**Faculty Assembly Executive Council Meeting Minutes**

Friday, 11/05/2021, 1:00 p.m. – 3:00 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Turan Kayaoglu, Vice Chair Menaka Abraham, FAC Chair Sharon Laing, APCC Chair Julie Masura, Interim EVCAA Ali Modarres (Only for EVCAA Portion), Jose Rios (Filling in for Kathy Beaudoin Autumn 2021), Monika Sobolewska, Jim West, Barb Toews, Weichao Yuwen (Delegate for Katie Haerling), Rupinder Jindal, Anne Taufen (Filling in for Anaid Yerena 2021-22), Sushil Oswal, Julie Eaton, Jacob Martens, Amanda Sesko, Randy Nichols, Mary Hanneman, Marisa Petrich, Arindam Tripathy, Andrea Hill .* ***Excused****:* ***Absent:*** *APT Chair* ***Guests:***

***Program Coordinator:*** *Andrew Seibert*

1. **Approval of Agenda, Meeting Minutes, Permission to Record**
	* No corrections, additions, or removal of Agenda items were requested from Executive Council Representatives. Agenda was approved and recording permission was granted by the Council. Recording the meeting is for minutes purposes only and gets automatically discarded through the Zoom cloud server.
		+ Approval of 10/25/2021 Meeting Minutes
			- No edits requested by Executive Council
			- Minutes stand approved as written
				* One abstention.
2. **Introductions/Reports**
	* **Land acknowledgemen**t
	* **Report of Chair**
		+ **Decriminalize UWT Taskforce**
			- The Taskforce and Faculty Assembly Chair met with the Chancellor, and received overwhelming support from the Chancellor on suggestions and recommendations. Although she cannot promise work on better recommendations, the Chancellor will be establishing a Steering Committee that can hold her accountable for her work and actions on the recommendations.
		+ **Appointment, Promotion, and Tenure Committee**
			- The scheduled Chair of APT has received an Interim appointment role and would need to step down from APT Chair. The Milgard School of Business Chair representative was elected Chair of APT, however their Dean recommended focusing on accreditation issues at the business school.
				* A School of Social Work and Criminal Justice representative has been replaced. The Milgard Representative will be replaced no later than November 19, 2021.
				* Once representation has been established the Committee will vote for a Chair for the 2021-2022 Academic Year.
			- A few representatives reminded the Chair of the crucial work from last Academic year on the request for APT to review their Charge for the work of the Committee.
		+ **Departure of Past Chair and SIAS Associate Professor**
			- Faculty Assembly Leadership invited the Executive Council and Faculty to a meeting with the Chancellor in regards to the Past Chair and SIAS Associate Professor.
				* Some of the major concerns have been charged to Faculty Affairs and will report to the Executive Council and Faculty Assembly Leadership. It was also recommended that it was not just a Faculty concern, but could also happen to Staff, and to get in contact with the Staff Association
		+ **Faculty Council on Tri-Campus Policy (FCTCP)**
			- FCTCP is interested in input from the Faculty on what Promotion and Tenure looks like for the three campuses. This is on their Agenda and will discuss it soon.
		+ **EVCAA and Faculty Assembly Faculty Lunch Hour Meetings**
			- The next EVCAA and Faculty Lunch Hour is Wednesday, November 18 2021
		+ **Back to the Future Committee Update**
			- Vice Chair encourages Faculty to send any questions campus related to send to her to take to Joe Lawless
	* **EVCAA Report**
		+ Interim EVCAA Ali Modarres had the following to report:
			- Winter quarter scheduling and updates
				* Registration will begin in Nov 22, 2021. Interim EVCAA is requesting all Faculty to submit whether they will teach in person or hybrid by Nov 20, 2021. This helps students plan their lives around the scheduled courses.
			- Student recruitment and retention
				* The Interim EVCAA, Chancellor and Deans had conversations regarding how to implement best practices around the school level under retention of students. These are in the works to be improving in the future.
			- Academic Plan
				* Interim EVCAA looks forward to working with the Faculty Assembly on creating the next Academic Plan.
			- EVCAA Search (Also from Chair’s Update)
				* The EVCAA Search is up and running. The search firm has been selected. For more information, please refer to the link [here](https://www.tacoma.uw.edu/chancellor/executive-vice-chancellor-academic-affairs-search). The goal is to have someone identified by the end of the year. Please invite your faculty to participate in this Search
			- SIAS Dean Search
				* The Committee for the SIAS search has not been formed at this time, but the Interim EVCAA hopes to form the Committee by the end of December.
			- University Initiatives
				* Student Success Programs and Initiatives

The Interim EVCAA is looking to organize a program on how the campus and Student Success

* + - * + Faculty Success

The Interim EVCAA is looking to recognize Faculty success as a future goal. More details to come in the future.

* + - * Questions and comments for Interim EVCAA:
				+ The Faculty Affairs Committee Chair would like to schedule a meeting with the Interim EVCAA to discuss some of the current charges of Faculty Affairs which tie into Faculty Success such as Mental Health and well being post COVID-19. The Chair of Faculty Affairs mentioned they will be gather data to get a sense of the specific needs of the Faculty and will share with Executive Council before the end of the year and will share with Interim EVCAA

Interim EVCAA recommended that COVID-19 support may need to be recognized in the school level

1. **Discussion on Faculty Assembly Priorities (See Appendix A)**
	* Discussion from Executive Council
		+ Faculty on the Executive Council provided overwhelmingly positive feedback on the Executive Council Charge letter.
		+ A representative in SIAS asked to add work on Diversity, Equity and Inclusion
	* A motion was made to approve the Faculty Assembly Charge letter as its drafted. Moved by Julie Masura, seconded by Sharon Laing.
		+ ***Votes:*** *17 yes, 0 no, 0 abstentions*
2. **Actions:**
	* **Budget and Planning Committee Membership**
		+ A representative asked whether there was specific criteria that was previously used to determine the Faculty on the Ad Hoc Committee.
			- The Chair of Faculty Assembly mentioned that the requirement was budget knowledge or interest in budgets
			- A Faculty representative recommended having new members write a paragraph on why they are interested in being a member of the Ad Hoc Committee.
		+ Faculty on the Executive Council would like to keep the membership open to future membership
		+ Faculty reminded Chair of having a statement
		+ Motion to approve the Committee as presented made by Julie Masura and seconded by Mary Hanneman
			- Votes: 15 yes, 1 no, 0 abstentions
	* **Faculty Assembly Task Force on APT (See Appendix B)**
		+ Feedback on task force draft
			- A SIAS Representative provided feedback from one of their school Faculty on the following language
				* Suggestion

﻿In addition to the APT service experience and School representation, I think there should be explicit cross-rank representation with at least two members being Teaching Professors (Asst, Assoc, or Full); I suggest two because one voice could be overpowered, especially given the history of APT excluding non-tenure track faculty. If such a suggestion makes it too much of a math problem to constitute this task force, I'd suggest that the APT service experience be limited to 1-2 people. (Reform might even be challenging if they constitute a majority)

* + - * + Question

If the task force returns recommendations for change, will those changes be possible to implement in Spring '22 so that the 22-23 academic year begins with them in place? I ask because I'm wondering about the timeline to accomplish any recommended revisions (if it will be enough)

* + - * Concern on how membership will be seeked out for the Taskforce?
			* Concern on the communication on the decision from the Committee regarding Faculty who were up for Promotion and Tenure
			* A Faculty member recommended looking into whether it is possible for schools to establish their own APT since schools were not made at that time.
				+ Recommendation to review Faculty Code to determine whether APT is needed review in the school level
				+ Recommended this be the primary charge of the Taskforce
			* A Faculty member recommended rereviewing the process for APT as the process should be fair. It was also recommended to look at the tri-campus policies
			* An amendment was proposed by Randy Nichols. The following was recommended:
				+ Move question 4 to Question 1

Should schools at UW Tacoma establish their own promotion and tenure committee? If so, should a campus-wide APT continue to advise the Chancellor?

* + - * + Add question 5

What feedback should the APT committee(s) provide to candidates going through the promotion process?

* + - * + Additional Recommendation by Jacob Martens

Under question 4:

Add language to include rank and track

* + - The Chair of Faculty Assembly determined that the Executive Council is not ready to vote at this time. More feedback will be collected and a vote at a later time.
1. **Comments & Announcements**
	* No comments or announcements were made by Executive Council
2. **Adjournment**
	* Meeting was adjourned at 2:48 p.m.
		+ Next meeting: Monday, November 29, 2021, Zoom
3. **Executive Session**
	* Due to time constraints, the Executive Session was postponed and will be at the next meeting. No Discussion was made.

**Appendix A:**

*Draft for EC Discussion*

October \_\_\_, 2021

Re: Faculty Assembly Leadership Charges for 2021-22

Based on feedback collected during the Faculty Assembly Fall Retreat, the Faculty Assembly Chair and Vice-Chair has prepared a set of priorities for the 2021-22 Academic Year. These priorities were reviewed and approved by the FA Executive Council on \_\_\_\_\_\_\_\_\_\_\_.

**Charge 1: Support the Standing Committees (APT, APCC, and FAC) work as identified in their 2021-22 Academic Year charge letters to ensure the committees’ success.**

**Deliverable:** Regular meetings with the standing committee chairs and quarterly updates to the Executive Council and the campus.

**Timeline:** Fall 2021, Winter 2022, and Spring 2022

**Charge 2: Establish an FA Budget and Planning Committee to facilitate faculty deliberation and consultation on budgetary matters.**

**Deliverable:** Establish the ad hoc committee’s charge and membership appointments

**Timeline:** Fall 2021

**Deliverable:** Review the Committee’s effectiveness in a 3-5-page report for the EC. If necessary, revisit its charge and role in Faculty Assembly.

**Timeline:** Spring 2021

**Charge 3: Review the Research Advisory Council’s charge, structure, and role in FA to ensure it positioned well to elevate the faculty’s voice on research and scholarship.**

**Deliverable:** A 3-5-page report to the EC written by the FA Chair in collaboration with the RAC.

**Timeline:** Winter 2022

**Charge 4: Review Faculty Assembly Bylaws related to APT’s charge and composition to clarify what APT’s “substantive review” means and if APT membership should continue to be limited to tenured faculty.**

**Deliverable:** Establish the UW Tacoma Tenure and Promotion Taskforce

**Timeline:** Fall 2021

**Deliverable:** EC reviews the taskforce’s report and recommendations for further action.

**Timeline:** (Early) Spring 2022

**Charge 5: Co-organize Faculty Lunch Hours in collaboration with EVCAA to facilitate Faculty Assembly leadership’s communication with the faculty and encourage direct communication between the EVCAA and faculty.**

**Deliverable:** Hold Faculty Lunch Hour meetings

**Timeline:** Twice every quarter

**Charge 6: Work with the Staff Association to establish and manage the UW Tacoma Employee Covid Relief Fund**

**Deliverable:** Establish the fund committee

**Timeline:** Fall 2021

**Charge 7: Revise Academic Plan Policy & Process for the new academic plan (2023-2028) cycle to ensure the planning process includes strong faculty voice and facilitate the campus’ growth in a sustainable manner.**

**Deliverable:** Revised Academic Plan Policy & Process

**Timeline:** Spring 2022

**Charge 8: Work to raise awareness and concentrate FA advocacy on:**

* Strengthening the faculty’s voice in UW budget and planning
* Ensuring a return to the campus for in-person teaching will be implemented without risking faculty’s health and safety.
* Implementing the campus climate survey plan.
* Safeguarding efforts of the Decriminalize UW Tacoma Taskforce.
* Supporting initiatives related to faculty’s mental health.

**Charge 9: Issue quarterly updates on these to the EC and the faculty at large to increase Faculty Assembly’s communication with the faculty.**

**Deliverable:** Newsletter

**Timeline:** Fall 2021, Winter 2022, and Spring 2022

The FA Chair and Vice-Chair will update the EC regularly in its business meetings and provide quarterly updates to the campus regarding each of these in the form of a memorandum.

Turan Kayaoglu                                          Menaka Abraham

Professor, SIAS                                          Associate Teaching Professor, SET

Faculty Assembly Chair                              Faculty Assembly Vice-Chair

**Appendix B**

**Faculty Assembly Taskforce on the Appointment, Promotion, and Tenure Committee**

**November 1, 2021**

***Draft***

On May 28, 2021, UWT’s Faculty Assembly’s Executive Council (EC) passed two resolutions related to the Appointment, Tenure & Promotion (APT) Committee’s charge and voting procedures.

EC decided that “APT’s deliberation should take place with the understanding that the committee will undertake a procedural and substantive review of all candidate files for the academic year 2021-2022 with the understanding that the charge is to be reviewed by EC during the same year.”

Moreover, EC removed the language in the APT’s Promotion & Tenure General Guidelines that reads, “Effective in the 2019-2020 promotion cycle, Associate Professors serving on the APT shall recuse themselves from a vote on candidates going up for promotion to Full Professor.” This removal allowed Associate Professors serving in the committee to vote on candidates going up for promotion to Full. As reflected in the meeting minutes, the EC discussion indicated the need for a task force to look at the voting issue more systematically.

Furthermore, on December 11, 2020, EC recommended that the instructional titles from the FA Bylaws be aligned with the new titles, replacing lecturer, senior lecturer, and principles lecturer titles with Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. These Bylaws changes were approved by the faculty at large. With these title changes, the issue we now wish to address is whether membership on APT, which is currently limited to tenured faculty, should be opened up to non-tenure track faculty.

Faculty Assembly additionally confronts the question of whether or not schools should establish their own promotion committee to advice school Deans. If they do, would this committee replace the role that APT plays in advising the Chancellor’s office?

*Let it be resolved* that a taskforce be established to examine these issues and provide recommendations to EC by the end of March 2022 for EC’s deliberation and action in Spring.

1. Should schools at UW Tacoma establish their own promotion and tenure committee? If so, should a campuswide APT continue to advice the Chancellor?
2. Should the APT continue to do procedural and substantive review? If so, what does substantive mean in APT’s charge and recommendations?
3. Should members of the APT continue to vote on promotion cases above their rank/track?
4. What rank of faculty should be eligible to serve on APT? Should there be an attempt to establish some kind of balance of ranks on APT?
5. What feedback should APT committee(s) provide to candidates going through the promotion process?

The taskforce will have five members including the chair. Faculty Assembly Chair and Vice Chair will prepare the member list including the taskforce’s chair for the EC’s review and vote. At least three members will be faculty who served or are currently serving on the APT. There will not be more than two members from the same school.