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# Annual Report, Faculty Affairs Committee, 2017-2018

Faculty Affairs Committee  
*College of Liberal Arts, Rollins College*

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## Annual Report for the Faculty Affairs Committee 2017 – 2018

### Faculty Affairs Committee Members:

Christopher Fuse, 2017 – 2019, at-Large Rep, and Committee Chair  
Marianne DiQuattro, 2016 – 2018, Expressive Arts Rep, and Committee Secretary  
Michele Boulanger, 2016 – 2018, Business Rep  
Shan-Estelle Brown, 2017 – 2019, Social Sciences Rep  
Stacey Dunn, 2016 – 2018, at-Large Rep  
Joshua Hammonds, 2016 – 2018, Applied Social Sciences Rep  
Kip Kiefer, Spring 2018, Business Rep (filling in for M. Boulanger)  
Julia Maskivker, 2017 – 2019, at-Large Rep  
Emily Nodine, 2017 – 2019, Science Rep  
Eric Smaw, 2017 – 2018, Humanities Rep

### Section I. *Faculty Salary and Compensation Subcommittee.*

I.1. The FAC established Faculty Salary and Compensation Subcommittee in 2016 – 2017. The current subcommittee was co-chaired by Provost Susan Singer and Associate Professor Christopher Fuse (Chair of FAC).

During the summer and fall 2017, the members of the subcommittee were: Provost Susan Singer, Christopher Fuse, Eric Smaw, Stacey Dunn, Joshua Hammonds, Michele Boulanger, Don Davison, Udeth Lugo, and Matt Hawks. Michele Boulanger removed herself from the subcommittee following a leave of absence from the College. Eric Smaw and Stacey Dunn discontinued their participation in the subcommittee following the successful passage of the Compensation Philosophy at the December CLA faculty meeting.

The current members of the FAC subcommittee are: Provost Susan Singer, Christopher Fuse, Joshua Hammonds, Julia Maskivker, Don Davison, Wenxian Zhang, Maria Paniagua-Tejo, Udeth Lugo, and Matt Hawks.

The Subcommittee continued the internal review of the average base salaries of all full time, tenure/tenure-track faculty at Rollins. As part of the fall faculty retreat, FAC lead discussion and working sessions on components of a salary and compensation philosophy. The subcommittee conducted follow-up discussions with faculty at all ranks to explore and address concerns regarding merit, transparency, and equity of faculty salaries.

The Subcommittee finalized a Philosophy of Faculty Compensation philosophy and unanimously endorsed it on November 27, 2017. FAC reviewed and unanimously endorsed the compensation philosophy.

The Faculty Compensation Philosophy was presented to the CLA faculty on December 13, 2017. Following a lively debate and a series of amendments, the CLA faculty approved the Philosophy of Faculty Compensation.

The Subcommittee and the full FAC drafted and endorsed two additional documents relating to the compensation philosophy. The first document emphasized that the faculty librarians are indeed tenure and tenure-track members of the faculty and therefore should be subject to policies in the compensation philosophy. The second document highlighted the offices responsible for the implementation of the compensation philosophy. These documents were sent forward to EC for approval/endorsement.

## Section II. *Grants.*

### II.1. Grant Review.

Throughout the academic year 2017-18, the Faculty Affairs Committee (FAC) reviewed, ranked, and submitted recommendations to Provost Susan Singer concerning funding for the Student/Faculty Collaborative Research Grants, and to Dean Jennifer Cavanaugh concerning funding for the Critchfield, Ashforth, and Individual/Course Development Grants, FYRST Grants, Open Education Research Grants, and the Faculty Instructional Technology Integration Grant.

#### II.1.a. Grant Funding.

Over the past year, the total amount of money allocated for the Critchfield, Ashforth, and Individual/Course Development Grants was \$82,000.00. FAC recommend funding for 23 out of 24 research grant requests. Each of the grants that FAC recommended received the full funding requested. Based on merit, not due to lack of funds, FAC recommend funding for 5 out of 6 FYRST grant requests. Each of the FYRST grants recommended received full funding.

The due date for FYRST, Critchfield, Ashforth, and IDG grants was modified this year due to hurricane disruption. FAC did note that there were fewer grant applications than the previous year. FAC unanimously endorsed an earlier reminder to faculty about these grants and the associate fall deadline.

II.2. Enhancing the Critchfield, Ashforth, Open Education Research, Individual/Course Development, FYRST, Student-Faculty Collaborative Scholarship grants and other Online Grant Application Forms.

FAC discussed with IT the possibility of developing online application forms for internal grant applications. IT had looked into this possibility during the 2015-16 and they had found that a considerable amount of time, work, and cost would be associated with such an endeavor. FAC further found that some grants, Student-Faculty Collaborative Scholarship in particular, are not well suited for online applications.

While a single online application portal or process may not be feasible for internal grants, FAC felt it necessary to begin working towards a unified process or a single set of materials required for grants and other awards.

II.4. Grant Procedures.

FAC continued a conversation about reviewing the procedures for evaluating grants and offering feedback to faculty who apply for grants. FAC continues to work to improve the evaluation of grants to be the most transparent, objective, fair, and efficient process possible. FAC will work with the Provost's office and Devon Massot to develop grant writing seminars for faculty. Additionally, the 2017-2018 FAC will establish a baseline of required materials all internal grants must include.

Section III. *Course and Instructor Evaluation (CIE)*.

III.1. *CIE Completion Rate*.

In the fall of 2016, FAC recommended that the Dean's office pilot for three semesters a modified reminder to students regarding the completion of CIEs. The reminder would be emailed to students twice during the semester, instead of the weekly reminder. Based on recent history, Rollins has not achieved better than 82% CIE completion (Spring 2012). Typical semester CIE completion results range between 70-80%, well below the target of 85%.

During the three-semester pilot, the rate averaged 65%. For the Spring 2018 semester, the CIE reminders to students was sent via email once a week. While the final statistics are yet unknown, FAC is confident that the completion rate will be improved from the previous academic year.

FAC held informal conversations with members of the Curriculum Committee to come up with suggestions for improving CIE completion. It was noted that completion of CIEs is supposed to come with an incentive for students. Students that completed their CIEs are supposed to then gain earlier access to semester grades. FAC and CC members noted that this is not the case, grades have largely been “live” and most if not all students have access to their semester grades as soon as the faculty member submits them.

FAC and CC members felt the easiest and most impactful solution is to end semester grades being “live”. Completing CIEs would allow a student earlier access to semester grades or perhaps earlier registration.

FAC will be examining CIEs in Fall 2018. Provost Susan recommended looking at national research and policy-making recently, citing specifically AAUP research on CIEs. FAC will be looking into best practices and policies.

#### Section IV. *Contingent Faculty.*

##### IV.1. Lecturers.

FAC has had an ongoing discussion of improving and designing professional development opportunities for all members of the faculty. Provost Susan Singer and Dean Jennifer Cavanaugh suggested that FAC explore the development opportunities Rollins’ peer and aspirant schools have for lecturers.

FAC found that more than half of our peer institutions provide a pathway for lecturers to advance to a senior lecturer position. FAC found that Rollins’ lack of professional development for lecturers was an issue for equity, both in terms of teaching load and compensation.

Christopher Fuse and Dean Cavanaugh held a discussion session with lecturers in the Spring 2018 semester. FAC found that the professional development opportunities vary across departments and divisions. The variation in hiring, evaluation, development, and service is significant enough that FAC feels the lecturers are largely without a voice in campus matters.

Establishing a pathway to senior lecturer is one of the two priorities of FAC beginning in Fall 2018. The 2017-2018 FAC has designed a framework lecturer-senior lecturer pathway, which will be vetted and brought forward to EC early in the fall semester.

## Section V. Endowed Chairs and Faculty Awards.

### V.1. Endowed chairs.

#### V.1.a. Background.

As part of the Philosophy of Faculty Compensation approved by the faculty, it was required that new procedures be developed to maintain the consistency and transparency when selecting recipients of major awards and endowed chairs. EC tasked FAC with developing these procedures.

As there were five open endowed chairs during the 2017-2018 academic year, FAC, in cooperation with the faculty president and the administration, agreed upon the required materials and temporary policy to select and fill the open endowed chairs for one year.

FAC held a colloquium on March 30 to address the faculty's concerns as well as identify the faculty's ideas on maintaining transparency and creating a fair selection process.

The first order of business for the 2018-2019 FAC is to finalize the endowed chair and major faculty award policy. FAC has already agreed to the framework for such a policy.