**Faculty Affairs Committee**

**Meeting Minutes**

November 13, 2017 11:30-12:30pm CP 206 C

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

1. **Consent Agenda**

The October 16, 2017 Faculty Affairs Committee Meeting Minutes were approved.

1. **Discussion Items:**
   * Childcare and Early Childhood Education

FAC will be receiving information from Amy Hawkins about UW Bothell’s childcare efforts. Kristi Soriano-Noceda (Student Engagement, Childcare & Family Services) and her student workers are partnering with FAC for flyers to advertise the back-up childcare subsidized by UW, open to students, faculty, & staff. Kristi will also connect FAC with a Registered Student Organization, Huskies and Pups, who are working for there to be more awareness about the need for baby-changing tables for parents and families. FAC discussed how one has to “dig for answers” on our UW Tacoma website for information about lactation stations, baby changing tables, back-up childcare, and childcare in general. They noted that some of this information is included on the Childcare and Family Support Services webpage, but first, one needs to know to look there. They discussed using the various television monitors around campus to increase awareness, as well as, potentially using the Husky 411 student email newsletter that goes out weekly. For reference, the most direct pathway to the Childcare and Family Support Services webpage is: UW Tacoma homepage > Current Students > Student Engagement > Childcare and Family Support Services (on the top menu).

* + Equity and Inclusion in Hiring Processes

Chair, D.C. Grant reviewed the Faculty Assembly bylaws and the Staff Association bylaws for information about training for staff hiring. There was not any specific information, therefore, he proposed collaborating with HR to ensure that people who hire staff are able to have inclusive, anti-bias training.

* + Non-competitive Hiring Policy – Appendix A

FAC discussed the newest draft of this policy that came out of collaboration with Lecturer Affairs. Though members expressed concern that this policy might push academic units to rely more heavily on part-time faculty. They noted that the paragraph does, however, give some parameters on using part-time faculty to fill needs, as well as, some flexibility. Members also expressed that this policy should be strongly supported by EC and APT and include strong messaging when it is circulated to academic units. D.C. agreed to contact APT committee, especially about their role in the policy.

VOTE: Faculty Affairs Committee voted to pass the proposed Non-Competitive Hiring Policy: 7 in favor, 0 no, 0 abstain, 0 absent.

* + Parking for Faculty –Feedback & Ideas / W Express Bus (#586) – Sound Transit/ Pierce Transit

FAC member, Margo Bergman, and Chair, D.C. Grant, met with Tye Minckler, AVC for Finance and Administration, about the preliminary parking proposal/ideas. Tye spoke about long term planning, commitments, and managing the debt load. He agreed that parking is a problem and said that he will be talking with the city, county, and state players to get all onboard for a vision and mission to solve this issue. He will keep FAC in on the conversation. Some of the initial ideas that Tye shared were about the Tacoma Dome parking lot, requiring all to buy a U-Pass or a parking permit, and to eliminate free parking. FAC discussed these ideas as potential starting points, but brought up complex issues with each, e.g. the two block walk from the Tacoma Dome parking lot to the link, the u-pass not servicing UW Tacoma members who live in certain areas (Thurston County, other areas to the south), and that the current structure for paid parking is chaotic. They agreed with 90-minute parking spots in front of commercial vendors on Pacific Ave. but not on Jakson street by the Pinkerton building. Another, shorter-term solution would be to move up the hill and create parking lots in some of UW Tacoma’s currently unutilized land. FAC members shared about some student focus groups in which students shared about feeling a lack of community at UW Tacoma. FAC observed that this lack of community is connected to lack of parking and lack of a central gathering place on campus for students (like a HUB). As students see it, parking and community are connected. FAC will continue these conversations and staying connected to the larger campus and community conversation about parking issues and solutions.

FAC members also asked about the recent Transforming Administration Program (TAP) Survey (<https://tap.uw.edu/> and <http://tap.uw.edu/tap-admin-survey>) as an opportunity for expressing needs and asking for improvements. Perhaps FAC could take a look at the results for Tacoma, advise, and make recommendations? Conversation to be continued.

* + Teaching Assessment – Appendix B

FAC member, Sarah Hampson, used the recommendation language from the Teaching Evaluation Campus Fellow’s report in this draft policy. She consulted with the Campus Fellow group members for some original feedback. It was noted that for faculty to improve teaching and assessment of teaching, there needs to be financial and other support. Thus, if FAC recommends assessment of teaching, it will need to come with resources and support for the additional time it will take. Milgard representative, Margo Bergman, will see if she can learn if their SGIB receives support/compensation. All in all, the work of the recommendations has been done by various people and groups over the years. Now all that is needed is a policy that puts these recommendations into place. Even a policy that guides each unit to make sure to have their own policy; each academic unit should define teaching assessment and have transparent guidelines on how the assessment is weighted. Sarah will circulate the draft policy and asks that FAC members respond directly to her so that she can synthesize the feedback.

**Adjourn**

Appendix A

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*

Appendix B

**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.