

# 2020-21 University Committee on Faculty Affairs

## MINUTES - Draft

Tuesday, November 10, 2020

**Members Present:** A. Berg, K. Bieda, M. Comstock, C. Finkelstein, J. Fitzsimmons, R. Fulton, M. Helton S. Kendall, N. Lajevardi, I. Medina-Meza, I. Plough, F. Ravitch, L. Schiavone III, J. Schuster-Craig, M. Waddell, H. Wu, A. Zevalkink,  
**Others Present:** E. Boyles, D. Byelich, S. Lang, F. Villarruel, K. Yermak

### Members and Others Absent:

### Call to Order

Chairperson Fulton called the meeting to order at 1:00 p.m.

### Approval of Agenda

The agenda was approved as presented.

### Approval of Minutes

The Minutes from September 29, 2020, October 13, 2020, and October 27, 2020, as amended, were approved.

### New Business

1. Integrity in Disclosure of External Institutional Professional Relationships – Provost Woodruff – S. Lang – Action Item (previously an information item). Suzanne Lang reviewed the subject and defined the information of interest. The NSF has an interest in wanting to know of faculty associations and/or affiliations with international institutions (money being paid investigators) and a duplication of work that might also be discovered.
  - a. M. Comstock made a motion, seconded by A. Zevalkink and F. Ravitch, to provide a memo to Suzanne Lang which provides feedback to the Provost and Dr. Doug Gage, of Research and Innovation, by December 1, 2020. Motion carried.
2. Reappointment, Promotion and Tenure/Continuing System Faculty and Academic Staff – Suzanne Lang provided a comprehensive overview of what this subject covered. It is asking faculty and academic staff to provide an impact statement of how COVID-19 has affected their work life this year. The statement they write could be used in their dossier, and they may review the aspects of the affect on their work and personal life if they would like to include that information.

### Old Business

1. Guidance on Faculty-Involved Curricular Material – Provost's Office
  - a. The Provost's Office would like UCFA to consider the possible repercussions if faculty write their own textbook and their book is determined to be the best text for the class. A subcommittee comprised of Frank Ravitch, John Fitzsimmons and Susan Kendall will review that issue.

2. Code of Professional Standards and Behaviors revision – Update – M. Comstock, C. Finkelstein, M. Fulton, N. Lajevardi and J. Schuster-Craig.
  - a. This subcommittee is meeting this week and will an outline of their concerns to Suzanne Lang.
3. Statement on teaching via online, evaluations as they relate to annual review and promotion and tenure – M. Comstock, I. Medina-Meza and M. Helton.
  - a. This subcommittee has met once regarding evaluation of faculty.
4. Report from subcommittee on Council of Graduate Students Resolution 19-FS-22 inclusion of diversity, equity and inclusion in annual review and tenure document – N. Lajevardi and I. Plough.
  - a. They will be meeting on this again.

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### **For Information and Discussion**

### **Announcements**

1. R. Fulton – No report given.
2. S. Lang – No report given.
3. F. Villarruel –
4. D. Byelich – Mr. Byelich update the UCFA on the status of the budget, reviewing what the commitment of the budget income and expenditure was at the beginning and where the income and expenditures are presently. This is based on international and non-international student attendance, and it demonstrated the thought and expertise that went into quite accurately anticipating what the different enrollment figures reflected.

**Adjournment** – The full UCFA Committee adjourned to their respective subcommittee meetings.