Faculty Affairs Committee
Meeting Minutes
February 15, 2012

Present: Corinne Daprano, Pat Donnelly (ex-officio), Linda Hartley (chair), Emily Hicks, Dave Johnson, Kevin Kelly, Art Jipson, Rebecca Wells, Andrea Seielstad, Partha Banerjee, Paul Vanderburgh

Absent: Sheila Hughes, Kaitlin Regan, Kim Trick

1. Minutes of the January 30, 2012 FAC Committee were approved.

2. A subcommittee (Linda Hartley, Kevin Kelly, Rebecca Wells) presented a draft of a revised workload guidelines document, *University Guidelines for the Allocation of Tenured and Tenure-Track Faculty Academic Responsibilities for Teaching, Scholarship and Research, and Service*, submitted for discussion. R. Wells described the principles supporting the guidelines and invited discussion from the committee. Extensive discussion ensued related to the following issues: Consistency of workload across academic units, the need for the document to reflect the University’s basic fiscal operating assumptions that require an annual 18 credit hour teaching load, the possibility of articulating within the document a baseline and range for credit hour production, the merit of describing considerations that could affect the adjustment of a baseline teaching load, the need to provide department chairs and deans with the flexibility to reduce teaching assignments. An additional concern was raised that without a description of a baseline teaching load, department and unit committees established to construct appropriate policies would face an overly demanding assignment that would require a lengthy process. Two points drew detailed discussion:

   a. The point was made that the School of Engineering sets a course “buy-out” level of 25%; this percentage corresponds with a baseline teaching load of 12 credit hours per semester. There appeared to be consensus that a teaching baseline assignment should not disadvantage academic units that routinely generate external research funding.

   b. There also appeared to be consensus that any guidelines forwarded by this committee should establish a baseline teaching assignment. Such a baseline is necessary in order to consider and enact consideration of the factors articulated in the draft Guidelines document. The subcommittee was charged to revise the Guidelines document to reflect the discussion points described above.

3. P. Donnelly made an initial presentation of a *Revised Description of Faculty Outside Employment and Additional Services* document. The proposed revision is intended to (a) provide greater clarity for faculty and administrators and (b) create more consistency with the revised policy for staff that was adopted in 2008. P. Donnelly stated that the revised policy would be forwarded to the Senate as a consultation item. Discussion of the proposed revision was deferred to the February 28 FAC meeting.

Minutes submitted by K. Kelly, February 16, 2012