SHRP FACULTY AFFAIRS COMMITTEE MEETING
JUNE 18, 2002
MEETING TIME: 3:30 – 5:00 P.M.
LOCATION: WEBB 615 CONFERENCE ROOM
MINUTES OF MEETING

I. Call to Order – The FAC Chair called the meeting to order at 3:38 pm. A quorum was not recognized.

II. Attendance
   a. Members Present: Mary Warren, Barbara Gower, Philip Blatt, Pat Greenup, Norman Bolus, Bettye Wilson, Terry Hoobler, Pam Paustian, Susan Perkins, Amanda Brown
   b. Members Absent with Notification: Mark Kossick, Laurie Adams, Isao Eto, Jan Rowe, Carolyn Sherer; Helen Southwood; Resa Culpepper; Rick Shewchuk; Steve O’Connor; Jeff Burkhardt; T. Tamura
   c. Ad-Hoc Members Present: Debra Laken
   d. Ad-Hoc Members Absent: Gerald Glandon; Bill Ogard
   e. Guests: None:
   f. Recorder: Bruce MacIver
   g. Dean’s Representative: Claire Peel

III. Minutes Approval for May 21, 2002 Meeting – Minutes were not approved due to the absence of a quorum via email and at the June 18 meeting. The minutes will be distributed prior to the August meeting.

IV. FAC Chair Report – Pat Greenup
   a. Executive Committee Meeting – June 6, 2002
      The Executive Committee prepared the agendas for the June FAC meeting and the July 16 SHRP faculty meeting.
   b. Promotion and Tenure Packets - Dean’s Decisions. The FAC Chair called the meeting into Executive Session and reported the Deans decisions on promotion and award of tenure for each of the candidates reviewed at the April 2002 FAC meeting. The Chair indicated that the letters were available for review by any FAC member.
   c. SHRP Faculty Handbook - The Chair distributed a draft handout with suggested changes. FAC members were requested to submit comments, changes, etc by July 1. The proposed amendments must be distributed to the SHRP faculty by July 2 to meet the bylaws amendment procedures.
   d. FAC Policies and Procedures – revisions will be needed based on the faculty votes at the July 16 meeting based on bylaws amendments decisions.

V. FPPC Report – Representative Greenup reported that the FPPC is completing review of Section 2.0 and Appendix A, B, and C of the UAB Faculty Handbook. It is expected that proposed changes will be forwarded to the Faculty Senate prior to September. The SHRP Senators and the FPPC representative will solicit reviewers for the draft documents. The FAC Planning Subcommittee will review and prepare a report that will be forwarded to the Senate.

VI. Faculty Senate Report – The Faculty Senate met on June 11, 2002 and Debra Laken submitted a written report that will be included in the official FAC minutes maintained in the Dean’s Office.

VII. Old Business
   a. SHRP Promotion and Tenure Guidelines – A draft of the proposed revisions based on FAC members’ input was distributed. FAC members were requested to review and give feedback to the FAC Chair. FAC members should be prepared to discuss at the August meeting. A written copy of the draft will be included in the official FAC minutes maintained in the Dean’s Office.
b. **Departmental Promotion and Tenure Guidelines Review by FAC**
FAC reviewers were requested to submit comments, suggestions, and recommendations to the FAC Chair for the DTS, CC and NTS department promotion and tenure guidelines. Submitted materials will be summarized and forwarded to the Department Chairs and the faculty representatives for each of the departments (DTS, CC, and NTS).

c. **FAC Review Process** – Draft document was distributed at the May 21 meeting. The revisions process will continue at the August and September FAC meetings.

d. **FAC By-Laws Amendments** – draft of proposed amendments was distributed. FAC members were encouraged to submit comments to the Chair by July 1.

e. **Planning Subcommittee** - No report at this time. This subcommittee will be the reviewers of the proposed revisions to the UAB Faculty Handbook.

f. **Promotion and Tenure Guidelines for a Department Chair.** No update. This topic will need to be addressed along with revisions to the SHRP Promotion and Tenure Guidelines.

VIII. **New Business**

a. **SHRP Faculty Handbook** – The FAC Chair requested any proposed amendments other than professor promotion rank subcommittee, definition of eligibility for voting on promotion packets and on award of tenure packets, and change in the section describing consulting and conflict of interest. The proposed amendments will be distributed to faculty prior to July 2, 2002 in preparation for the July 16, 2002 meeting.

b. **FAC Policies and Procedures** – Revisions will be needed based on bylaws changes at the July 16, 2002 meeting of the SHRP faculty.

c. **Dean's Comments/shared governance** – This item was not discussed due to lack of time.

d. **Summer Term SHRP Faculty Meeting**
The meeting is scheduled for July 16 in LRC 104. This is the regular meeting date for the FAC. There will be no FAC meeting at 3:30 pm on July 16. The noon SHRP faculty meeting will take precedence. The next FAC meeting will be August 20, 2002.

e. **FAC election of department representatives and officers for 2002-2003 term**
Bettye Wilson, the FAC Vice Chair and Chair of the Nominating Subcommittee will initiate the elections process during July following the procedure prescribed in the FAC Policies and Procedures. The number of representatives for each department will be based on a faculty listing as of August 1, 2002. FAC representatives whose term is ending will serve as the nominating committee in his/her department to solicit nominees for the vacant positions. A report will be presented at the August meeting.

IX. **Open Forum**

The following topic and written document was developed following discussion at the June 6 Executive Committee meeting. This document is to initiate the development of a recommendation for FAC to submit to the Dean.

**Topic:** SHRP Office of Faculty Development and Assistant Dean for Faculty Affairs

**Topic was presented for future discussion by FAC.**

**RATIONALE:**
The “top six topics” identified by FAC as needs of the faculty in SHRP are:

1. review the practices of performance evaluation and how linked to the promotion and tenure guidelines
2. discuss faculty development/mentorship-does the school have sufficient opportunities for young and inexperienced faculty to grow and be successful in their academic appointments
3. define ‘appeals process’ within SHRP when a faculty member is denied tenure or promotion at SHRP level processes
4. review the criteria for performance evaluation for non-tenured faculty who do not have assignments in all three areas (service, teaching, research)
5. research needs of the faculty – are the research needs of faculty being met? Such as grant preparation, IRB application and issues, assistance with experimental design and biostatistics, assistance with submitting articles for publications and preparing presentations
6. discuss the need for an orientation process for new faculty in SHRP

All of these issues are relevant to the future success/performance indicators for SHRP. The FAC can only make recommendations to the Dean. The FAC does not have the authority or the means to implement and evaluate any activities recommended.

At the May 14, 2002 meeting with Dean Jones there was discussion about the need to examine the methods for the evaluation of teaching effectiveness.

Additionally, suggestions indicated a need to focus on development of the role of the DPCs, the Program Director, the Chair related to the mentoring process needed to assist/prepare faculty to support the goals/objectives of their programs, departments, the SHRP and UAB. The promotion and tenure process within SHRP will continue to need monitoring, revisions and coordination with the Provost office and changes in the UAB Faculty Handbook. This process requires collaboration between the academic administrators and the faculty across all departments.

While Dean Jones indicated that he supported shared governance, the process, the commitment and the support for such activities by faculty must be integrated into the productivity and reward systems of the departments and the SHRP. To establish equity for non-tenured, on tenure earning track and tenured faculty there is a need to have a stable process concerning personnel actions/decisions related to faculty within the SHRP.

Possible functions for an Office of Faculty Affairs:
1. administrative support for appointment, promotion and tenure processes
2. support for review, revision, development of faculty policies
3. databases for faculty appointments
4. contracts and letters of appointment – process and record protection and storage
5. support for faculty handbook currency and bylaws for the governance of the school
6. administrative support for searches for department chairs, center directors, deans
7. faculty governance/administration
8. grievance proceedings
9. personnel management issues
10. periodic trend analyses such as retention, recruitment gender issues
11. orientation programs/activities
12. mentoring programs
13. leadership development
14. research skill development
15. fellowships for junior faculty
16. mentoring for administrative skills supporting promotion into academic administrative positions
17. faculty development based on individual, program, department and school needs
18. support for achieving performance indicators as identified in the vision, mission, goals and objectives of the school, departments, and programs
19. support faculty opportunities for university wide service and development of school interactions for collaboration for research and student projects

X. Announcements – Next FAC meeting will be August 20, 2002. The July 16 SHRP faculty meeting will take precedence for the July meeting of FAC.

XI. Motions/Resolutions –
No motions or resolutions were presented due to the absence of a quorum.

XII. Adjournment – The FAC meeting was adjourned at 4:54 p.m.