

**Faculty Affairs Committee Meeting Minutes**

November 15, 2018 12:30-1:30pm SCI 104

***Present:*** *D.C. Grant, Sarah Hampson, Sharon Laing, Fei Leng, James Thatcher*

***Excused:*** *Rob MacGregor, Rich Furman*

1. **Consent Agenda & Recording Permission**

* Consent given to agenda and recording of 11/15/18 meeting for minutes

1. **Approval of Minutes**

* Approval of minutes from 10/18/18 with change to “Leng” from “Ling”

1. **Parking**

* Parking continues to be an issue on the Tacoma campus of UW with a total of over 6000 students, faculty and staff members. Members discussed using some of the available open, as yet undeveloped spaces on the UWT campus acreage to develop temporary parking lots using porous gravel, that could easily be filled in as future campus development occurs. These spaces would provide cheaper parking, perhaps charging as little as $20 a quarter and using a Husky I.D. card for access.
* Members questioned why the parking spots along 19th and Jefferson by UWT, are still metered for 90 minute parking, since there are no longer any businesses there. Classes are all 90 minutes or longer, requiring students or faculty to leave class to put more money in parking meters.
* A motion to send a proposal to UWT Administration requesting longer parking time on the Jefferson St. meters and development of a low cost, temporary lot in the open areas west of Fawcett Ave between 127th and 21st Streets, on the UWT campus was made by James Thatcher, seconded by Sharon Laing. The motion passed by unanimous vote: **5 yes, 0 no, 0 abstain**.

1. **Childcare**

* Members discussed the possible remodel of the currently unused “student health” property on 19th and Market for childcare. The property also includes parking spaces currently used by the U-Car program.
* Chair D.C. Grant was also asked to discuss this idea when meeting with Administration to discuss the parking proposal.

1. **Teaching Evaluation Policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Appendix A**

* At the request of the Executive Council (EC), the 2017-2018 FAC created a draft policy to formalize recommendations of the 2016 Report of the Teaching Evaluation Campus Fellows (see Appendix A).
* A proposed policy, which would aid all units in aligning their policies with best practices, was twice sent to the Executive Council but was twice returned to FAC without a motion or vote in the EC.
* FAC members are urged to re-read the policy and send comments by email prior to the December meeting; FAC will then request it be added to the Executive Council’s 12/10/18 meeting agenda. Once approved it would go before the Deans and Directors for review.

1. **Non-Competitive Hiring Policy Appendix B**

* F.A.C. was also charged with developing a policy on non-competitive hiring and FAC sent two previous drafts to Executive Council during the 2017-2018 academic year. Like the Teaching Evaluation Policy, the Non-Competitive Hiring Policy did not receive a motion or vote in the EC.
* Sharon Laing will draft sentencing to the current proposed policy that requests an annual report be sent to F.A.C. listing the number of part-time faculty, the number of years they have been teaching at UW, the number of non-competitive hires and how long they have been teaching at UW and will send this to F.A.C. members.

1. **Sound Transit**

* A scheduled visit from a Sound Transit Community Outreach staff member was canceled by the invited representative; Sound Transit does not plan to include any other bus routes or stops at this time.
* A Catalyst poll focusing on transportation issues will be developed and sent to UWT campus attendees.

1. **New Business – Social Activities for Faculty**

* FAC members discussed possible social activities that would connect all faculty.
* Quarterly and/or Annually: Annual requires less work but if a faculty member has a conflict, they miss out rather than quarterly which gives more options to join in some type of activity.
* Some suggested ideas included: a faculty/alumni lounge, faculty lunch, a faculty family day on the UWT commons, at the zoo or at the park: families could bring picnic lunches and/or UWT could provide ice cream and drinks.
* Members were asked to bring more ideas to the next meeting.

1. **Adjournment**

* The meeting adjourned at 1:18 p.m. following a motion from James Thatcher
* The next meeting of the Faculty Affairs Committee will be Thursday, December 6, 2018 at 12:30 p.m. in SCI 104.

**Appendix A**

*The Teaching Evaluation policy development project was first commissioned by EC in the 2013-2014 academic year.*

*“Teaching Evaluation Campus Fellows” met during the 2014-2015 academic year to develop recommendations.   
 That work culminated in a “2016 Report of the Teaching Evaluation Campus Fellows” FAC used to build policy.*

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

***Approved by the Faculty Affairs Committee on 4.19.18***

*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 extensive research in the “Report of the Teaching Evaluation Campus Fellows”, UWT academic units should rely on all three of the following methods of teaching evaluation: peer evaluation, self-evaluation, and student evaluation of teaching. Each unit should:*

*1. Review and update teaching assessment guidelines to ensure that they match best practices for student, peer, and self-assessment. Academic unit guidelines should clearly identify which kinds of teaching assessment are used for which purposes and how much weight they will be given in merit, contract renewal, promotion and tenure decisions.*

*2. Define teaching excellence, directly addressing the diverse needs of our students as well as fair and just evaluation of all faculty, including women and faculty-of-color.*

*3. Clarify with students the use of and reasons for student evaluation feedback. Only those student comments relevant to the learning process should be utilized for teaching evaluations.*

*4. Provide resources for and remove barriers to effective teaching practices. Best practices include:*

*●Reduced faculty teaching loads to allow time for training and provision of thorough and systematic peer review.*

*●Recognize self-assessments as a critical component in merit review, contract renewal, promotion and tenure decisions,*

*●Support the participatory development of student success and teaching excellence.*

*●Create assessment and support systems appropriate to faculty rank and teaching experience.*

*5. Refer to University of Washington’s “Evaluating Teaching in Promotion & Tenure Cases: Guide to Best Practices (2016)” and the “Report of the Teaching Evaluation Campus Fellows” for guidance on the implementation of best practices.*

**Appendix B**

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*

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***Current UWT hiring policy information from Director of Academic Personnel Casey Byrne (11/9/18):***

**UWT Faculty Hiring**

UW Tacoma requires all fulltime positions to be on the Tacoma campus hiring plan and be conducted via competitive searches. This includes full-time temporary lecturers.

UW recognizes two appointment types for part-time lecturers. They are Lecturer Part-Time, Temporary and Lecturer, Part-Time.

Lecturer, Part Time appointments will have a service period of 9 or 12 months and the length of the appointment may be annual or multi-year, up to 5 years, with a minimum of 50% FTE. These positions should be hired through a competitive search.

The Lecturer Part-Time, Temporary appointment may have a length of appointment assigned on a quarterly or yearly basis. Yearly appointments are limited to up to three years. These temporary, part-time positions are not required to use a competitive search but departments are strongly encouraged to conduct transparent and equitable searches for these temporary roles. This position type should be used primarily in cases of short-term program need.

This is the main UW website that outlines Provost’s guidelines for lecturer appointments. <http://ap.washington.edu/ahr/policies/lecturer-guidelines/>

Here are the Provost’s guidance on annual hiring cycles: <http://ap.washington.edu/ahr/policies/provost-guidance-on-annual-hiring-cycle/>

Competitive recruitment is defined as a search that at a minimum is posted on the UW Academic Jobs site and in a national publication for a minimum of 30 days. The Chronicle is the main publication that all searches tend to use, in additional to outlets that may be discipline specific or organizations with in higher education. There is not a specific UW document I can point to right now that says this, though. Competitive Search is defined at the system level.

Here are search related materials for UW Tacoma: <https://www.tacoma.uw.edu/academic-affairs/search-hire>