

Faculty Affairs Committee - Minutes

February 13, 2023

4:00pm – 5:00pm

Crane Room

Members Present:

Sarah Holt, Julie Noonan, Vincent Rossi, Michelle Ewert, Michael McGuire, Izzy Wasserstein, Jody Toerber-Clark, Hillary Lolley (Zoom), Holly Broxterman (admin)

Guests:

Kelly Erby

Minutes:

1. Call to Order at 4:00pm by Rossi.
2. Approve Minutes
 - a. November 14, 2022 minutes - Wasserstein moved to approve, Ewert seconded.
 - i. Unanimously approved
3. Old Business
 - a. *Revision to the Faculty Handbook, Section I Part VII.A. Graduate Council*
 - i. Committee discussion ensued.
 - ii. Wasserstein motioned, Toerber-Clark seconded that the committee approve the revisions and updates to the Faculty Handbook pending the approval vote from Faculty Senate.
 - iii. Unanimously approved by Committee.
4. New Business
 - a. *Faculty Handbook revision, Emeritus Titles*
 - i. Erby, as a representative from the Faculty Handbook Committee, provided an overview of the agenda item.
 - ii. Committee discussed ensued.
 - iii. Ewert motioned, McGuire seconded to approve.
 - iv. Unanimously approved by Committee.

- b. *Faculty Handbook revision, Office Hours*
 - i. Erby provided an overview of the agenda item.
 - ii. Committee discussed ensued regarding keeping office door language and how that would affect online students or teachers and those without offices or doors.
 - iii. Wasserstein motioned, Noonan seconded to strike *“office door. Syllabi with student office hours must also be posted”* and to have the revision note, *“To this end, all faculty members must establish a schedule of student office hours sufficient to meet this obligation and include these on their course syllabi and on the university learning management system.”*
 - iv. Unanimously approved by Committee.

 - c. *Faculty Handbook revision, Faculty Recruitment*
 - i. Erby provided an overview of the agenda item.
 - ii. Committee discussed ensued regarding the number of candidates who would be invited to the campus to interview. Revision notes two. Committee discussed benefits and disadvantages of having three candidates.
 - iii. Wasserstein motioned, Ewert seconded to edit language from Subsection V. Faculty Recruitment, A. Establishing The Position, b. Selection of Candidates for Visitation on Campus from *“...top two candidates...”* to *“...top three candidates...”*.
 - iv. Unanimously approved by Committee.
5. Announcements
- a. None
6. Rossi adjourned the meeting at 4:57 pm.