Faculty Affairs Committee Meeting
Minutes
February 19, 2002

I. Call to Order

The Chair called the meeting to order at 3:32 p.m. A quorum was recognized.

II. Attendance

Members Present: Resa Culpepper, Susan Perkins, Norman Bolus, Pat Greenup, Bettye Wilson, Pamela Paustian, Barbara Gower, Mary Warren, Phil Blatt, Terry Hoobler, Helen Southwood

Members Absent with Notification: Mark Kossick, Laurie Adams, Jeffrey Burkhardt, Amanda Brown, Isao Eto, Jan Rowe, Carolyn Sherer

Members Absent without Notification: Stephen O'Connor, Richard Shewchuk, T. Tamura

Ad-Hoc Members Present: Debra Laken

SHRP Faculty: No nonmembers of FAC attending

Ex-officio Member-Dean’s Designee: Claire Peel

Recorder: Bruce MacIver

III. Minutes

The minutes for the January 15, 2002 meeting had been distributed electronically and a majority of the members had responded to the FAC recorder to vote for approval of the minutes. The recorder reported verbally that the minutes had been approved as distributed with no changes.

IV. FAC Chair Report

a. The Executive Committee met on January 31, 2002. The discussion addressed agenda items and setting the agenda for the FAC February 19 and the SHRP faculty March 4, 2002 meetings. The executive committee supported the decision by the Chair of the Planning Subcommittee, Helen Southwood to distribute the established list of topics for FAC review/action during 2002 to the FAC members. FAC members would be asked to prioritize the list of 22 items and return to Helen
prior to the February 19 meeting. The findings are to be shared with the FAC on 2/19/2002.

b. The Chair distributed revised copies of the 2002 FAC roster. The roster was updated to reflect subcommittee appointments for members and identify the Chairs of the Subcommittees.

c. The Chair requested members to review the proposed amendments to the FAC bylaws distributed on 2/15/2002. The proposed amendments to the AAC bylaws were also distributed to all faculty for discussion at the March 4 SHRP faculty meeting. FAC members were requested to submit questions, concerns to the FAC Chair prior to March 4, 2002.

d. The Chair forwarded the current version of the FAC Policies and Procedures manual to FAC members via email on February 9, 2002. The Chair reported the appendices are not yet complete. The Chair sought clarification that the total promotion and tenure guidelines (SHRP and all six departments) are to be included in the electronic version of the FAC Policies and Procedures. The Chair will be working with the Recorder to have the Policies and Procedures manual available on the FAC website.

e. The next SHRP faculty meeting will be on Monday, March 4, 12:00 noon in LRC 102. A light lunch will be provided. Faculty members are requested to arrive by 11:50 a.m. so they can get lunch and be ready to begin at noon. The Chair requested members to send any agenda items they may have to her.

f. The Chair has sent letters to members notifying them of their subcommittee appointment. Members should notify the Chair if they have not received a letter. These letters of appointment to subcommittees are to be used as supporting documentation for faculty service activities. The Chair has added this task to the duties of the Chair in the FAC Policies and Procedures.

g. Nominations Slate - SHRP Senate Elections. The Chair reported that SHRP has submitted a slate of four nominees to the Faculty Senate and met the February 15, 2002 deadline. The nominees are: Dr. Jeffrey Burkhardt, Debra Laken, Pamela Paustian, and Dr. Bill Ogard.

h. Promotion and tenure packets for FAC. The Chair reported that FAC will have eight, possibly nine packets to review for promotion and/or tenure. Each packet will require three reviewers. Reviewers must be at least at the proposed rank and tenured, if applicable for a specific packet. Packets are due to the FAC on March 1, 2002. Once all packets are received, the FAC Chair will distribute packets to reviewers.

The FAC review process will be followed and all FAC members were requested to evaluate the promotion and tenure guidelines process to make suggestions for revisions for the SHRP and the FAC documents. Additionally, FAC members were requested to document questions, concerns, issues detected in any of the departmental guidelines. The latter issues will be forwarded to the department chairs for the six departments of SHRP and any revisions for the SHRP document will be forwarded to the Dean.
V. FPPC Report – Next meeting will be on February 22, 2002. The subcommittees of the FPPC are reviewing the *UAB Faculty Handbook and Policies*.

The *UAB Faculty Handbook and Policies* is now updated and available at [http://main.uab.edu/show.asp?durki=29493](http://main.uab.edu/show.asp?durki=29493)

The 1/30/2002 revision is the current *UAB Faculty Handbook and Policies*.

VI. Faculty Senate Report – A following written report was distributed.

**UAB Faculty Senate Meeting Report**

February 12, 2002

Mr. Gordon Stone, of the Higher Education Partnership, presented the plans for the Higher Education Day to be held in Montgomery on February 21, 2002. The theme for Higher Ed Day 2002 is “Courageous Solutions: Economic Development, Tuition Fairness, Competitive Compensation”. This year the message to Alabama’s elected leaders is to be courageous in finding solutions to education funding problems so that our universities can put a cap on rising tuition costs, pay valuable faculty members at a competitive rate and continue to make a tremendous impact on the economy of this state.

The schedule of events is: 11:00 a.m. A rally begins on the steps of the Alabama State House. 12:00 noon Free BBQ lunch will be served and at 1:00 p.m. Alabama Jobs 2002 for the students. Three buses will be leaving that morning from UAB.

Mr. Wayne Echols presented his Legislative Update. Due to the depressed economy, money from income taxes is decreased. This means a 1-2% cut in the budget and lowers the base for next year.

Chair’s Report

Dr. Marcus Hickson presented his report on Faculty Productivity in Teaching. This report is to be placed on the Senate web page. SHRP and the other medical oriented schools were not included in this report as it was felt that the data would be skewed.

Committee Reports

Linda Reed of the Finance Committee presented her report. An informal survey of the faculty who are on the Senate E-Mail List Serve was done in late January to obtain feedback regarding the implementation of Caremark as UAB’s Prescription Drug Benefit. Most of the responses received were related to difficulties individuals had experienced in obtaining drugs. Ms. Reed met with Susan McWilliams, Associate Vice President for Human Resource Management and Reba Belcher, Director of Compensation and Benefits on January 24th. At that time, Ms. Reed summarized the faculty feedback she had received regarding
Caremark experiences. Ms. McWilliams and Ms. Belcher said they would follow up with Caremark regarding faculty difficulties.

Ms. Belcher said to feel free to contact her at: rbelcher@uab.edu or 934-3693 if faculty members have problems with Caremark.

Also, President Reynolds appointed the original members of the 2001 Ad Hoc Committee on Healthcare plus some additional campus representatives as the Fringe Benefits Committee for this coming year.

The Curriculum and Research Committee indicated that they will be surveying faculty on the semester format and the time semester classes meet.

Mr. Tim Heaven, Chair-Elect of the Faculty Senate, discussed a new financial incentive to retain employees that was passed by the legislature. It is called the Deferred Retirement Option Plan (DROP). It allows any member of the Teachers Retirement system who meets the eligibility requirements to participate. You must be 55 years of age and have 25 years of service, exclusive of sick time. You can elect to participate for 3, 4, or 5 years. During that time an amount equal to your retirement benefit will be placed into an account. At the end of your DROP period you can retire or continue to work. When you retire the account can be rolled into a qualified retirement account, which you will have control. (See attached example). Information can also be found on the TIAA web page.

VII. Old Business

a. FAC recommendation for department chair review process for "progress toward tenure/promotion.” The Chair presented the following written proposal for discussion:

   REVIEW PROCESS FOR DEPARTMENT CHAIR, NON-TENURED
   AND/OR NOT AT RANK THAT CANDIDATE FROM DEPARTMENT IS SEEKING

   1. For “review process for progress toward promotion, tenure or promotion/tenure for a department chair,” it is recommended that if the department’s guidelines do not address this scenario, that,
      a. The Dean appoints a committee of the senior faculty members with rank sought and tenure from the candidate’s department.
      b. If a total of three senior faculty members are not in the department, that senior faculty with rank and tenure be appointed from the faculty across the SHRP/other departments.

   COMMENTS SUBMITTED BY FAC MEMBERS:

   • Change “SENIOR” to tenured professor or associate professor
   • That the faculty in the department elect the committee rather than have the Dean appoint
2. The “review process for progress toward promotion, tenure or promotion/tenure” must be in compliance with the SHRP Faculty Handbook, page 19 and a department’s guidelines, when the department has identified the above scenario.

3. When a department chair is not tenured or does not have the rank sought by a candidate in the department, and if the department chair is serving as the chair of the department’s DPC, then the Chair is to appoint senior faculty with rank sought by the candidate and is tenured so that the candidate is assured the appropriate counseling and advice.

4. The goal is to assure that all candidates receive review for progress toward promotion, tenure, promotion/tenure by qualified mentors according to academic rank and tenure status. If the department chair does not have the necessary credentials for rank and/or tenure, then the chair has the responsibility to follow procedures that assure the faculty member has appropriate guidance in the years of preparation and during the development of the candidate’s packet.

5. A recommendation to the Dean for the future, that persons appointed to academic administrative positions as department chair, “that the faculty member be tenured and be at the Professor rank if possible; if not feasible, then that the candidate at lease have the rank of Associate Professor.

COMMENTS BY FAC MEMBERS:

The suggestion was made that when a faculty member is appointed to an academic administrator position at the department chair level and the faculty member is tenured, “that the FAC Subcommittee – Initial Appointment With Tenure Review evaluate the candidate’s CV and experience as to their preparation for mentoring other faculty in the specific department.” This activity would require the policies and procedures for the FAC Subcommittee to be revised and the Dean’s support.

This suggestion was discussed briefly; therefore, additional discussion is needed before making a recommendation to the Dean.

The FAC Chair will revise this proposal for recommendations to the Dean concerning the “review for process for progress toward promotion, tenure or promotion/tenure.”
b. After discussion for the proposal described in section (a), the Chair withdrew the motion addressing “the review of packets for department chairs seeking promotion/tenure that was tabled from the January 15, 2002 meeting.

The FAC determined the total process must be clearly defined from the beginning with initial decision to seek promotion/tenure to the point of the packet being submitted to the Dean. The review of packets for department chairs is not appropriate for the current departmental promotion/tenure guidelines. The goal is to draft a proposal that can be added to the SHRP guidelines to assure consistency for all department chairs who seek promotion, tenure or promotion/tenure. The FAC Chair will draft a proposal and will solicit input from the FAC members to create a draft for the March meeting.

c. The Chair reported that promotion/tenure packets are due to the Dean's Office by February 22, 2002. The packets (3 copies of each) will be available to FAC on March 1, 2002. The Dean’s office will notify each candidate to indicate that his/her packet has officially been received by the Dean’s office.

d. The Chair reported that the appendices to the FAC Policies and Procedures manual require additional development. The Chair will work with the Recorder to complete the policies and procedures for the FAC.

VII. New Business

a. Helen Southwood, Chair of the Planning Subcommittee distributed the Topics for Consideration by FAC During 2002 (see below) via email to the FAC membership prior to the February meeting. Members ranked each of the 22 items by priority. The ten receiving the top votes are listed in order of votes: 1,3,6,7,9,12,20,22,10,14. After much discussion, it was decided that the Planning Subcommittee Chair would distribute by e-mail the above 10 topics to all SHRP faculty and request that SHRP faculty rank order the 10 items and to respond by March 4, 2002.

**TOPICS FOR CONSIDERATION BY FAC DURING 2002**

1. development of grievance process for SHRP faculty; school process defined as implied in the UAB Faculty Handbook
2. development of reorganization process when ‘closure of academic units’ is not the focus of any reorganization plan of the school structure
3. definition of ‘appeals process’ within SHRP when a faculty member is denied tenure or promotion at SHRP level processes
4. submission of recommendations to the FPPC concerning policies concerning consultation/conflict of interest/interest practices of faculty; development of policies for SHRP faculty to clarify the UAB policies
5. review the policies/practices of searches for new faculty in SHRP
6. review the practices of performance evaluation and how linked to the promotion and tenure guidelines
7. review the criteria for performance evaluation for non-tenured faculty who do not have assignments in all three areas (service, teaching, research)
8. review the practices of all faculty and students related to compliance with UAB policies for safety, biosafety and security in the teaching and the research areas of the school
9. discuss the need for administrator evaluations in SHRP
10. discuss the rights and privileges of faculty with status other than full time regular faculty in the faculty governance process of SHRP
11. discuss need for SHRP to have representation on the Conflict of Interest Review Board
12. discuss the need for SHRP to have representation on the IRB
13. review the process and faculty qualifications related to sabbatical privileges
14. evaluate the trends in SHRP related to faculty rank, tenure status
15. review semester teaching workloads related to promotion/tenure expectations
16. develop for the SHRP handbook descriptions of the roles/responsibilities of academic administrators in SHRP (dean, associate/assistant dean, department chair, vice chairs, divisional directors, program directors, clinical coordinator and the affirmative action officer for SHRP
17. prepare written guidelines for the roles/responsibilities of faculty by rank as to the basic levels of expectations and performance as related to competence, excellence and commitment to SHRP/UAB
18. discuss the need for FAC to develop criteria to evaluate the effectiveness of teaching, scholarly activities/research and service related to promotion and tenure review process by FAC
19. discuss the practices in SHRP related to faculty personnel files – location, who has access, confidentiality, who can add materials to these files and are faculty given copies of materials in files; are there duplicate files outside of SHRP?
20. discuss the need for an orientation process for new faculty in SHRP
21. discuss the need for FAC to elect alternate members from the units with representation
22. review the compensation practices concerning administrative assignments with supplemental salary, professional development release time, administrative leave time, and special assignments with relief from teaching and linkages of these practices with faculty performance evaluation/review practices

Motion submitted by Helen Southwood:
Send the top 10 Topics for FAC consideration to the SHRP faculty to be ranked by March 4, 2002.

Philip Blatt seconded the motion. There was no discussion and the motion was approved.
b. Nomination Subcommittee - The Chair reminded members whose terms expire in September. These FAC members will serve as the Chair of the Nominating committees for their respective departments. The election process for 2002 will require elections in the Department of Diagnostic and Therapeutic Sciences with the election of two tenured and one non-tenured faculty to the FAC. The Department of Nutrition Sciences will elect one tenured faculty member to FAC.

c. Faculty Appointment with Tenure Committee - No update. There are no pending appointments with tenure.

d. FAC survey of faculty - promotion/tenure guidelines evaluation process. Due to time constraints, this item was not discussed.

VIII. Open Forum

No discussion due to lack of time.

IX. Announcements

1. Next meeting for FAC –March 19, 2002 at 3:30 – 5:00 pm in Web 615.
2. SHRP Faculty Meeting-March 4, 2002 at 12:00 noon, LRC 102, light lunch

X. Motions/Resolutions Review – included in the minutes above.

XI. Adjournment – The FAC meeting adjourned at 5:04 pm.