

## Committee Charges Fall 2015

### **Budget:**

1. Clarification on the status of yearly “step-raises” for faculty?
2. Continue analysis of salaries of all university personnel.
3. Establish and maintain dialogue with Presidential Budget Advisory Committee.
  - a. additional charges could stem from President’s Report in November 2015.

### **Committee on Committees:**

1. Revise committee appointments from Spring 2015
  - a. Committee membership
  - b. Terms
  - c. Send confirmation to all committees with updated roster and request meeting minutes.
2. The chair of Committee on Committee should send an additional email or letter encouraging those that did not respond to the committee preference survey this year or who are not serving on university committees to encourage them to participate in serving on university committees.
3. Study and report on how University Committees workload is distributed among the faculty.
4. Revisions to the Human Subjects Research Committee
  - a. Name change to Internal Review Board
  - b. Revise charges to include the use of animals in research
  - c. Propose solution for approving applications during the summer or any time the university is not in session.

### **Personnel Policies**

1. Annual Review Process – this was suggested by Dr. McMillan as our next project together with Administration.
  - a. From the year-end report spring 2015:

Review and request changes to annual review form, and review the annual evaluation/review process and practice.

Action: Solicited feedback from Dean of Instruction and requested Dean to solicit feedback from chairs. Process ongoing. A survey instrument on the annual evaluation/review process was constructed and administered (see [Minutes 11-19-2014, IV.A, Draft of Survey Questions](#))

2. Continue work with Dr. Clark on editorial revisions to the APPM.
  - a. Starting point might be APPM 3.3.3.3 – how will the Senate enforce the policy or should amendments to the policy be considered.

b. Inclusion of the listed appendices and forms in the on-line document at the end, or creation of links to the documents themselves (see “Figure A. Faculty Senate Committee Structure” under APPM 3.3.3.3).

3. Explore and investigate family leave policies
4. Monitor developments and improvements to the travel encumbrance/reimbursement process.
5. Review office-hours policy with regards to requirement for on-line classes and summer classes.
  - a. on-line appears to be addressed in APPM 4.9.2 but not summer.
6. Reconcile fall syllabi due date with APPM 5.2.1, which states that teaching appointments are made “from the beginning of the fall semester. . .” and propose revisions to the Faculty Symposium.
  - a. Charge #13 (year-end report spring 2015) includes possible revision to the Symposium.
7. Develop a policy proposal on interim department chairs.
8. Review policy on faculty load and overloads.
  - a. develop a policy proposal on reassign time for faculty.

### **Planning:**

1. Possible revisions to the mechanism for receiving automated email confirmations for submissions for the Faculty Senate Awards.

a. From the year-end report spring 2015:

- Optional verification via email once a nomination has been made
- Optional verification via email once a vote has been cast
- Verify faculty/adjunct status. Some faculty members were given to us as adjuncts
- Ensure that Social Sciences are listed in the ARTS category – not SCIENCES

2. Stipend revisions to the FS awards – due to the reduced budget provided to the Faculty Senate, should stipend awards be reduced?

3. Redesign the qualifications for the Lifetime Achievement Award.

4. How can faculty/staff/ students be utilized in an “initial” vote so that the Senate only need vote on the top 5 candidates in each area?

### **University Affairs**

1. Faculty oversight for interdisciplinary programs. BLAS, etc.
  - a. Contact Randy Prus for details concerning this program. Dr. McMillan is tentatively scheduled to address the Senate on this issue on Wednesday, September 30<sup>th</sup>.
2. Faculty Scholarly Brown Bag lunches – continue implementation and possible revisions
3. Create vehicle for soliciting and addressing adjunct faculty concerns