

**Faculty Affairs Committee**

**Meeting Minutes**

January 19, 2018 11:30-12:30pm CP 206 C

***Present:*** *D.C. Grant, Margo Bergman, Greg Benner, Gillian Marshall, Jim Thatcher.*

***Excused:*** *Sarah Hampson, Susan Johnson.*

1. **Consent Agenda**

The December 11, 2017 Faculty Affairs Committee Meeting Minutes will be reviewed and approved at FAC’s next meeting in February. The 1.19.18 agenda was accepted with the addition of scheduling under Other Business.

1. **Discussion Items:**

* Teaching Evaluation Policy Draft

*Faculty Code Teaching and Teaching Evaluation Policy draft from 12.11.17 (Appendix A)*

FAC member, Susan Johnson, emailed the Faculty Code language about the minimum requirement for teaching evaluations. This needs to be folded into the draft. Chair, D.C. Grant will work on this and send to committee for comment.

* Chair for 2018-2019 FAC Chair Nominations/Election

D.C. Grant is willing to continue (self-nominate), but doesn’t want to discourage others if they’re interested. Marian Harris, who is on sabbatical, may be interested. FA Admin will check on her term and reach out to her about her interest. FAC decided to have open nominations between now and their February meeting.

* Childcare and Early Childhood Education – Information from UWB

[*UW Bothell Childcare Feasibility Study Report*](https://drive.google.com/open?id=1k126pv8SOi1mnPz_q4-ZHASNC1fRZfWl)*;* [*UW Bothell Childcare Advisory Committee Charge Letter 2017*](https://drive.google.com/open?id=1c9CeFGk6S49qS5S6L8MDBr07cnBvA1nJ)

Chelsea Knodel of UW Bothell’s Childcare Advisory Committee sent information (linked above). FAC members discussed the possibility of having a similar committee at UW Tacoma; perhaps as a subcommittee of FAC. They noted that UWB’s Childcare Advisory Committee was charged by their administration. A similar committee at UWT might require the same administrative sponsorship because childcare is tied to space and resources. FAC will continue to keep the childcare issue on the table.

* Parking for Faculty – List of Efforts

*Parking Efforts Appendix B*

FAC members discussed parking improvement and survey ideas:

* + Kickstarter campaign?
  + Public opinion poll?
    - Might not lead to action, but seems like next step
  + Poll to all faculty – top priorities you would like to see resolved
    - FAC should ask faculty what their top concerns are
    - i.e. Parking, childcare, teaching evaluations, etc. up to 8 items and a box for write in option;
    - ranks in order of current level of dysfunction; highest priorities and least functional
    - Add grants/pre-award research supports to list of concerns
      * EGC1 are catching issues and sending proposals back; need better infrastructure to get through system
      * Office of Research is supposed to manage pre-award, but current practice doesn’t match this; they currently do not have a pre-award staff person
      * Managing one’s own grants is more than problematic
  + Look for existing data or survey from scratch?
  + TAP survey – did it include parking?
    - It covers parking permit sales and delivery, but doesn’t address issues with parking availability
* Climate Survey Update?

Marian Harris is continuing to represent UW Tacoma. The process included a pre-RFP process; perhaps now they are in RFP process. It is being managed in UW Seattle; large scope = longer process.

* Non-competitive Hiring Policy Update - *Appendix C*

This proposed policy is stalled for now due to need for shared governance collaboration. FAC members talked about gathering more history (asking Lecturer Affairs for anecdotal evidence; send a message to AAUP, asking about recent experiences, etc.). FAC decided they need more information to become knowledgeable about the level of dysfunction and present a clear case for why this policy is needed. If the current rules aren’t being followed there needs to be enforcement and accountability. FAC has been working on this policy for almost two years and are concerned that it is not moving forward. FAC is committed to not let the issue/project drop and will work with EC leadership to find a solution.

* Other Business

It has been challenging to schedule winter meetings. There were suggestions to broaden the doodle poll to M-F 1-4pm or use an excel spreadsheet with a similar format. Chair, D.C. Grant, offered to make excel spreadsheet for scheduling and send early next week with due date of next Friday.

**Adjourn**

**Appendix A**

From Susan Johnson:

*I have attached the language from the faculty code about evaluation of teaching (I cut and pasted pertinent sections onto a word doc & included the links) so we can make sure that what we come up with matches the faculty code.*

**This comes from:** <http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html>

**Section 24-32 C**

The scope of faculty teaching is broader than conventional classroom instruction; it comprises a variety of teaching formats and media, including undergraduate and graduate instruction for matriculated students, and special training or continuing education. The educational function of a university requires faculty who can teach effectively. Instruction must be judged according to its essential purposes and the conditions which they impose. Some elements in assessing effective teaching include:

* The ability to organize and conduct a course of study appropriate to the level of instruction and the nature of the subject matter;
* The consistency with which the teacher brings to the students the latest research findings and professional debates within the discipline;
* The ability to stimulate intellectual inquiry so that students develop the skills to examine and evaluate ideas and arguments;
* The extent to which the teacher encourages discussion and debate which enables the students to articulate the ideas they are exploring;
* The degree to which teaching strategies that encourage the educational advancement of students from all backgrounds and life experiences are utilized;
* The availability of the teacher to the student beyond the classroom environment; and
* The regularity with which the teacher examines or reexamines the organization and readings for a course of study and explores new approaches to effective educational methods.

A major activity related to teaching is the instructor's participation in academic advising and counseling, whether this takes the form of assisting students to select courses or discussing the students' long- range goals. The assessment of teaching effectiveness shall include student and faculty evaluation. Where possible, measures of student achievements in terms of their academic and professional careers, life skills, and citizenship should be considered.

**Section 24-7 A**

**Assessment of Teaching Effectiveness**  
  
To implement the provision stipulated in [Section 24-32, Subsection C](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2432C), the standardized student assessment of teaching procedure which the University makes available may be used for obtaining student evaluation of teaching effectiveness, unless the college, school, or department has adopted an alternate procedure for student evaluation, in which case the latter may be used. Each faculty member shall have at least one course evaluated by students in any academic year during which that member teaches one or more courses. The teaching effectiveness of each faculty member also shall be evaluated by colleagues using procedures adopted within the appropriate department, school, or college.  
  
The collegial evaluation of teaching effectiveness shall be conducted prior to recommending any renewal of appointment or promotion of a faculty member. In addition, for faculty at the rank of assistant professor, or associate professor or professor "without tenure" under [Chapter 25, Section 25-32, Subsection D](http://www.washington.edu/admin/rules/policies/FCG/FCCH25.html#2532D), or with the instructional title of lecturer the collegial evaluation shall be conducted every year. For other faculty at the rank of associate professor or professor or with the title of senior lecturer, principal lecturer, or professor of practice the collegial evaluation shall be conducted at least every three years. A written report of this evaluation shall be maintained and shared with the faculty member.

**FAC Proposed Campus-Wide Policy for Teaching Evaluation**

In response to the 2016 Report of the Teaching Evaluation Campus Fellows, the Faculty Affairs Committee proposes the adoption of the following campus-wide policy:

According to the University of Washington’s “Evaluating Teaching in Promotion & Tenure Cases: Guide to Best Practices (2016)” and supported by research by the Report of the Teaching Evaluation Campus Fellows, UWT units should rely on all three of the following methods of teaching evaluation: peer evaluation, self-evaluation, and student evaluation of teaching. Furthermore, each unit should:

* Define the terms Teaching Excellence, Teaching Effectiveness, and Student Success in alignment with the UWT strategic plan.
* Provide guidelines and transparency about each component of teaching evaluation (peer evaluation, self-evaluation and student evaluation). These guidelines should clearly identify which kinds of teaching assessment will be used for which purposes, and how much weight they will be given in merit, contract renewal, and promotion and tenure decisions.
* Self-assessment of teaching should take place on an annual basis as part of faculty annual activities reports.
* Effective teaching should be supported with resources such as professional development funds, mentoring, workshops, fellowships, staff resources, etc.

**Appendix B**

UW Tacoma Parking Solution Efforts

*First contribution made to list by FA Admin., Ruth Ward*

Faculty Affairs Committee (FAC):

Parking proposal written by chair, D.C. Grant

Met with VC Finance & Administration, Faculty Assembly Leaders

Request for parking meters that aren’t on Pacific Ave. to be 2 hours instead of 90 minutes

This group wants to have Sound Transit increase bus #586 UW Tacoma to UW Seattle daily trips

Greg Benner has Sound Transit contact?

Executive Council (EC):

Annual (16-17 & 17-18) report from James Sinding, Auxiliary Services Manager

Look for in EC minutes

Sent memo of suggestions to James in 2016

Strategic Planning Coordinating Committee (SPCC):

Co-Champions for Growth, Karl Smith & Katie Baird, wanting to make significant impact on parking

Co-Champions for Students, Erica Cline & Kathleen Farrell – Student’s #1 ask in the Strategic Plan process was for better parking

Co-Champions for Culture might be interested as this affects work morale

Tye Minckler, VC Finance & Administration:

Meeting with City of Tacoma about potential solutions

Working with James Sinding, Auxiliary Services Manager, who is also the liaison to Pierce Transit

Ideas – make another parking lot; charge for all parking so that free parking isn’t being subsidized by paid parking; requiring either a U-Pass or Parking Permit

ASUWT/ Registered Student Organizations/ Other student groups:

FAC look into partnering with students?

Student Focus Group?

Student’s #1 ask in the Strategic Plan process was for better parking

Staff Association:

FAC look into partnering with staff?

Is parking within Staff Association purview?

**Appendix C**

Proposed Policy on Non-Competitive and Part-Time Faculty Appointments

It is understandable that some level of non-competitive faculty hiring and use of part-time faculty is required. The following policy on non-competitive and part-time hiring processes is introduced to ensure equity, inclusiveness and diversity are incorporated in all aspects of faculty hiring:

Whenever a non-competitive full-time position is filled, (with exception of temporary appointment to cover for a faculty member on sabbatical) a competitive hiring process must be immediately undertaken to fill the position through a diversity focused and inclusive process. Non-competitive full-time faculty appointments may be made for a maximum of one year and may be renewed for a maximum of one more year, if required to complete the competitive hiring process. Any further extension must be justified for review and potential approval by the Appointment, Promotion and Tenure (APT) Committee (per the faculty responsibility over appointment\*). The APT will not allow such approval for more than one final year.

Most part time faculty positions should exist to satisfy unexpected shortcomings in faculty course coverage. When a college or school\*\* makes use of part-time faculty to cover the equivalent of two full-time faculty positions for a period of two consecutive years, a competitive hiring process must be undertaken for at least one full-time position at the beginning of the third year.

An academic program may apply to the Appointment, Promotion and Tenure Committee for a specific faculty member’s appointment to be considered exempt from these standards due to a persistent need for a clinical and/or professional appointment.

\* “In accordance with [Executive Order No. IV](http://www.washington.edu/admin/rules/policies/PO/EOIV.html), Legislative Authority of the Faculty, the faculty of the University of Washington Tacoma shares with its Chancellor the responsibility for…Criteria for faculty tenure, appointment, and promotion…” – [Faculty Assembly Bylaws](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/UWT_Bylaws_Final-060617.pdf)

\*Faculty Responsibility over appointment also found in the Faculty Code, [Section 23-43.B](http://www.washington.edu/admin/rules/policies/FCG/FCCH23.html#2343)

\*\*Department where the Regents have not yet created a college or school headed by a dean within the University of Washington Tacoma as described in [Executive Order V](http://www.washington.edu/admin/rules/policies/PO/EOV.html).

*Approved by the Faculty Affairs Committee 11.13.17*