

9-27-2016

Minutes, Faculty Affairs Committee Meeting, Tuesday, September 27, 2016

Faculty Affairs Committee
College of Liberal Arts, Rollins College

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**Faculty Affairs Committee
Minutes from September 27th, 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
Denise Parris, 2016-2018, Business Rep
Dean Jennifer Cavanaugh – Guest

- I. Call to order:** Meeting called to order at 12:30
- II. Approval of Minutes:**
 - a. Approved minutes from September 19th, 2016.
- III. Old Business:**
 - a. Update on Dean Cavanaugh’s Handbook proposal (see appendix I)
Requested changes completed. Committee voted and
unanimously approved new form to be added to handbook.

IV. New Business:

a. President Charge (see appendix II).

Discussed President's charge and the need to move forward quickly to meet Dec. 1 deadline for progress report. Considered the needs to use anonymous surveys to facilitate participation by untenured faculty and others who prefer anonymity, as well as face-to-face meetings, possibly by division and rank, to facilitate meaningful discussions. Discussed the need to create a foundation on which our work proceeds which ought to include goal of creating a compensation philosophy that reflects valuing and investing in all faculty in fair and equitable ways. The committee recognized that seeing data on differential pay may be demoralizing for faculty who find themselves at the low end of our salary range. Committee discussed the need to connect compensation philosophy with overall strategic planning of the college.

b. Update on the sub-committee. Noted that members of the subcommittee include Eric Smaw, Stacey Dunn, Anne Murdaugh, Kathryn Norsworthy, Sharon Agee, Provost Singer, Udeth Lugo, and Matt Hawks. Described goals of subcommittee to include participating in process of identifying peer and aspirant institutions and analyzing data on faculty salaries in comparison to those schools as well as closely examining pay within Rollins. Subcommittee will continuously report back to FAC and include FAC members in decision-making. Dean Cavanaugh pointed out that in examining compensation, it is important to note that stipends, overloads, and course releases are all under one budget. That budget is overspent (by approximately \$800K) every year. It is not the right budget and we need to look at them separately. Also mentioned idea of calling course releases course reassignments to more accurately reflect faculty work.

c. Internal Grants: We have \$76K in FYRST grant funding available and 145K in requests. This will result in greater competitiveness for grant funding than faculty have been accustomed to in the past (last year we funded all proposals and went over budget). The committee will need to carefully evaluate and rank order proposals, as well as provide detailed feedback on unfunded proposals. Dean Cavanaugh has requested more research funding and will use the committee's rankings to fund additional proposals if funds become available.

There is \$75K available for other internal grants. We will evaluate proposals submitted thus far, but we expect the majority of proposals will be submitted in the spring.

There is an FAC meeting on Oct. 11 at 12:30 in Bush 123 to review grant proposals and rank them. All materials for reviewing grants will be available on Blackboard. Eric and Stacey will follow-up with Anne Murdaugh to use same procedures as last year.

V. Adjourned: Meeting adjourned at 1:48 pm

Addendum

I. Handbook Update.

Preparing for the search

_____ Upon Notification that the search has been approved the Department Chair sends the Dean:

_____ Ad Copy delineating position requirements and any desired qualifications

_____ Selection Criteria

_____ Composition of the Search Committee (must include one member from outside the department)

_____ Planned Outreach (where you want the ad placed and how long it should run)

_____ Dean meets with department chair and a representative from Human Resources to provide feedback on selection criteria, ad copy and planned outreach.

_____ Position will be posted on Rollins employment website and advertisements will be placed. Human Resources will be responsible for placing and paying for approved advertising.

_____ Prior to commencing the candidate screening process, search committee will meet with the Dean and an representative from Human resources to receive guidance on:
Strategies for conducting a successful search
Legal issues
Use of the Rollins applicant management system

Candidate Screening

_____ Once application window closes, HR will provide search committee chair and Dean with a report summarizing applicant pool demographics to assess diversity of the pool and determine if additional outreach is needed.

_____ Search committee will commence screening of candidate application materials based on selection criteria and identify candidates to be included in initial round telephone, skype or in person screening interviews.

_____ List of candidates identified for initial round interviews will be forwarded to the Dean for review and feedback.

_____ Dean will review the diversity of the pool of candidates identified for preliminary screening interviews and assess with search committee chair whether inclusion of additional candidates is desirable.

_____ Search committee will commence screening interviews. Human Resources will notify the remaining candidates that they have not been selected to advance in the search.

_____ Active reference checks will be conducted by the search committee prior to advancing any candidate as a finalist.

_____ Search committee will advance list of finalists to the Dean for review and approval prior to scheduling any on-campus interviews. List should also include names of those candidates who were interviewed in preliminary round along with a short explanation of why they were not advanced as a finalist.

_____ Dean reviews, seeks clarification on disposition of any candidates if needed, and approves finalists.

Finalist Interviews

_____ On-campus interviews will be scheduled by academic department.

_____ All finalists' schedules to include interviews with the Dean, Provost and Diversity Council representative.

_____ Once a finalist has been identified, the search committee will advance the name of the selected finalist to the Dean, along with explanation supporting selection of that finalist.

_____ Dean will confer with search committee chair regarding any questions or concerns relating to the selected candidate

_____ Dean will advance final candidate to Provost for approval

_____ Dean will consult with HR regarding appropriate salary and extend job offer

II. Presidential Charge.

Dear Eric and Susan,

I write to you as chair of the Faculty Affairs Committee and as Provost to ask you to convene the committee to address a specific set of questions described below.

Background: there is a great deal of research and analysis underway building a solid foundation for our strategic planning efforts. Projects include:

- Each academic and student affairs department has prepared a brief connecting our educational programs to our institutional mission;
- Constituencies of faculty, staff, and students have engaged in an exercise assessing our strengths, weaknesses, opportunities, and threats in the delivery of our mission and in our competitive market;
- We are doing a thorough assessment of our market position, researching our relative strength against our direct competitors, and the perceptions of Rollins among students engaged in the college selection process;

- We are designing a methodology to discern rigorously a peer group of colleges to be used for benchmarking analysis; and,
- We have begun a discussion of the design of a dashboard of key performance indicators that we might track to assess the overall impact of our strategic initiatives.

As I have listened to faculty, staff, students, and trustees over the last eighteen months a number of issues have emerged that warrant our careful attention. I have formed these issues into a set of **strategic questions** that we need to probe as we craft a plan for how best to move Rollins forward.

The questions I ask your task force to address are the following:

What would a transparent, rational, and fiscally responsible set of guidelines look like that would enable us to steward faculty compensation in ways that keep it fair and competitive? What does a rigorous benchmarking analysis reveal about our current faculty salary structure as compared to a set of peer colleges and universities, objectively derived? Do our current practices of course releases and stipends optimize fairness and reward? What is the faculty's disposition towards a merit-based system for awarding salary increases? Are there merit-based systems used by our peers that are more or less attractive?

Please prepare a report to share with our faculty colleagues in which you offer your best thinking on these questions and put forward a set of recommendations of what we might do differently in this area as a coordinated strategic initiative.

I hope to have a progress report on your deliberations on or before December 1st, 2016.

Fiat Lux,
Grant

III. 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.