

**Commission on Faculty Affairs
Minutes
September 12, 2014**

Members Attending: Montasir Abbas, Rami Dalloul (Chair), Jack Davis, Jack Finney, Velva Groover, Wat Hopkins, Rodney Irvin, Brad Klein, Chad Lavin, Drew Muscente, and Anne Zajac.

The Commission on Faculty Affairs (CFA) meeting was called to order by Rami Dalloul (Chair), who distributed an agenda with four items.

1. There are no minutes to approve from 2013-14.
2. Update on CFA appointments to commissions and committees
 - Need a CFA rep on the Commission on Equal Opportunity and Diversity
3. Agenda items for 2014-15
 - a. Virginia Tech Carilion School of Medicine: discussion of acquisition of the school of medicine by Virginia Tech
 - b. Faculty grievance process: consider a process change for convening a faculty panel to rule on validity of the issue for a grievance
 - c. Shared governance and proposed changes to the university's constitution
 - d. Instructor Promotion Process: consider a change in the dossier preparation process
4. Other

New Business:

1. There were no minutes to approve from 2013-14.

There were no minutes to approve.

2. Update on CFA appointments to commissions and committees

Rami Dalloul will ask Wornie Reed if he can serve as CFA representative on the Commission on Equal Opportunity and Diversity.

Jack Davis will represent CFA on the Employee Benefits Committee.

3. Agenda items for 2014-15
 - a. Virginia Tech Carilion School of Medicine: discussion of acquisition of the school of medicine by Virginia Tech

Jack Finney briefed CFA members on the history of the Virginia Tech Carilion School of Medicine (hereafter referred to as the School of Medicine). The School of Medicine was a joint venture of Virginia Tech and Carilion Clinic. Due to complications with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards, the originally planned organizational structure was not tenable. This resulted in the School of Medicine being established as a private, independent school which sought its own independent accreditation from SACSCOC and form the Liaison Committee for Medical Education (LCME). As of July 2014 the School of Medicine received full accreditation by both SACSCOC and

LCME. The new status provides the opportunity for closer integration of the School of Medicine and Virginia Tech. One plan is to consider the advantages of Virginia Tech to acquire the School of Medicine and make it the 9th college. Other plans were not discussed. This acquisition will be considered across the next two years.

Finney explained that the School of Medicine currently has faculty members who are employed by Carilion Clinic, and this distinction between tenure (and simply appointment to the School of Medicine faculty) and employment is quite different from Virginia Tech's faculty appointments. The CFA will need to discuss how to define a new category of faculty members who are appointed to tenure-track or tenured positions in the School of Medicine, but whose tenure status is not related to employment. CFA will be key in determining how we integrate the School of Medicine's faculty handbook with Virginia Tech's faculty handbook.

CFA members concluded that the Faculty Senate, the Commission on Research, and the Commission on Administrative and Professional Faculty should be informed about Virginia Tech's intent to acquire the School of Medicine. Jack Finney has agreed to meet with these groups to discuss the integration of the School of Medicine into Virginia Tech.

- b. Faculty grievance process: consider a process change for convening a faculty panel to rule on the validity of the issue for a grievance

Members were informed that a change in the faculty grievance process needs to be considered. The faculty grievance process currently requires that a university administrator must declare an issue invalid before a faculty panel is convened to consider the validity of the issue. The practice has been that two rulings are necessary before convening a faculty panel. It may be best to have a faculty panel make this decision after a department head/chair or other university member has ruled the issue invalid. Finney will recruit some individuals with recent grievance experience to assist with a possible revision of the procedure.

Faculty members working on the Reconciliation Committee need to be willing to work over the summer in case there are grievances that require action. Virginia Tech needs to have a system in place that allows for members to substitute for one another to ensure that a committee can be formed and active year round.

- c. Shared governance and proposed changes to the university's constitution

The Faculty Senate has engaged in a discussion of the involvement of faculty in the university's shared governance system. Additional information will be forthcoming from the Faculty Senate. This item will also require communication with all other commissions.

- d. Instructor Promotion Process: consider a change in the dossier preparation process

CFA members were informed that the English Department has realized that during the promotion process, instructors are prohibited from receiving feedback from members serving on the promotion committee while preparing their dossiers. Yet faculty who are being reviewed for promotion and tenure are able to obtain committee members' feedback. The English Department will propose a change to the Faculty Handbook that allows instructors to seek feedback from committee members.

4. Other

a. Self-Plagiarism

A faculty member pointed out that Virginia Tech's definition of plagiarism does not include self-plagiarism. The university's plagiarism definition may need to be changed. CFA members asked about whether the university had a software license that can be used to check for self-plagiarism (similar to Turnitin software). Finney will check on what is available to university faculty members.

b. Virginia Tech's New Inclusion and Diversity Approach

CFA was informed that President Sands has announced the implementation of a new inclusion and diversity approach at Virginia Tech. The new approach distributes the responsibility for creating an inclusive, diverse university across all units (departments, colleges, vice presidential areas), and expects everyone to be more accountable for progress on inclusion and diversity. President Sands will appoint an executive council to advise the university about policies and areas for action. President Sands will hold a campus information forum to discuss the new inclusion and diversity approach on September 29th, 1:00-3:00 pm, in Latham Ballroom at the Inn at Virginia Tech.

c. Faculty Senate webpages and CFA Scholar site

CFA was informed that the Faculty Senate web pages have been updated and the Scholar site is updated.

d. Commissions' Communication

The chair discussed that some commissions have often not been aware of policies that other commissions are considering. CFA has representatives from various other commissions and they are encouraged to share information with their constituencies and bring comments or questions back to CFA. CFA will continue to work with other commissions to improve the communication.

e. Faculty Merit Raises

The Chair announced that faculty merit raises will occur in November and actual raises will be reflected in the Dec 16th pay.

f. Announcements

The Chair announced that if any CFA member wants to add items to the CFA meeting agenda to email him.

The Chair asked that if anyone wants to change the date and time of CFA meetings to email him.

Adjournment

There being no further business, the meeting was adjourned.

Recorder, Elsa Camargo