

Rollins College

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Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

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3-22-2022

### **Minutes, Faculty Affairs Committee Meeting, Tuesday, March 22, 2022**

Faculty Affairs Committee

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## **Faculty Affairs Committee**

### **Meeting Minutes Meeting of March 22, 2022 12:30pm – 1:45pm**

**Location: Annie Russell Theatre conference/green room**

#### **In attendance:**

Expressive Arts - Missy Barnes (2020-2022)

Humanities - Todd French (2021-2023)

Science and Mathematics - Sabrice Guerrier (2021-2023)

Social Sciences - Stephanie Gonzalez Guittar (2021-2023)

Social Sciences Applied – Allen Johnson (spring 2022)

At large rep - Caitlyn Bennett (2021-2023)

At large rep - Hilary Cooperman (2021-2023)

At large rep – Hesham Mesbah (2021-2023)

Dean of Faculty - Jenny Cavanaugh

#### **I. Call to Order**

#### **II. Approval of Minutes from February 22, 2022**

- a. Motion to approve – Stephanie
- b. Second – Hesham
- c. All in favor; 1 abstention (Allan due to not attending 2/22/22 meeting); meeting minutes approved

#### **III. New Business**

- a) Continued discussion of proposed CLA Faculty Bylaw change regarding policy change to allow an already tenured faculty member from another institution to be hired with tenure (please see below for the suggested amendments to the original proposal – the document circulated for our last meeting is also attached) (thank you to Caitlyn for creating the google doc for suggested revisions)
  - a. Discussion of how proposed bylaw change would then be dispersed to EC for approval.
  - b. FAC voted on changes made to Bylaw (see suggested changes below)
    - i. All in favor; Missy will provide suggested changes to EC for review.

- b) Continued discussion of proposed process for post-tenure review (please see attached – the process for promoting Lecturers and Artists-in-Residence was used as a template, and this process is also attached for your reference)
  - a. Discussion about adjusting language for post-tenure review.
  - b. FAC vote put forward about providing modified language (see modified language below).
    - i. All in favor; no opposed; no abstentions.
- c) Other new business
  - a. In future meetings, FAC will discuss different means for evaluating teaching, including potential for each department to have their own rubric for evaluating teaching.

#### IV. Adjourn

- a. Motion to adjourn – Sabrice
- b. Second – Todd
- c. Meeting adjourned

**Remaining spring meeting dates** (location Annie Russell Theatre building conference room):

5-Apr 12:30pm

19-Apr 12:30pm

#### **Proposed change for CLA Bylaw regarding hiring with tenure (in red):**

~~While faculty members are not normally hired with tenure (removed),~~ The option of being hired with tenure is permitted in the special circumstance of appointment to endowed chairs **or on a case-by-case basis when the candidate has already been granted tenure and holds the rank of Associate or Full Professor at the previous institution.**

If the endowed chair is in a specific discipline, a search committee will be formed within the appropriate department with representation from at least one other department appointed by the Dean of the Faculty. **For a tenured candidate, a search committee will be formed within the appropriate department with representation from at least one other department appointed by the Dean of the Faculty.** The committee will set out the criteria necessary for a successful candidate **for the position.** If the chair is not department-based, the Dean of the Faculty will appoint a search committee consisting of representatives from relevant departments and programs.

When the search committee has reached a final decision, it will send a letter of recommendation to the Faculty Evaluation Committee (as defined below). The search committee and the FEC, in assessing the merit of the candidate, along with the usual evaluation of research and service, will give special consideration to teaching quality in their evaluation. The FEC will examine the credentials of the candidate and will give the Dean of the Faculty its approval or disapproval of the recommendation of the search committee, based on a stringent evaluation of the candidate

against the tenure guidelines of the department or program. The Dean of the Faculty will then pass along to the Provost his or her recommendation as well as the recommendation from the FEC. The Provost in turn will make a recommendation to the President, who then makes the final decision on the appointment.

### **Proposed language for post-tenure review process:**

The Post-tenure review process will include teaching observations arranged between the CEC and the faculty member under review.

### **Collection of Materials for Review**

The faculty member undergoing post-tenure review will upload the following materials to Canvas by January 1:

1. CV
2. Professional Assessment Statement, including:
  - All relevant professional activities are addressed: teaching, research and scholarship, and College service.
  - The statement includes the assessment of her/his successes and failures, as well as a plan for future development.
  - In the area of scholarly research, the College is particularly interested in knowing:
    - How the faculty member has developed professionally since the last formal evaluation.
    - How the faculty member's research interests and professional activities constitute a coherent path of development.
    - How the faculty members' research interests are connected to their work on campus and to the larger community.
3. Prior departmental evaluations
4. Teaching Portfolio—including a selection of relevant materials such as:
  - a. Sample Syllabi
  - b. Sample Assignments
  - c. Examples of Student Work
  - d. Reflection on Student Evaluations
  - e. Letters from former students
5. Examples of research or creative activity