alignment)

- Voting is restricted to **probationary and tenured** faculty per CBA; lecturers do **not** vote on Unit RTP committee membership. The draft will cite the governing CBA section in plain terms.

7) Post-Tenure Review (PTR) — Draft Structure

- **Purpose/Frequency:** PTR conducted at intervals of no more than five years; promotion reviews normally occur at the start of the sixth year in rank; a promotion review **satisfies** the PTR requirement.
- **Notification Timing:** The committee discussed moving **notification to fall of the prior academic year** to improve preparation time (current practice often in spring). Administrative load implications noted; further input to be gathered.
- **Criteria:** Units will maintain explicit PTR criteria (teaching, scholarship/creative activity, service, and **professional currency**) reviewed at least every five years; changes require unit approval and administrative acknowledgment and do **not** apply to cycles already underway.
- **Committee Formation:** Mirrors RTP (no fewer than three tenured faculty of equal or higher rank; eligibility exceptions for FERP/sabbatical as noted).
- **Chair/Reports:** Candidate selects chair; minority report expectations parallel RTP.

- **Clarification Needed (“Missing Year”):** The committee flagged ambiguity about how accomplishments between the final year of one review and the start of the next are counted. Proposed principle: each review should include **all materials since the last file submission**. This may require separate referral/coordination to place in the correct handbook section (e.g., WPAF/file preparation).

8) Items Parked for Follow-Up (“Parking Lot”)

- Simple **tie-breaking** procedure for elections (add to draft).
- Finalize **candidate-appointed member** language (discipline relevance vs. flexibility; library/specialized units considerations).
- **Equity statement** on distributing service across eligible faculty.
- **PTR notification timing** change (fall vs spring) — consult with administration.
- Handbook clarity on including **all post-submission materials** in the next review cycle.
- Note of non-contractual titles for lecturer categories at other campuses (informational only; not under current referral).

9) Next Steps / Action Items

- Members: Submit **alternate** information to Academic Senate staff.
- Members: Review **sabbatical leave policies** and referral materials before the next meeting (with special attention to feedback mechanisms and potential rubric use).
- Chair: Incorporate today’s edits into the **RTP & PTR draft** (remove conflicting bullets; specify secret ballot; add tie-break; clarify chair review restriction; add equity principle; refine candidate-appointed member language; confirm CBA voting eligibility citation).
- Chair: **Circulate the draft** to DCLC and URC for feedback prior to any Senate consideration.
- Chair/Admin liaison: Verify feasibility/implications of **PTR notification** in fall of the prior AY.

10) Adjournment

- Meeting adjourned; members were released approximately nine minutes early.