Fairfield University

Faculty Development & Evaluation Committee (FDEC) Meeting

Thursday, April 12, 2012, 9:00 AM – 10:30 AM

Minutes

In attendance: Roben Torosyan, Emily Smith, Larry Miners, Mary Frances Malone, Shahrokh Etemad, Meredith Wallace Kazer, Joel Goldfield, Bill Abbott, Jessica Davis

The minutes from the March 1, 2012 meeting were approved with some minor changes. Last names are to be added and a “t” will be added to “Abbot.” Professor Shahrokh Etemad was thanked.

Fr. Paul Fitzgerald has proposed to streamline the merit application process since the current merit system is too cumbersome. Suggestions include (1) if a faculty member is promoted in rank during the course of an academic year, that person automatically qualifies for standard merit and may apply for additional merit as well, or need do nothing more; (2) if a tenure-track junior faculty member receives a positive recommendation for continuation in his/her probationary status, that person also automatically qualifies for standard merit and may apply for additional merit; and (3) all other continuing faculty (tenured people, Professors of the Practice, including phased and sabbatical folks) need to apply for merit using the forms supplied by his/her dean. Meredith Wallace Kazer said that the GSEAP has agreed to this proposal and wants to make sure that the process includes additional merit. A clear ruling from administration on whether additional merit is available in any given year is needed. It was suggested that “years where no additional merit is available...” be added in. Mary Frances Malone commented that the timing may not
work as the Memo of Understanding is not always approved before merit applications are due. Bill Abbott said that we may want to send this back because of timing issues. Larry Miners pointed out that the first suggestion of Fr. Paul Fitzgerald makes the calendar year in which a faculty member comes up for tenure/promotion not represented for that round of merit review. Fr. Paul Fitzgerald joined the discussion. This request comes from a joint meeting of the board of trustees and concerns of faculty for what they need to do in a given year. The question arose: Is it necessary for a person who goes through the process of rank and tenure and/or given a positive recommendation for a continuing contract to apply for merit? Bill Abbott pointed out that if a person wants additional merit they would need to apply regardless of their situation. Fr. Paul Fitzgerald said that we need to have a way to apply for additional merit that is not addressed here. Larry Miners reiterated that the MOU is often accepted after merit applications are due. Meredith Wallace Kazer moved to approve as revised, Emily Smith seconded, and all approved.

The annual report was discussed. Changes to be made: adjust how many meetings were missed, CAE members are invited guests, and Mary Frances Malone is an *ex officio* member with the right to vote. Mary Frances Malone suggested that we have a representative from the School of Engineering replace the representative from University College. This will have to be a handbook amendment that we will recommend. Bill Abbott made the motion that FDEC recommends to the Committee on Committees that the slot for University College be moved to the School of Engineering since all other schools are represented on the FDEC. All approved. Roben Torosyan said that not all faculty are aware of what data they can use for their teaching when applying for rank and tenure. He recommends that the FDEC work with the deans to educate faculty on this issue. Meredith Wallace Kazer said she will
make this unfinished business. She will make further changes to the annual report and resubmit to the FDEC for approval.

Meredith Wallace Kazer and Tracey Immerso submitted a proposal to the IDEA Center for a presentation covering all of the issues discussed previously. They will hear if it is accepted May 1st.

Pertaining to the report to academic council, they will be reconvening on Monday and FDEC is on the agenda.

Peer Review of Teaching (PRoT) evaluation and plans for Spring workshops are on track for the FDD. An e-mail will be sent out via Faculty Announcement. Larry Miners said that applications have gone out for new teams and he wants new groups this this round.

A change to Instructional Handbook regarding “The final examination will establish approximately one-third of the grade” has been purposed. Mary Frances Malone said that this wording comes from the Journal of Record; therefore, it cannot be changed. Roben Torosyan suggested that due to best practice and Meredith Wallace Kazer suggested that due to academic freedom, they think this would be better changed. Mary Frances Malone suggested that the Academic Counsel would be a better forum for this proposal. Meredith Wallace Kazer asked if there is a conflict of language between the JOR and Student Handbook. Bill Abbott suggested the proposal be sent to the EPC. Emily Smith suggested that Kazer consult with Irene Mulvey on where this should go.

The next FDEC meeting is scheduled for April 30th and Meredith Wallace Kazer asked what agenda items we would like to move forward. Since there were no pressing issues, it was
suggested that the meeting possibly be cancelled unless something comes up. The report to the AC will be approved via e-mail. Emily Smith suggested a future agenda item be the education of faculty on how to use idea form.

Bill Abbot moved that the committee thank Meredith Wallace Kazer for a job well done, this was met with applause.

Respectfully submitted, Jessica Davis.