

9-13-2016

Minutes, Faculty Affairs Committee Meeting, Tuesday, September 13, 2016

Faculty Affairs Committee
College of Liberal Arts, Rollins College

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**Faculty Affairs Committee
Minutes for September 13th, 2016 Meeting**

Committee Members Terms and Affiliation

Julian Chambliss 2016-2017, Social Sciences Rep
Bobby Fokidis, 2016-2017, at Large Rep
Eric Smaw 2016 – 2017, Humanities Rep
Marianne DiQuattro 2016-2018, Expressive Arts Rep
Stacey Dunn 2016-2018, Science Division Rep
Erin Gallagher 2016-2018, at Large Rep
Joshua Hammonds 2016-2018, Applied Social Sciences Rep
Amy McClure, 2016 – 2017, at Large Rep
Denise Parris, 2016-2018, Business Rep

Committee Members in Attendance

Julian Chambliss 2016-2017, Social Sciences Rep
Bobby Fokidis, 2016-2017, at Large Rep
Eric Smaw 2016 – 2017, Humanities Rep
Marianne DiQuattro 2016-2018, Expressive Arts Rep
Stacey Dunn 2016-2018, Science Division Rep
Erin Gallagher 2016-2018, at Large Rep
Joshua Hammonds 2016-2018, Applied Social Sciences Rep
Amy McClure, 2016 – 2017, at Large Rep
Dean Jennifer Cavanaugh, Guest

- I. Call to order:** Meeting called to order at 12:32 pm
- II. Approval of Minutes:**
 - a. Approved minutes from May 5th, 2016
- III. Old Business:**
 - a. None.
- IV. New Business:**

- a. New Member Policy Reminder – we want to encourage participation among all committee members. Committee reminded to let newest members speak first.
- b. Dean Cavanaugh, Faculty Search Process in the Handbook. – Dean Cavanaugh expressed interest in attending all FAC meetings and requested to be added to the distribution list. Dean Cavanaugh informed the committee that her office is updating the faculty handbook to be sure that the policies in the handbook are current. This is a big undertaking, mostly involving bringing policies into alignment with the handbook – sexual harassment, travel, and disabilities, in particular. Live links in the handbook will ensure information is updated.

There are also important changes to the checklist for conducting faculty searches. This review process involves making sure the checklist reflects actual practices. In addition, the changes made reflect the focus on diversity and inclusion in current and future searches. In preparing for a faculty search, the Dean now requests a copy of the advertisement, a list of selection criteria, and a description of planned outreach efforts. Diversity and inclusion need to be part of search criteria. The Dean and HR will now conduct a meeting with the Department Chair to make sure strategies for diversity and inclusion are considered *every step of the way*, to share best practices, and to offer information about how the Dean's office can support the search effort. Another new element is that the faculty search committee will meet with the Dean and/or HR to review strategies for conducting a faculty successful search that includes a focus on diversity and inclusion. There is a new online system for searches that can provide the faculty search committee and Dean with the demographics of the candidate pool. If the pool is not adequately diverse, there will be a reflective discussion on potential need to include more candidates. Another change in hiring is that reference checks will be completed BEFORE inviting candidates to campus. Also, the Dean will now be asking for information on how candidates were excluded from the final list of applicants (based on the search criteria). Overall, the point of the changes is more intentionality (especially with regard to diversity and inclusion) and more hands-on involvement from the Dean's office.

FAC members offered two suggestions: change the list into a checklist so that is user-friendly for departments, and add a member of the diversity council to interviews of final candidates. Dean Cavanaugh will update materials and return to FAC with any changes.

- c. Internal Grants: amount, due date, meeting for review – the internal grants will be submitted in both fall and spring, so committee has to be sure to consider budget for entire year. Dean is requesting \$50K more for internal grants. This year, FYRST awards will be more competitive because this money was overspent last year. Karla Knight will have all grant submissions on Blackboard by end of first week of October. Eric will consult with Karla further about dates so that we can schedule additional FAC meetings as needed for timely feedback to faculty. FAC has to figure out meeting dates since fall break falls on Tuesday after materials are posted on Blackboard. More information on meeting times to follow.
- d. CIE completion rate – we continue to collect data so that we may address the issue of low completion rates of online CIEs. The goal is to reach a target of 80+% completion.
- e. Report: Salary and Compensation – FAC will be looking at a variety of compensation issues including compression, equity, merit, and market-based salaries. Discussed the need for a smaller subcommittee that is comprised of both FAC and non-FAC members. Discussed faculty member who may be interested in and valuable to the committee. Discussed potential importance of tenure status of subcommittee members as well as inclusion of business faculty. Eric and Stacey, who will be serving on the subcommittee, will follow-up with suggested members. First order of business for subcommittee will be to discuss a comprehensive compensation philosophy.

V. Adjourned: Meeting adjourned at 1:56 pm.

Addendum

I. Internal Grant Funding.

1. **FYRST grants: \$76,000**

These will be in increments of 20K (full professors) and 15K(associate professors) so for example, this could fund 3 full professors and an associate professor. If there are more applications than we have the money for I would ask the committee to rank the proposals.

2. **Internal research Grants \$75,000**

Likewise, if there are more applications than we have the money for I would ask the committee to rank the proposals.