IAS Faculty Council Minutes
April 24, 2014

Date: Thursday, April 24, 2014
Time: 1:30 – 3:00 pm
Location: PNK 212

NOTE: Highlights indicate actions taken/Decisions made
NOTE: Highlights – add to TO DO LIST

Attendees/Invitees

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Cheryl Greengrove</td>
<td>Chair (QuESSst)</td>
<td>cgreen</td>
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<tr>
<td>Mary Hanneman</td>
<td>Chair-elect (PPPA)</td>
<td>hanneman</td>
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<tr>
<td>Cynthia Howson</td>
<td>Lecturer-at-Large</td>
<td>chowson</td>
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<tr>
<td>Loly Alcaide Ramirez</td>
<td>CAC</td>
<td>alcaide</td>
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<tr>
<td>Julie Masura</td>
<td>QuESSst</td>
<td>jmasura</td>
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<tr>
<td>Johann Reusch</td>
<td>S&amp;HS</td>
<td>reusch</td>
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<td>Lauren Montgomery</td>
<td>SBHS</td>
<td>immont</td>
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<tr>
<td>Mike Zbaraschuk</td>
<td>PPPA</td>
<td>mzbara</td>
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Ex-Officio Members

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<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Bill Kunz</td>
<td>Interim-Director, IAS</td>
<td>bkunz</td>
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<tr>
<td>Bonnie Becker</td>
<td>Associate Director</td>
<td>bjbecker</td>
</tr>
<tr>
<td>Chris Demaske</td>
<td>Chair of Chairs</td>
<td>cd2</td>
</tr>
<tr>
<td>Kristina Powers</td>
<td>Staff</td>
<td>kp23</td>
</tr>
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Agenda

1. Review and approval of minutes from 4/3/14 & 4/17/14
2. IAS voting policy discussion
3. Set up process for voting on researchers and affiliates
4. MAIS Steering Committee discussion
5. BMP Scheduling – Chris
6. Begin salary document review and update
7. Plan for reviewing IAS by-laws & getting feedback on new structure
8. Set agenda for 5/2/14 IAS Faculty Meeting
9. Director Bill Kunz Items
10. Future:
   a. Policy for retention spousal hires
      Assemble table of variety of positions

Discussion

1. Review and approval of minutes from 4/3/14 & 4/17/14
   a. Minutes approved for 4/3/14
   b. Minutes approved for 4/17/14
2. IAS voting policy discussion
   a. Revised policy was sent to:
      i. Mary. Mary approved.
         1. Policy updated with Forman’s suggestions
         2. Definition of a “quorum” needs to be defined and double-checked
            a. Cheryl to check with Forman
            b. Bill check with Marcia Killien
   b. Policy will be brought to the faculty at the next meeting for a vote.
c. Proposed IAS voting procedure:
   i. Post all relevant material, which may include search interview committee report, statement of dissent (if any), candidate’s application packet, etc. on Catalyst with a discussion board two business days prior to IAS faculty meeting.
   ii. Have hiring discussion at IAS faculty meeting and summarize the discussion in writing without attribution to individual faculty.
   iii. Post discussion summary on Catalyst after the faculty meeting, closing the discussion board and opening the Catalyst vote for one calendar week. In cases with a search interview committee report, the vote is to accept the recommendation of the committee. In the absence of a search interview committee recommendation, a vote will be conducted on an individual candidate.
   iv. In cases with a search interview committee report, if a quorum of all eligible faculty do not participate in the Catalyst vote, a special meeting of the IAS faculty will be called where faculty will vote on the committee’s recommendation. If a quorum of faculty is not present at this meeting, the IAS Director will forward his/her hiring recommendation to the UWT Vice Chancellor for Academic Affairs along with the results of the catalyst vote, a summary of all faculty meeting search discussions and all search materials.
   v. In cases with a search interview committee report, if a quorum is achieved and a majority of all eligible voting faculty do not approve the recommendation of the search interview committee, a special meeting of the IAS faculty will be held to discuss and vote on the individual candidates for the position. Following this meeting, the IAS Director will forward his/her hiring recommendation to the UWT Vice Chancellor for Academic Affairs along with the results of both the Catalyst vote on the search interview committee recommendation, as well as the results of the vote on individual candidates, a summary of all faculty meeting search discussions and all search materials.

1. Definitions:
   a. All eligible faculty for this vote is the ENTIRE full time IAS faculty eligible to vote in that quarter.
   b. Quorum is at least 50% of all eligible faculty.
   c. Majority is 50% +1 of all eligible faculty.

2. Chamberlain & Jolly
   i. There is strong disagreement if the IAS policy is code compliant. The Senate Parliamentarian questions Robert’s Rules. It is currently being discussed in Seattle.
   ii. BILL will discuss the vote with JW about moving forward with the Catalyst vote.

3. Set up process for voting on affiliates, adjuncts and researchers
   a. Suggestions were made in regard to the best way to renew
      i. Recommended that divisions vote and then IAS Faculty Council votes via Catalyst
      ii. Recommended that there should be discussion at Faculty Council
   b. Difference between adjust and affiliate:
      i. Adjunct must have an appointment at another institution
      ii. Affiliate does not need to have an appointment at another institution
   c. Necessary for processing/approving:
      i. Form
         1. ADs will change PT form to use for adjunct, affiliates and researchers
         2. Sponsor to be noted on form
         3. Divisional vote to be noted on the form
      ii. CV

4. MAIS Steering Committee discussion
   a. Chris, Bonnie, Riki and Cheryl met week of 4/14
   b. Until by-laws are established, it was suggested that MAIS to organize a Steering Committee that would have divisional representation
   c. Establishing the MAIS Steering Committee
      i. Division Chairs need to identify possible representatives
      ii. Representatives will be voted on
      iii. Representation from all divisions including QuESSI even though QuESSI is creating a MS
         1. This will be announced at the May 2nd Faculty Meeting
   iv. Representative needs to be graduate faculty
   v. Initial appointment of a year (Spring 2014 to Spring 2015)
   vi. Grad SC to establish guidelines on who should teach graduate classes
   d. Graduate faculty:
      i. Senior lecturers can be graduate faculty
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ii. Must be here a year and voted upon
iii. Do not have to be grad faculty to teach graduate classes
e. Goal is to have a head of graduate studies

5. BMP Scheduling – Chris
   a. Highlight what the Chairs should be looking for various items; there is a check list for the Chairs
      i. Course equity
      ii. Low enrollment
   b. Chairs to meet next week to discuss

6. Begin salary document review and update
   a. Group asked to review the salary document written in 2013
      i. Faculty Council to address the recommendations made
      ii. Faculty receiving a minimum of 2% across the board per the Provost
      iii. Faculty Council can determine to award 2.5 etc., to use the rest of equity, compression or extra merit
   b. Topic will be discussed at September 2014 retreat
   c. Base salary will be only be reviewed. Class overloads and administrative duties will not be a factor.
      The following will be posted on the share drive and will be broken down by rank
      1. Base salary
      2. Extra merit
      3. Compression
   d. The following points were discussed
      i. “Collected and disseminated on lecturer salaries at UWT, across the UW system and nationally” to be checked by Bill with Nita McKinley
      ii. New salary policy to address “# of years of service by rank be considered in the development of an IAS policy on salary adjustment”. This is designed to do away with retention offers.
      iii. “Equity to be given consideration in each salary adjustment”… every year equity is given consideration.
      iv. “Recommend that in any salary adjustment allocation, that the process implementation seeks to address the widest possible number of faculty whether tenure, tenure-track or not.”… this is a policy that has been done for years.
      v. “Recommend specific policies for salary adjustments also consider that for many lecturers the traditional means of salary adjustment…”
         1. When offering to competitive hires, it is.
         2. The one piece this does not address is for senior lecturers. Senior lecturers need to be looked at relative compared to everyone else.
   e. When will Faculty Council review salaries?
      i. Faculty Council meetings remaining: 5/8 and 5/15
      ii. Schedule another Faculty Council meeting for the 5/23 and 6/6 to discuss salary topic

7. Plan for reviewing IAS by-laws & getting feedback on new structure
   a. Read by-laws for next meeting and note anything that needs to be changed, anything that is wrong.
      Any changes need to be voted upon by IAS faculty.
   b. Feedback is needed from IAS faculty how the by-laws apply and if it is working

8. Set agenda for 5/2/14 IAS Faculty Meeting
   a. Action item: Voting policy
   b. Divisions to vote on representative for the MAIS Steering Committee
   c. Reappointment reviews for tenure track. An additional meeting to be scheduled as there are 5 people to review

9. Director Bill Kunz Items
   a. A call for notes for the annual review document
      i. Agreed PT should follow the same process
      ii. A plan was established for evaluations

10. Future:
    a) Policy for retention spousal hires
    b) Assemble table of variety of positions
    c) List of all terms and appointments for service across IAS (Kristina to put together)
    d) Personnel committee
DO LIST: (CG Organize catalyst site with Kristina - DONE)

1. IAS Faculty Council to Review:
   a. IAS Summer money application guidelines, process, best practices and how best to showcase how $$ are being used – in process – Kristina put up on IAS faculty catalyst site
   b. Scheduling guidelines and low enrollment policy developed this summer (bring in Emily) – DONE 2/24/14 – Chris implementation BMP document to 4/17/14 FC mtg.
   c. New UG majors process –DONE at 3/7/14 mtg. – take to IAS 3/14/14 for vote
   e. Salary workgroup recommendations from last year – starting this spring qtr.
   f. Space recommendations from last year
2. Should Faculty Assembly Executive Council be representative of divisions in the future?
3. Re-visit extra merit process – spring qtr
5. Follow-up on finding out who will be doing what annual reviews
6. Discuss budget transparency process with Bill
7. Summer:
   a. Who gets to teach?
   b. How is it decided?
8. Guidelines for minimum qualifications for PT lecturer hires
9. $ to Divisions
10. Guidelines for senior and principal lecturer needed – assigned group to research and bring back information and recommendations – Bonnie (replaced by Turan), Lauren Montgomery & Julie Masura – bring to 4/3/14 FC meeting
11. Low grade minimum
12. Teaching Evaluation Assessment Guidelines
13. How do we do recognition?
14. Advisory Board priorities input
15. Advisory vote by divisions on T&P?
16. MAIS questions – address at 3/7/14 meeting – invite Riki & Emily – see to do items in minutes associated with this
17. Student Representative for shared leadership–how do?
18. Clean-up lecturer voting process
19. How solicit IAS faculty input
20. IAS staffing
21. IAS representation on committees