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Faculty Affairs Committee Minutes of the Academic Senate 2020-01-17

University of Dayton. Faculty Affairs Committee

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Faculty Affairs Committee Meeting Minutes

January 17, 2020, SM 112 (Conference Room)

Members Present: Andrea Seielstad, Shannon Driskell, Anne Crecelius, Corinne Daprano, Kathleen Webb, Lee Dixon, Lissa Cupp, Andrew Sarangan, Denise James, Sayeh Meisami

Ex Officio: Carolyn Phelps

Excused: Mark Jacobs

The committee discussed and approved a proposed addition to the Faculty Handbook that is set forth below. This was proposed by the Provost's Office last year as a description of corrective action that may be implemented by chairs/deans and the Office of the Provost in the event a faculty member fails to meet expectations or violates other policies. It fills a void for issues that arise that do not warrant dismissal but suggest a need for improving performance and/or accessing resources. It fills a gap between satisfactory performance of duties and serious ones warranting recommendations of dismissal and/or Equity Compliance processes and is designed to be formative, put the faculty member on notice of issues of concern, and connect the faculty member with resources and plans of action for addressing them. Due process is available through the Faculty Hearing Committee on Grievances or Faculty Hearing Committee on Academic Freedom and Tenure.

The bolded passages are revisions suggested by the Committee by way of amendment to the initial draft presented to the Committee from last year's FAC. The Committee approved unanimously:

To be placed in the section *General Faculty Policies and Procedures* immediately after "Review of Tenured Faculty" and before "Faculty Awards."

16. Response to Full-time Faculty Members Who Fail to Meet Expectations or Violate Policies Related to Faculty Responsibilities.

The quality of faculty accomplishments in scholarship, teaching, and service shapes the academic quality of the institution as a whole. **Faculty responsibilities are defined in university, unit and departmental policies; workload policies; letters of hire; and annual review.** On occasion, the department chair, dean, associate provost for faculty affairs, or provost becomes aware of a faculty member who is either failing to meet the unit's expectations or violating policies related to his or her faculty responsibilities. In such situations, the department chair in consultation with the dean's office, dean, associate provost for faculty affairs, or provost is responsible to notify the faculty member of the concern and respond with corrective actions. **The goal is to support the faculty member in improving their performance and/or gaining access to different resources that may be helpful.** Except in cases in which dismissal is indicated, corrective actions generally serve two roles. First, they provide notice of the problem and communicate an expectation for change. Second, they are designed to be formative; they provide specific feedback and resources to the faculty member to support him or her in improving professional performance. In some instances, they provide notice that a lack of change will result in consequences that will remain in place until change is

made. Examples of such consequences include (but are not limited to): implementation of a performance improvement plan; loss of annual merit increases; focused training in a related area; suspension of eligibility for sabbatical leave; ineligibility for study abroad or summer teaching. **If policy violations continue, consequences may be increased up to and including dismissal or non-renewal of appointment.** In such cases, the faculty member shall be informed that they have the right to reach out to the Faculty Hearing Committee on Grievances or Faculty Hearing Committee on Academic Freedom and Tenure, as appropriate. In cases where dismissal is recommended, the faculty dismissal policy will apply.