

**Minutes**  
**Commission on Faculty Affairs**  
**February 23, 2024**  
**10:30 am – 12:00 pm**  
**Burruss 330E and Zoom**

**Commission Members Present:** J. Lemkul (presiding)

D. Agud (Faculty Senate), C. Bartel (Staff Senate), N. Connors (A/P Senate), R. Fricker (ex officio Provost's Office), R. Gaines (Faculty Senate), J. Hawdon (Faculty Senate), R. Jin (Faculty Senate), E. Lavender-Smith (Faculty Senate), L. Liu (Dean), R. Miles (Faculty Senate), R. Panneton (Faculty Senate).

**Absent with Notice:** D. Alcorn (Undergrad Student Senate), M. Webb (Grad/Prof Student Senate), L-A. Krometis (Faculty Senate).

**Absent:** L. Learman (Dean).

**Guests:** E. Kim (Faculty Affairs/Provost's Office), D. Harris (Policy and Governance), A. Myers (Policy and Governance), E. Plummer (Faculty Affairs/Provost's Office), Diane Zahm (Commission on Undergraduate Studies and Policies/Commencement Committee).

**Quorum:** J. Lemkul called the meeting to order at 10:31 a.m. A quorum was present (50%+1 of current membership = 8).

**1. Welcome and Introductions.**

**2. Review and Approval of Agenda.** Members of the commission voted unanimously to adopt the agenda via PollEverywhere.

**3. Approval of Minutes from February 9, 2024.** A motion was made, seconded, and minutes were approved with a revision to the list of attendees via PollEverywhere.

**4. Reports from Senates.**

- A/P Faculty Senate: No Report.
- Staff Senate: Resolution to establish a task force for staff supplement review just passed by UCC; going to commission on staff affairs for first reading. Introduced staff senate climate survey.
- Grad/Prof Senate: Absent.
- Undergraduate Senate Report: Absent.
- Faculty Senate: Second reading of 23-24B, first reading of 23-24C.

**5. Old Business.**

- a. **Second Reading: CFA 2023-2024C Resolution to Form a Task Force to Study Instructor Workloads and Salaries.** J. Lemkul informed the commission of feedback from different tracks (i.e., non-Instructors) who were interested in being added to the Resolution. The CFA agreed that this would be an intractable request, and that new resolutions for different groups could be possible in the future. A motion was made, seconded, and members of the commission unanimously voted to approve CFA 2023-2024C.

6. **New Business.**

- a. **First Reading: CFA 2023-2024D Resolution to Amend Article IV and Clarify Other Sections of the Faculty Senate Constitution.** J. Lemkul reviewed redlines and edits to the resolution. These edits included removing the maximum of 100 elected senators, clarifying wording (e.g., “unit” to be replaced with “respective constituencies”), expanding eligibility to include postdocs, elaborating on processes to select alternate senators, removing specific mention of the School of Medicine, removing references to sections of the Faculty Handbook, removing references to “Ad Hoc” committees, and changing quorum to be a simple majority. Additional discussions surrounding the ability the body to call a meeting of all general faculty (e.g., in consultation with other senates, in extenuating circumstances only, etc.) must be taken with other groups.
- b. **First Reading: CFA 2023-2024E Resolution to Endorse the Statement on the Responsible Use of Research Metrics at the University Level.** R. Miles reviewed edits to Resolution 2023-2024E based on recommendations from the last meeting. The CFA had no further comments; the resolution will be sent to Faculty Senate for a first reading.
- c. **Report from the Commencement Committee.** D. Zahm provided a report to CFA about issues regarding space and logistics for commencement ceremonies. Some of these issues include: negative feedback from the public about commencement being moved to the stadium, some colleges having ceremonies that overlap with final exams, the hooding ceremonies for PhDs becoming too long/master’s students may not be recognized, and logistical issues transporting students in the NOVA area to VT. D. Zahm also clarified that while there is no longer a budget from her office for department ceremonies, there is no edict or policy preventing departments from having their own events. D. Zahm has requested feedback and advice from the CFA on how to proceed forward for the future.
- d. **Discussion on Collegiate Faculty Promotion Guidelines.** R. Fricker began a discussion on requirements for collegiate faculty promotion. After reviewing current requirements, he proposed a solution in which Faculty Affairs creates better guidelines for departments/units for improved reviewing processes (e.g., provide artifacts of teaching beyond SPOT scores). Also, there was discussion on whether the number of letters from external reviewers should be changed or reduced. R. Panneton offered to provide R. Fricker with resources/rubrics for collegiate faculty reviewers. E. Plummer will create an administrative edit to address an omission in the Faculty Handbook (5.1.5).

7. **Open Discussion.**

- a. None.

8. **Adjournment. There being no further business, a motion was made, seconded, and members of the commission unanimously voted to adjourn at 11:57 am.**

**Next meeting: March 22, 2024.**