

Faculty Assembly Executive Council (EC) Meeting Minutes

March 8, 2019 (1:00 – 3:00 p.m.)

GWP 320 – Dawn Lucien Board Room

Present: Nicole Blair, Charles Costarella, Michelle Garner, D.C. Grant, Katie Haerling, Rupinder Jindal, Danica Miller, Lauren Montgomery, Sushil Oswal, Jenny Sheng, Etga Ugur, Justin Wadland, Ka Yee Yeung-Rhee **Attending Remotely:** Loly Alcaide Ramirez, Kathy Beaudoin, Eugene Sivadas **Excused:** Menaka Abraham, Leighann Chaffee, Sarah Hampson, Marian Harris, Mark Pendras, Jill Purdy, Arindam Tripathy
Guests: Turan Kayaoglu, Patrick Pow, Anaid Yerena

1) **Consent Agenda, Recording Permission, & Approval of Minutes**

- Recording permission for the minutes was given.
- The agenda for March 8, 2019 was approved with the following amendment: Move the Library's unit report to 1:05 p.m. and table report on EVCAA to the next EC meeting.
 - 10 yes, 0 abstention, 0 no
- The meeting minutes from 1/11/19 were approved.
 - 12 yes, 1 abstention, 0 no
- Minutes from the 1/28/19 EC meeting are being tabled for approval until the next EC meeting to allow for removal of attributions.
 - 13 yes, 0 abstention, 0 no

2) **Announcements**

- Council members were asked to provide feedback on the Provost Report. Feedback can be sent to the EC Chair via email through March 22, 2019.

3) **EVCAA Report**

- Tabled until next EC meeting.

4) **Unit Report: The Library (See Appendix 1)**

- A unit report for the library was presented with the following:
 - 1) Clarification of Budget Structure
 - The library's entire budget comes from UW Tacoma and has two main pillars: (1) Operations Budget; and (2) Materials Budget. The presenter of this unit report noted that the library's budget has not increased in 15 years despite the fact that UWT has doubled in size.
 - 2) Staffing and Promotion Processes
 - Given the 15-year static budget, the library has only been able to create one new staff position, a Late Evening Services Technician, to increase library access for students. They are also currently hiring a Data and Visual Scholar Librarian. Promotions for librarians occur through a merit or no merit-based process that is determined by a committee. Discussions are also taking place regarding whether or not librarians should have faculty status.

3) Equity & Inclusion

- The library currently has an equity statement on their website and has recently begun partnering with the Center for Equity & Inclusion to host Real Lit Book Clubs including fiction books that cover various social justice issues.

5) **Indirect Cost Recovery Policy**

- After feedback from EC council members, the Executive Vice Chancellor for Academic Affairs, program administrators from academic units, and the Associate Vice Chancellor for Research delivered a follow-up presentation of the most recent draft of the ICR Policy Report.
- Discussions took place regarding a brief overview of this year's awards and how the money is divided, through ICR policies, between UW Seattle, UW Tacoma, and the academic unit connected to the awarded grant or contract (see November 16, 2018 EC meeting minutes for a breakdown of this distribution).
- Council members expressed concerns over lack of post-award support and were made aware that campus administration is aware of this problem. The Associate Vice Chancellor for Research suggested the implementation of a Research Advisory Committee could help address these concerns; this was the next topic on the EC agenda.

6) **Research Advisory Committee (vote) (See Appendix 2)**

- The Associate Vice Chancellor for Research presented an overview of a proposed Research Advisory Committee, which addresses the need of strong faculty voices on issues related to research and scholarship. Discussions took place regarding the role of the committee and the committee's status and voting rights.
- Discussion of the committee's status and voting rights resulted in the decision that the committee will exist in an ad-hoc manner under EC in its inaugural year as a pilot. Discussion also took place regarding how committee members will be appointed, as outlined in the Research Advisory Committee document (see Appendix 2).
- Amendments to the Research Advisory Committee document were as follows:
 - Committee Description
 - "Its main responsibility is to ensure faculty have a direct role in shared governance related to issues pertaining to research and scholarship."
 - Functions
 - "Review and provide feedback on the Office of Research's annual budget including making recommendations if there are gaps."
 - "Work with research supporting units on campus."
 - Membership
 - Members to be appointed by Executive Council
- Motion to pass Research Advisory Committee with amendments
13 yes, 1 abstain, 0 no

7) **Debrief and Follow-up of Faculty Assembly Winter Meeting**

- The Faculty Assembly Winter Meeting took place on February 22, 2019 with a special presentation by University of Washington's Secretary of the Faculty, who shared a proposal on changes to shared tri-campus governance.

- UWT faculty in attendance shared concerns with the Secretary of the Faculty regarding personnel issues and the desire for de-centralized personnel processes. The Secretary of the Faculty responded that UWS is open to a proposal for de-centralized personnel processes as long as the proposal addresses how UWT is in the best position to understand personnel considerations. The following question was presented: How does EC and UWT want to respond to this invitation?
- One council member shared that the Chancellor, Vice Chancellor for Academic Affairs, and Vice Chancellor for Finance and Administration have expressed interest in assembling a small committee to create this proposal. Currently, it is expected the committee will also contain three faculty members and that this will be a three-year process. Council members shared their input about this proposal process, including long-term considerations for the campus.
- Due to time constraints, this agenda item was tabled and will be put back on the agenda for a future EC meeting.

8) Instructional Continuity Plan (See Appendix 3)

- The Vice Chancellor for Information and Technology presented an Instructional Continuity Plan and suggested this document be put on the Faculty Assembly website as a resource for faculty when disruptions in classes occur due to campus emergencies or prolonged absences. With these resources, faculty will make decisions at their own discretion.
- The Vice Chancellor for Information and Technology will present the Instructional Continuity Plan to unit directors and deans, who will speak with EC at future meetings to further structure these guidelines. Council members asked to consider the student perspective when thinking of how to further structure these guidelines in the future.

9) Unit Report: Social Work & Criminal Justice (See Appendix 4)

- A unit report for Social Work and Criminal Justice was presented with the following:
 - 1) Clarification of Budget Processes
 - Budget decisions occur at the unit level across all SW & CJ faculty, specifically pertaining to discretionary budgets. The unit's summer programs create a large amount of revenue that helps subsidize other quarters.
 - 2) Merit Classification
 - SW & CJ currently uses an extra meritorious classification. They are currently working on what exactly this classification means, who qualifies as going above and beyond, and noted that this evaluation varies from year to year.
 - 3) Equity & Inclusion
 - SW & CJ created an Equity and Inclusion Committee during the 2016-2017 academic year and this committee is still active. The committee has a menu of items to be working on, but the unit's presenter was unsure of what exactly is occurring in the committee at the moment.

10) Unit Report: School of Interdisciplinary Arts and Sciences (See Appendix 5)

- A unit report for the School of Interdisciplinary Arts and Sciences was presented with the following:

1) Equity & Inclusion

- The SIAS Dean has created a Diversity Action Council (DAC) in response to the unit's 2017 Academic Program Review report. DAC has been working to create actionable items that will prioritize diversity and inclusion in all SIAS practices on all levels. DAC's inaugural year (2017-2018) focused on appointing co-chairs and the creation of bylaws. In the 2018-2019 academic year, DAC created a diversity action plan with three pillars:
 - Climate Cultivation – Includes diversity mini grants, a diversity symposium, and the creation of a DAC website (These efforts are all in various stages of planning).
 - Inclusive Classrooms – Includes a classroom climate diagnostic and a symposium on how to create inclusive pedagogy.
 - Hiring, Retention, Promotion, and Tenure – Includes changes to promotion and tenure considerations such as the consideration of diversity work in tenure and promotion cases.

11) Unit Report: Milgard School of Business (See Appendix 6)

- A unit report for the Milgard School of Business was presented with the following:
 - 1) Budget Processes
 - Milgard's budget follows a rolling budget process and is shared with Milgard's Faculty Council, and again with all faculty during the unit's September retreat. The Faculty Council is comprised of a chair and four faculty representatives with whom Milgard's Dean and Director of operations seek input. Currently, Milgard is concerned about budget processes and allocations at the campus level and requests EC to conduct a thorough review of campus budget processes to send back to units.
 - 2) Merit Review Process
 - Performance reviews are available to all faculty and are conducted during designated faculty meetings. Currently, for merit reviews, all faculty assess performance of adjunct professors; tenure track faculty assess performance of lecturers, associate professors; full professors assess assistant professors and associate professors, and all full professors assess full professors. Milgard's Dean makes the final recommendation.
 - 3) Race, Equity, Inclusion and Diversity
 - Milgard currently follows procedures to ensure considerations of race, equity, inclusion, and diversity are reflected on all faculty search committees. Faculty positions are also being advertised across various media outlets to reach larger audiences. Milgard is requesting resources to be identified by the Chancellor to support salary and professional development requirements associated with hiring diverse faculty and staff.

12) Role of Executive Council in UWT Campus Budget

- After two years of experimenting as an advisory committee for the UWT campus budget, EC members debriefed on how this role has gone thus far. Discussions took place regarding how to best fill this role and how EC operates in relation to other campus budget committees. Council members discussed how EC can better connect

UWT's various budget committees to work together for the most effective budget oversight.

13) Key Topics

- Approval of 1/11/19 EC meeting minutes.
 - Minutes from the 1/28/19 EC meeting are being tabled for approval until the next EC meeting in April to allow for edits.
- Provost Report
 - EC members will send feedback to the EC chair by March 22, 2019.
- Unit Reports
 - The Library; School of Interdisciplinary Arts & Sciences; Milgard School of Business; and Social Work & Criminal Justice gave reports regarding unit budgets and efforts towards equity and inclusion.
- Indirect Cost Recovery Policy
 - The most recent draft of this policy from January 25, 2019 was presented by the Associate Vice Chancellor for Research from the Office of Research.
 - The Associate Vice Chancellor for Research suggested this issue be prioritized by administrative leadership and dealt with more in-depth by the proposed Research Advisory Committee.
- Research Advisory Committee
 - The implementation of an ad-hoc Research Advisory Committee was proposed, voted on and passed by EC.
- Debrief and Follow-up of Faculty Assembly Winter Meeting
 - Discussion of guest speaker and Secretary of the Faculty, Mike Townsend's presentation on changing shared governance of the three UW campuses.
 - This discussion will continue at a future EC meeting.
- Instructional Continuity Plan
 - This plan was presented by the Vice Chancellor for Information and Technology and is available to view [here](#).
- Role of EC in the UWT Campus Budget Process

14) Adjournment

- The meeting adjourned at 3:01 p.m.
- The next meeting of Executive Council will be April 12, 2019 from 1:00-3:00 p.m. in GWP 320.

Appendix 1

Library Report for Faculty Assembly
Prepared by Justin Wadland
January 11, 2019

Description of budget process and participants involved in this process.

As part of the University of Washington Libraries, the Library operates under the “One Library, Three Campuses” model, which influences how funding is allocated, but our entire budget comes from UW Tacoma. The process for developing the overall budget has evolved with campus practices, and each year has followed a slightly different model that involves conversations with UW Tacoma Library leadership, UW Tacoma’s Executive Vice Chancellor for Academic Affairs, UW Tacoma Finance and Administration, and, to some extent, the UW Libraries. This year, the Director, Associate Director, and Collections Budget Librarian are developing budget that will be shared initially with Library leadership (heads of units) and librarians.

Internally, the Library has several different budgets, and each one has slightly different processes for allocating funds. The Library Director makes the final decision on the allocation of funds within each budget category, and works closely with the Collections and Budget Librarian to develop different models. Library leadership, librarians, and supervisors are typically are consulted when determining library or staff allocations.

The largest Library budget categories and their specific processes are:

- **Operations:** Covers primarily librarian and staff salaries, as well as wage. It also funds supplies and facilities costs. When the call for the campus budget is announced, the Library Director with the Collections and Budget Librarian work with staff to identify emerging areas of need and growth, mostly in the areas of librarian and staff positions. Over the past past decade or more, the Library has rarely received librarian or staff funding to commensurate with campus academic growth because our process has been separate from academic program processes. As a result, “new” librarian positions in response to campus needs have been been created out vacated existing lines. The decision to do this is initiated by the Director and occurs in consultation with the Library leadership and librarians.
- **Materials:** A portion of this budget funds “new materials” purchases in physical and electronic format, usually selected by library liaisons for the programs they serve. The majority contributes to ongoing journals and database subscriptions of the UW Libraries, and it pays for unique campus-based resources like UW Tacoma Digital Commons. The Collections and Budget Librarian develops the overall collections budget budget on an annual basis, in close consultation with Library liaisons and UW Libraries Collections and Content staff.

Description of Faculty Council and its role in budget process.

In Tacoma, the Library does not have a “Faculty Council” per se. The UW Senate has a Faculty Council on University Libraries, which currently has three UW Tacoma faculty serving on it. Because it is responsible for Libraries more broadly, it does not play an active role in our local budget process. The Library would welcome a campus-based “faculty advisory council” of some kind and would be open to sharing its budgeting process with it, but this body would need to be charged by the Faculty Assembly.

Internally, the Library leadership team serves as a kind of council during the budget process. It is kept informed of changes in the budget, and unit heads are consulted in areas that directly affect their work.

Process for disseminating budget and budget information to faculty.

We do not have a formal process for disseminating the budget or budget information to faculty because it is unclear where and how we might externally share this information. Internally, the operations budget is communicated on an as-needed basis. The materials budget is shared with subject liaisons on an annual basis in the first half of the fiscal year. Librarians also have access to current fund balances and receive weekly balance reports for subject area funds.

Description of annual merit review process and criteria utilized to determine merit classification i.e. meritorious, non-meritorious. Are units failing to adhere to Faculty Code i.e. utilizing classification of extra-meritorious. Note: For the winter quarterly report, Executive Council is particularly interested in the budget and merit review process/procedures.

Librarians receive merit in a process as laid out in the Librarian Personnel Code. I have attached pp. 31-35, which describes the process. For each year, librarians complete a Merit Review Documentation form that identifies the librarians “professional accomplishments.” This form is submitted to a supervisor, and is signed off up the supervisory chain, which each level provides a recommendation of “Merit Salary Increase” or not. The form then is reviewed by the Merit Review Committee, which submits its recommendation to the Dean of University Libraries. The Provost makes the final decision about merit increases.

The criteria used are summarized on 31-32 of the attached document. In general, the merit process recognizes librarians who are fulfilling their position responsibilities and making substantive contributions to the university and the wider professional and/or scholarly communities.

Discussion of the work that has been implemented on race, equity, inclusion, and diversity. If no work has been implemented please provide a statement to that effect.

Discussion of work that has been implemented on race, equity, inclusion, and diversity. If no work has been implemented, please provide a statement to that effect.

The Library has undertaken initiatives and efforts to promote equity and inclusion in its activities. This list highlights some of the major work in this area:

- In 2017, the Library drafted and released an Equity Statement:
<https://www.tacoma.uw.edu/library-equity>
- In 2018, the Library has convened a committee to develop policies and procedures for responding to bias incidents that may occur within the Library.
- The Library has collaborated with the Center for Equity and Inclusion on several projects:
 - Hosting the Reel Lit Book Group that uses contemporary fiction to explore social issues: <https://sites.uw.edu/uwtacomalibrary/tag/real-lit/>
 - Sponsoring a Roaming Reference Service in the CEI
- The Library advocated for and opened an all gender bathroom in the Tioga Library Building.
- As part of the UW Libraries current strategic plan, the overall system is reevaluating its hiring practices, especially for librarians, from the perspective of race, equity, and inclusion.
- Staff members have initiated in or participated in projects that engaged with issues of race, equity, and inclusion more broadly, such as the Tacoma Community History Project. Recent displays have been on immigrant rights and indigenous scholarship.

Appendix 2

Research Advisory Committee

Research Advisory Committee (RAC) is an ad-hoc subcommittee of UW Tacoma Faculty Assembly. Its main responsibility is to ensure faculty have a direct role in shared governance related to issues pertaining to research and scholarship.

Function

Specifically, RAC will:

- Advocate for the integral role of research and scholarship in UW Tacoma's identity
- Assist university leadership, especially Associate Vice Chancellor for Research, in developing and updating research policies
- Provide feedback to university leadership on research support infrastructure.
- Facilitate conversations that help to articulate UW Tacoma's mission for research and scholarship
- Facilitate the application and review process of UW Tacoma's Distinguished Research Award
- Submit an annual report to the chair of Faculty Assembly, prepare reports on research related issues requested by the Faculty Assembly Executive Council (EC) and answer questions at EC on the state of research and scholarship at UW Tacoma
- Review and provide feedback on the Office of Research's annual budget including making recommendations if there are gaps.
- Work with research supporting units on campus.

Membership

RAC will have five members among full-time UW Tacoma faculty appointed by Executive Council. Associate Vice Chancellor for Research will be an ex-officio member of the committee. The term of service is two years. In the inaugural year of this committee, two of five members will be appointed by Executive Council for one year. After the five-person committee is formed, the committee members will elect the chair of this committee.

Appointment

The Faculty Assembly Executive Council (EC) will prepare criteria to be used to appoint members of RAC. The EC will work to ensure that RAC membership will reflect the diversity with regard type of research and scholarship done at the campus.

In Spring Quarter, Faculty Assembly will announce an open call for nomination and self-nomination. Interested faculty members will submit their CV in the nomination process. Five faculty members will be appointed by the Executive Council based on the rubric voted and approved by the EC.

Meetings

RAC will meet at least twice every quarter during the regular academic year. Meeting agendas and minutes will be published on the Faculty Assembly webpage.

Appendix 3

To: Jill Purdy, Executive Vice Chancellor for Academic Affairs
Kayee Yeung, Chair, UW Tacoma Faculty Assembly

From: Patrick Pow

Date: 02/27/19

Campus Technology Committee (CTC) recommends adding the following paragraph, INSTRUCTIONAL CONTINUITY GUIDE, to the Faculty Assembly Suggested Syllabi Service Statements web page (<https://www.tacoma.uw.edu/faculty-assembly/syllabi-service-statements>).

INSTRUCTIONAL CONTINUITY GUIDE

As part of the UW Tacoma business continuity plan, instructional continuity is critical to our campus mission. In the event of an emergency that may result in the long-term suspension of campus activities and classes on campus, there are several online resources available to UW Tacoma faculty. Please take time to review the resources in our [instructional continuity guide](#) and incorporate them into your courses/programs. This document provides suggestions on how to prepare for disruptions, as well as steps to keep courses moving forward during outages and closures. Depending upon the time of year, or quarter, instructional continuity may be critical for final examinations, grading, and/ or graduation requirements.

(Please click the link above to view the actual Instructional Continuity Guide)

Appendix 4

UWT Faculty Assembly Executive Council

Social Work Criminal Justice Program (SWCJ)

Winter Report 2019

Submitted by SWCJ EC Representative, Dr. Michelle Garner with information provided by SWCJ Director, Dr. Diane Young, who kindly provided written responses to EC's query prompts.

Request: Executive Council is requesting unit reports in the 2019 winter and spring quarters. A written copy of the 2019 winter quarter report is due for submission at the January 11, 2019 meeting. The reports must include the following information:

1. Description of the budget process and participants involved in this process.
 2. Description of Faculty Council and its role in the budget process.
 3. Process for disseminating budget information to faculty.
 4. Description of annual merit review process and the criteria utilized to determine merit classification i.e. meritorious, non-meritorious. Are units adhering to Faculty Code i.e. utilizing classification of extra-meritorious?
 5. Some units have been designating the extra meritorious status; this is a violation of the faculty code. Members were told to communicate with their unit deans and directors and faculty to stop this practice. Jill Purdy will communicate this information to deans and directors at the November 30, 2018 meeting of the Council of Deans and Directors.
 6. Note the work on race, equity, inclusion and diversity that has been implemented in your unit. If no work has been implemented it is important to make a statement to that effect.
- N/A 7. Should the UWT Library be included in the unit reports?" This question was raised during the meeting. The committee decided that the UWT Library should sign up for unit reports as well.
- N/A 8. Members of Executive Council who did not sign up for report presentation dates for both winter and spring at the 11/16/18 meeting will be asked to select dates on the spreadsheet posted on the Executive Council Google drive.
- N/A 9. The focus for the spring quarter reports will be discussed at the beginning of winter quarter.
- N/A 10. Due to size, the School of Interdisciplinary Arts and Sciences was asked to sign up for 2 report sessions each quarter.

SWCJ Unit Winter Reporting:

1 & 3. Description of budget process and participants involved & process for disseminating budget information to faculty

From the Director: “I think it depends on what we mean by “budget.” Budget processes (decisions, producing one in advance for review by the EVCAA and Office of Finance, summer revenue return, resources allocated to units) are in a state of transition. I think the process we’ve been expected to use in the past will be very different than the process expected as of now and going forward under the present administration. That said, it is a little hard to address this area because I can tell you what we have done in the past. The expectations, process, and decisions around allocation of resources going forward is not yet clear to me.

In the past, I share the expenditures from the summer revenue return with the faculty in the form of a spreadsheet indicating the categories and amounts for expenses annually, typically in May at the Program Meeting (maybe June). At that time there is opportunity for faculty to raise questions/comments. In addition, faculty are engaged periodically in discussions about how we should best use our summer revenue return and we actively engaged in that discussion last academic year (both Degree Committees, Faculty Council). Also, our small grants decision process (whether a grant application should be denied or awarded) is made by a small group of rotating faculty who read the research proposals that come in, twice annually (in the past). These are awarded from summer revenue return (in the past). Salaries and operations is by far the biggest part of our budget and these expenditures are pretty routine and pre-planned. Thus, the summer revenue return is really the only place we’ve had the freedom to make discretionary decisions and this is the portion of the budget that has been shared with faculty and where input has been requested.

As you know, I also share faculty 9 month base salaries with all fulltime faculty at a Program meeting near the end of the academic year, annually, and faculty are asked to weigh in on where they see compression, inequity, etc. In the past we have used the extra-meritorious voting process to determine who is considered eligible for additional merit by those higher than one in rank (except for the full professors who also vote on each other). That too will change.

The Program Administrator and I work closely together on budget issues and an approval process is in place for every expense we make (from any budget) other than salaries/benefits.”

2. Description of Faculty Council and role in budget process

The SWCJ unit has an elected four person (two SW, two CJ) faculty council as outlined in the unit’s bylaws. Please see attached bylaws for details regarding the Faculty Council’s: responsibilities, membership, chairperson, and operating principles.

From the Director: “To my recollection and without going through all the past minutes to verify, because the full faculty has been engaged (as described above) in the budget process, I have not separately engaged the FC, except for a time or two. In addition, the FC took the primary role in reviewing and revising the small grants application and decision making process that our program uses. This work was done last year.”

4 & 5. Description of annual merit review process and the criteria utilized to determine merit classification i.e. meritorious, non-meritorious. Are units adhering to Faculty Code i.e. utilizing classification of extra-meritorious?

The SWCJ Program has been using the attached template for individual faculty to submit their annual Faculty Activity Reports. We have been using the attached example activities, and tenure and non-tenure track evaluative rubrics. “Extra Meritorious” has been a category of consideration in our rubric. We plan on revising our rubric to address the issue of this inclusion, as well as consideration of capturing community engagement in our annual reporting this year.

6. Note the work on race, equity, inclusion and diversity that has been implemented in your unit

From our Director: “We have an Equity and Inclusion Committee (began in 2016-2017 year I think) within SWCJ made up of both CJ and SW faculty, CWTAP field instructors, and SWCJ staff. They have a faculty-approved charge and a menu of action items they can choose to pursue. In addition, in September 2017 the faculty approved revisions to our P&T Guidelines that more fully incorporated equity and inclusion into our Guidelines.” The current committee charge is attached here.

Attachments: may be retrieved [here](#).

Appendix 5

SIAS report to Executive Faculty Council

1. Description of budget process and participants involved in this process.
Budget process is still being developed. Right now the Dean work with Human Resources to figure out budget. SIAS budget process has been very opaque and even irrational. Our allocation was declining despite our growing faculty. Finance and Administration was only counting the cost of hiring faculty and not the tuition all SIAS classes generate. SIAS was under-resourced for many years. Thankfully, we now are in the process of getting “right-sized”. At present SIAS Dean is working with Tye to clarify our needs and make a budget that makes sense for us. In summary, there is very little in the way of process at this time (but hopefully things will get clearer by the end of this academic year).
2. Description of Faculty Council and its role in budget process.
Faculty Council advises the Dean on budget matters, specifically distribution of raises (merit increases, retention offers, equity and compression). FC also advises the Dean on allocation of the Teaching and Research Funds. The Dean and Chair of Faculty Council are currently working on a more thorough and intentional budget consultation process for FC.
3. Process for dissemination budget and budget information to faculty.
Same as above. Faculty Council consists of one elected member from each division in SIAS plus a representative of lecturers and a representative of the Dean’s Diversity Advisory Council. Faculty Council representatives disseminate information to their constituents.
Once SIAS is truly right-sized, the Dean will share budget with FC (as stated in our by-laws) and provide developmental opportunities for SIAS faculty to learn about the budgeting process.
4. Description of annual merit review process and criteria utilized to determine merit classification i.e. meritorious, non-meritorious. Are units failing to adhere to the Faculty Code, i.e. utilizing g classification of extra-meritorious.

SIAS voted last year to suspend “extra-merit” so we don’t use it any more.

Annual Merit review: all faculty superior in rank vote on the files of those in the rest of ranks. This means that Full Professors and Associate Professors have to view more than a hundred of files. Dean reviews Full Professors.

Merit files consist of: updated CV, Activity Report (usually from April to April of the following year), peer teaching evaluation, Student teaching evaluations.

Voting is done electronically, through Catalyst.

Once voting is done, Faculty Council discuss the votes and make recommendations to Dean.

Criteria for meritorious: To fulfill basic Faculty responsibilities:

1. Candidate meets the basic requirement of teaching appropriate number of courses and FTE as specified for an IAS faculty member and has solid teaching evaluations.
2. Candidate meets the basic requirement of being an active scholar in his/her field.

3. Candidate meets the basic service requirements of being a good IAS (including participation in required faculty meetings), UWT, UW, professional and community citizen.

Besides the merit review, there is also a Goal Setting meeting. For Professors is every three years (with Dean); Associate Professors, every two years (with Associate Dean); Assistant Professors, every year (with Dean); Senior Lecturers, every two years (with Division chair), Lecturers, every year (with Division Chair).

5. Note race, equity and inclusion and diversity work your unit is implementing. If none, note that as well.

In the Fall of 2017, the Dean's Diversity Advisory Council was created with the charge of creating a Diversity Action Plan for SIAS. SIAS is deeply committed to improve diversity, equity and inclusion. The Diversity Action Plan will have three long term goals: Improve SIAS climate so that every single one of our faculty members feels they belong; Create more inclusive classrooms through training opportunities in inclusive pedagogy for our faculty, and Improve diversity in our hiring, retention and promotion of faculty and staff. The Diversity Action Plan is in its first draft but the plan is to have it ready by the end of this academic year (if not sooner).

One of the initiatives already set in place by the DAC is Ground rules to improve communication, inclusiveness and accessibility in SIAS faculty meetings. The ground rules are shown at the beginning of every meeting to set the tone for our discussions. They emphasize inclusive, fair and productive conversations

Appendix 6

MILGARD SCHOOL OF BUSINESS UNIT REPORT – 2019 WINTER QUARTER

Description of the budget process and participants involved in this process

The Milgard School's current understanding is that Vice Chancellor Tye Minckler and Associate Vice Chancellor Rutledge will inform us about our 2018-2019 budget in early February 2019.

Internally the budget is shared with the Faculty Council, and then with all the faculty and staff at the Milgard School's retreat in September each year.

Description of the Faculty Council and its role in the budget process

The Faculty Council is comprised of a Chair (Sergio Davalos) and four faculty representatives (Juliet Cao, Accounting; Marion Eberly, Management; Gim Seow, Accounting; Margo Bergman, Business Analytics). The dean, associate deans, and the director of operations and administration seek input from the Faculty Council. Any budget updates are shared with the Faculty Council and the faculty at faculty meetings. Material changes, trends, premises in budgeting and other pertinent information are shared with faculty as well.

Currently, there is much concern among the FC as well as the faculty in general regarding the basis of the budgeting process at the campus level. While the budget process at the unit level (MSB) is relatively straightforward, there is much uncertainty regarding the budget process as well as the allocations at the campus level. This makes it almost impossible to conduct proper risk assessment. The FC continues to request that the EC conduct a thorough review of the campus budget process and its impact on the units. MSB is currently at risk of losing significant gains that have led to its success as a program. This is particularly true of a budget process that fails to align outcomes with budget allocations in a logical manner based on best practices for managerial accounting.

Process for disseminating budget information to faculty

Please see answers to the two preceding questions.

Description of annual merit review process and criteria to determine meritorious vs non-meritorious. Are we using extra-meritorious as a category?

The Dean's Office collects performance data from faculty and creates a file accessible to and shared with the faculty. All faculty members have access to the survey files as well as information detailed in each faculty member's report. At a faculty meeting(s), all permanent faculty assess the performance of adjuncts; all tenure-track faculty assess the performance of lecturers; all associate and full professors assess assistants; all fulls assess associate professors; and, all fulls assess all fulls for merit/non-merit on teaching, research and service performance.

Faculty (by rank as noted above) assess other faculty for additional merit. All additional merit recipients receive an equal share of available additional merit funds unless faculty input suggests otherwise. The dean makes the final recommendation to the EVCAA.

Note work on race, equity, inclusion, and diversity

All faculty and staff search committees are comprised to reflect diversity and to enhance inclusiveness.
All faculty and staff search committees are informed about the need to honor inclusion and diversity.
All positions are advertised in media that are easily accessible by under-represented minorities.

The Milgard School is requesting that explicit resources be identified by the Chancellor to support salary and professional development requirements associated with hiring diverse faculty and staff.

Should UW Tacoma library be included in unit reports?

Yes.