

Faculty Affairs Committee
03/22/2024
Minutes

Present: Hui Hanke, Kim O'Connor, Wylie Sirk, Mark Jordan, Deborah Bauer, Promothas Saha, and Jay Johns

Absent:

- 1) Call to Order – 9:00am
- 2) Welcome and Open Meeting – Wylie
- 3) Approve 3/15/2024 Minutes
Minutes Approved
- 4) Old Business
 - a) Department of Biological Sciences P&T Procedures – Deborah and Kim are reviewers – Provided Feedback on the document
 - b) The Executive Committee hereby asks the Faculty Affairs Committee to work on the following charges: SD 14-36 and SD 19-13 – Jay Johns is working in the Senate Document Reference to add to the updated agreed upon by this committee.
- 5) New Business:
 - a) Bylaws Feedback – Deborah Bauer took notes to add to our overall feedback.
 - b) Review “New Committee Structure” and “Design Goals” - Deborah Bauer took notes to add to our overall feedback.
 - c) Section I.A.2 (Definitions), I.A.3.10 (Right and duties of Senators), and I.B.5 (General responsibilities of Senate committees) - Deborah Bauer took notes to add to our overall feedback.
 - d) III.B. The Faculty Affairs Committee - Deborah Bauer took notes to add to our overall feedback.
 - i) Membership
 - ii) Committee Composition – 3.1.2
 - iii) Subcommittee – 3 faculty members; Committee 5 faculty members
 - iv) Four major units vs. Five major units
 - v) Committee Charges
 - vi) Committee workload
 - vii) Promotion and Tenure Subcommittee
- 6) Other

7) Adjourn 10:10am

Faculty Affairs Committee
03/15/2024
Minutes

Present: Hui Hanke, Kim O'Connor, Wylie Sirk, Mark Jordan, Promotes Saha, and Jay Johns

Absent: Deborah Bauer

- 1) Call to Order – 9:00am
- 2) Welcome and Open Meeting – Wylie
- 3) Approve 2/23/2024 Minutes
The 2/23/2024 Minutes were updated “Math Department P&T Procedures” to “Biology Department P&T Procedures” in New Business section A. All approved.
- 4) Old Business
- 5) New Business
 - a) Biology Department P&T Procedures.
 - i) Mark Jordan will send the updated document to the committee members for review. Deborah and Kim are reviewing the Biology P&T document
 - b) Senate Charge to update P&T documentation language
 - i) Committee voted to approve the language changes for SD 19-13 and 14-36. Jay Johns will draft language for the front page of the Senate Document that gets submitted to Senate EC.
- 6) Other
- 7) Adjourned: 9:30am

Faculty Affairs Committee
02/23/2024
Minutes

Present: Hui Hanke, Kim O'Connor, Wylie Sirk, Mark Jordan, Promothas Saha, Deborah Bauer, and Jay Johns

Absent:

- 1) Call to Order – 9:00am
- 2) Welcome and Open Meeting – Wylie
- 3) Approve 1/08/2024 Minutes
The 1/08/2024 Minutes were reviewed. All approved.
- 4) Old Business
- 5) New Business
 - a) Biology Department P&T Procedures. Deborah Bauer and Kim O'Connor will give suggestion on documents.
 - b) Senate Charge to update P&T documentation language
 - i) Wylie Sirk will submit the FAC recommendation for updating item #1 of the charge
 - ii) Wylie Sirk and Jay Johns will work on created suggested language for item #2.
- 6) Other
- 7) Adjourned: 10:02am

Faculty Affairs Committee
01/08/2024
Minutes

Present: Hui Hanke, Mark Jordan, Kim O'Connor, Wylie Sirk, and Promothas Saha

Absent: Deborah Bauer and Jay Johns

- 1) Call to Order – 11:03am
- 2) Welcome and Open Meeting – Wylie
- 3) Approve 12/04/2023 Minutes
The 11/06/2023 Minutes were reviewed. All approved.
- 4) Old Business
 - a) Updates on including Community Engagement in the P&T document
 - i) The Ad Hoc Committee was requested to provide additional background information before sending to Senate for a larger discussion.
- 5) New Business
 - a) Discussion on an alternative meeting schedule
- 6) Other
- 7) Adjourned: 11:20am

Faculty Affairs Committee
12/04/2023
Minutes

Present: Deborah Bauer, Hui Hanke, Jay Johns, Mark Jordan, Kim O'Connor, Wylie Sirk, and Promotes Saha

Guests: Don Muller, Patricia Eber, and Bruce Kingsbury

- 1) Call to Order – 11:01am
- 2) Welcome and Open Meeting – Deborah/Wylie
- 3) Approve 11/06/2023 Minutes
The 11/06/2023 Minutes were reviewed. All approved.
- 4) Old Business
 - a) Community Engagement Resolution
 - i) Meeting with members of the Senate Ad-Hoc Committee on Community Engagement.
 - ii) FAC discussed next steps.
 - (1) Ask the Ad-Hoc subcommittee to create some specific language for us to bring to Senate. Deborah is preparing the edit request.
- 5) New Business
- 6) Other
 - a) Next meeting January 8th, 2024
- 7) Adjourned: 12:00pm

Faculty Affairs Committee
11/06/2023
Minutes

Present: Deborah Bauer, Hui Hanke, Jay Johns, Kim O'Connor, Wylie Sirk, and Promotes Saha

Absent: Mark Jordan

- 1) Call to Order – 11:00am
- 2) Welcome and Open Meeting – Deborah/Wylie
- 3) Approve 10/02/2023 Minutes
The 9/11/2023 Minutes were reviewed. All approved.
- 4) Old Business
 - a) Joint Appointment Policy – Update
 - i) We determined no formal policy is needed. Jay Johns will communicate this to Senate EC.
- 5) New Business:
 - a) Community Engagement Resolution
 - i) Our committee had several questions for the Ad-Hoc Community Engagement committee regarding the information sent to FAC. Deborah Bauer will send a list of the questions via email to the Ad-Hoc committee.
- 6) Other
- 7) Adjourned: 11:40am

Faculty Affairs Committee
9/25/2023
Minutes

Present: Deborah Bauer, Hui Hanke, Jay Johns, Mark Jordan, Kim O'Connor, and Wylie Sirk

Absent: Promotes Saha

1) Call to Order – 11:04am

2) Approve 9/11/2023 Minutes:

The 9/11/2023 Minutes were reviewed. All approved.

3) Old Business:

a) Math Department P&T Document review

- i) The committee agreed to remove section 1.1.5 from the P&T Checklist since the FAC does not evaluate criteria for promotion.
- ii) The committee has questions regarding section 5.6 on the Math Departments P&T documentation.

b) Dispute Resolution Policy Discussion –

- i) The committee will let the Administration know that we have no comments or immediate concerns on the document.

c) Joint Appointment Policy

- i) Wylie will provide documentation from other universities regarding Joint Appointment for the FAC to look over as reference material for the creation of a potential policy at PFW regarding Joint Appointment.

4) New Business:

a) Community Engagement Proposal for P&T

- i) The FAC is waiting to hear back from the Purdue Lawyers regarding wording changes to Offer Letters. The proposed changes will clarify percentages specific to the expected amount of Service or simply remove any specific percentages regarding the amount of Teaching and Research required.

Adjourned: 11:50am

Faculty Affairs Committee
10/02/2023
Minutes

Present: Deborah Bauer, Hui Hanke, Jay Johns, Mark Jordan, Kim O'Connor, Promoth Saha, and Wylie Sirk

Absent:

1) Call to Order – 11:00am

2) Approve 9/25/2023 Minutes:

The 9/25/2023 Minutes were reviewed. All approved.

3) Old Business:

- a) Joint Appointment Policy (Email on 3/18/2023, Assem Nasr shared, "There was agreement ((Executive Committee)) that as faculty affairs matter, it would be great for FAC to look into a campus wide policy regarding joint appointments".
- b) Sample policies are available for review in OneDrive under Joint Appointment
 - i) Kim O'Connor will see if there is an equivalent Associate Vice Chancellor for Teaching or similar role at Purdue West Lafayette. If so, she will ask that person if PWL has a system-wide policy on Joint Appointments.

4) New Business:

- a) The 10/30/23 meeting has been removed from the calendar so members can attend the Campus-Wide Strategic Planning event.

Adjourned: 11:50am

Faculty Affairs Committee
9/11/2023
Minutes

Present: Deborah Bauer, Hui Hanke, Jay Johns, Mark Jordan, Kim O'Connor, and Wylie Sirk, Promothas Saha

1) Call to Order – 11:00am

2) Approve 8/28/2023 Minutes:

The 8/28/2023 Minutes were reviewed. All approved.

3) Old Business:

a) **Faculty Grievances Policy Discussion** – The committee has not yet received a response from Carl Drummond related to the questions asked during the 8/28/23 meeting.

b) **Joint Appointment Policy** – Listed on the September 11, 2023 Senate Agenda as “For Information Only.”

c) **University Policy Committee Faculty Vacancy** – The committee will continue to ask fellow faculty members to fill the vacancy.

4) New Business:

a) **Teaching Development Program** – Kim O'Connor (Associate Vice Chancellor for Teaching & Learning) will be working on a new program focused on the improvement of teaching.

Adjourned: 11:45am

Faculty Affairs Committee
8/28/2023
Minutes

Present: Deborah Bauer, Hui Hanke, Jay Johns, Mark Jordan, Kim O'Connor, and Wylie Sirk

Absent: Promotes Saha

Call to Order – 11:04am

1) Approve 8/21/2023 Minutes:

The 8/21/2023 Minutes were reviewed. All approved.

2) Select New Secretary:

Committee members approved Jay Johns as the Secretary of the Faculty Affairs Committee.

3) Overview of Documentation Processing:

Deborah Bauer explained/demonstrated how the Faculty Affairs Committee will use a folder on OneDrive to virtually store all documentation. (Agenda, Minutes, etc.)

4) Old Business:

a) **Joint Appointment Policy** – COS and SOE established a joint faculty appointment policy last Spring, 2023. FAC reviewed the policies and provided feedback. The policies will be presented at the September 2024 Senate meeting for information only. The Senate Executive Committee has asked FAC to investigate a university-level joint appointment policy. This will be on future agendas to complete.

b) **Faculty Grievances Policy Discussion** – The committee discussed the documentation for the updated Dispute Resolution Policies for Lecturers and Limited-Term Lecturers. The FAC will send Carl Drummond an email asking for clarification on the following:

- With the vast list of exclusions for both the Faculty and the Staff resolution policies, it needs to be clarified what the Disputer Resolution covers.

- The emails forwarded explain that the change from Faculty to Staff Grievance Policy will apply to Lectures and Limited-Term Lecturers. Yet, one of the first Exceptions listed for the Staff policy is that it does not apply

to Temporary Employees. Does Purdue consider LTL's to be temporary employees? If so, the Staff Grievance Policy would not apply to them.
- The FAC would also like confirmation on the description of "Instructors" and their roles within Purdue.

5) **New Business:**

- a) **University Policy Committee Faculty Vacancy** – The FAC will send emails to each of their departments asking for volunteers to fill the position.

Faculty Affairs Committee
8/21/2023
Minutes

Present: Deborah Bauer, Hui Hanke, Jay Johns, Mark Jordan, Kim O'Connor, Promotes Saha, and Wylie Sirk

1. Welcome to all Members:

Committee members introduced themselves and welcomed our new members to our committee... Welcome new members Jay Johns, Promotes Saha, and Kim O'Connor

2. Select New Chair:

After some discussion the committee approved having Deborah Bauer and Wylie Sirk Co-Chair the Faculty Affairs Committee.

3. Approve 4/24/2023 Minutes:

The 4/24/2023 Minutes were reviewed. Mark made a motion to approve and Hui second the motion. All approved.

4. Set Meeting Time/Dates:

The committee approved to set weekly recurring Zoom virtual meetings for Mondays at 11:00am. The dates when Senate meetings are held we will end our meetings at 11:45am.

5. Old Business:

Joint Appointment Policy – COS and SOE established a joint faculty appointment policy last Spring 2023. FAC reviewed the policies and provided feedback. The policies will be presented at the September 2024 Senate meeting for information only. The Senate Executive Committee has asked FAC to investigate a university level joint appointment policy. This will be on future agendas to complete.

6. New Business:

Dr. Drummond has asked FAC to gather information about Lecturer and LTL policy for grievances. He has asked to purposefully reach out to the Lecturer members of the Senate for their colleagues' feedback.

After a brief discussion we decided to review the policies and the information provided from Dr. Drummond to continue discussion at our next meeting on Monday, August 28, 2023. Committee members that can reach out to Lecturers and LTLs for feedback will be helpful. Kim was asked to identify how we define Lecturers and LTLs. Dr. Drummond would like feedback by the first part of September.

Meeting adjourned at 11:40am.