

## Commission on Faculty Affairs

Minutes

September 14, 2018

10:30 – 12:00 Noon

130 E Burruss Hall

**In Attendance:** B. Hicok, J. Finney, M. Paretto, G. Daniel, M. Abbas, T. Schenk, R. Sebek, M. Agah, J. Spotila, J. Ogorzalek (for GSA), M. McGrath

**Absent:** Z. Mackey, J. Hawdon, L. Brogdon, R. Blythe

**Guests:** M. Lewis, E. Plummer

**Upcoming Meeting:** September 28, 2018

**1. Approval of agenda** **B. Hicok**

Meeting called to order at 10:30 a.m.

**2. Introductions** **B. Hicok**

Introductions were made by all those in attendance.

**3. Approval of April 27, 2018 minutes** **B. Hicok**

The minutes were approved unanimously.

**4. Discussion of goals and agenda for 2018-19:** **B. Hicok**

The first goal for the 2018-19 agenda is the process of the revision to the P&T section of the Faculty Handbook. The section was completed by the working group this summer and is approximately 16 pages long. The goal is to have the edits completed for the BOV meetings next summer (June or August). Thus, the revised document must be through University Council by the end of May. E. Plummer will post a calendar with a schedule concerning the deadline(s) for this to happen (**action item**).

The next goal for the 2018-19 agenda concerns taking a look at the Collegiate Faculty promotion process. J. Finney pointed out that a separate university committee to evaluate the promotion of Collegiate Faculty would be appropriate based on the current workload and time

constraints of the one existing university-level committee. This new university-level committee would be comprised of representatives from the different faculty groups, while being educated on the expectations and requirements for promotion of Collegiate Faculty. M. Agah raised the point of possibly consulting external individuals/parties to assist in the promotion guidelines for this faculty group.

Continuing with the discussion of goals and agenda items for the 2018-19 CFA, the issue of EFARS was presented. Questions were posed concerning whether or not there has been an increase in staff and whether those faculty using EFARS are satisfied. J. Finney informed the group that an individual to serve as a program developer has been secured. However, two other potential hires were lost during the hiring process due to a competing offer and a relocation issue. Currently, it is believed that all colleges have either a faculty or AP faculty member assigned to EFARS curation. M. Paretti and others inquired about Barbara Locklee's role and responsibilities, which has not been specified yet (**action item**; update when available).

The issue of the IRB/WIRB processes was raised as a potential agenda item, however there was considerable discussion as to whether this was a CFA or faculty senate issue. M. Paretti informed the group of the overall challenges existing in the research division and the need to have this addressed for faculty morale and success. B. Hicok posed the question of how can the IRB/WIRB issue be constructively addressed, at which time J. Finney informed the group that faculty senate had some ideas that could possibly be shared by a representative from faculty senate. M. Agah raised the question of comparing Virginia Tech's IRB process with some of its peers, which J. Finney noted may have already been done by VPRI.

Following the conclusion of the IRB/WIRB discussion, the group raised the issue of internal affiliated faculty appointment policies and procedures not being recognized in the Faculty Handbook. In other words, policies and guidelines for those affiliated faculty positions across departments employed at Virginia Tech. J. Finney points out there should be some university guidance, while as of now this has been left to the colleges. This is important due to the focus on interdisciplinary research, which requires faculty members to be able

to affiliate with multiple departments across colleges. This should go in chapter 2. M. Paretti pointed out that several departments have guidelines/policies already established. Thus, an internal inquiry of these guidelines/policies already established may assist in informing university policy on the matter.

Next, the issue of retiree health benefits was raised. The question posed to the group by B. Hicok was whether or not this issue should be an agenda item for CFA. J. Finney informed the group that retirees receive \$4 per year of service (e.g., 30 years of service = \$120) toward paying for supplemental Medicare. M. Paretti and others inquired as to whether or not this issue was being addressed by the benefits committee, which is chaired by Kim Dulaney. B. Hicok informed the group that he has reached out to Kim Dulaney regarding this question, but has yet to receive a response (**action item**; follow-up once response is received). M. Agah noted that a peer comparison would be helpful on this issue, as well.

The last discussion item was the coordination of committees. J. Finney informed the group that this is reserved the reporting out by members of CFA that serve on other committees. No reporting out was recorded.

**4. Begin discussion of P & T revision**

**B. Hicok**

Due to time constraints, B. Hicok informed the group that discussion of the P&T revision would not start today, but would start at the 9/28 meeting. However, B. Hicok presented a framework as to how he wanted to proceed. First, a reading of the current working group write-up would occur at the beginning of the 9/28 meeting, which would be followed by a division of the work based on the perceived workload. B. Hicok was asked by M. Paretti and others to share the document, as well as to supply printed copies to CFA members prior to the next meeting.

**5. Other business**

**B. Hicok**

A final call for other business was made. M. Agah briefly raised an issue regarding Research Faculty leave being unethical, however there was scant information supplied to him. Thus, M. Agah informed the group that he would follow-up and provide the group with a more comprehensive description of the issue at the 9/28 meeting.

**6. Adjorn**

The meeting was adjourned at 11:58 a.m.

**B. Hicok**