

**Commission on Faculty Affairs
Minutes
February 7, 2014**

Members Attending: Mayuresh Patil (Chair), Wornie Reed, Velva Groover, Catharine Cowan, Rebecca Miller, and Jack Finney

Guests Attending: Wanda Hankins Dean (Vice Provost for Enrollment and Degree Management) and Tom Brown (Dean of Students)

The Commission on Faculty Affairs (CFA) meeting was called to order by Mayur Patil, Chair, who called for and received approval of the agenda:

1. Approval of minutes from January 24, 2014
2. Discussion of a developmental promotion evaluation for associate professors
3. Religious Holidays – Wanda Hankins Dean and Tom Brown
4. Other

Agenda

1. Approval of minutes from January 24, 2014.
Due to lack of a quorum, the minutes were not approved.
2. Discussion of a developmental promotion evaluation for associate professors – Jack Finney
Jack Finney introduced the concept of implementing a policy to review all associate professors for promotion to professor. The concept is to be proactive and supportive and the review is intended to provide each associate professor with clear feedback on accomplishments and progress toward promotion. The CFA members expressed support. One potential concern was discussed: if a tenured associate professor was not interested in further promotion, the review may be considered negatively. Despite this potential concern, the members concluded that further discussion of the review for associate professors should be discussed with the Faculty Senate for additional feedback. Finney has posted some examples of review policies from other universities on the CFA Scholar site.
3. Religious Holidays – Wanda Hankins Dean and Tom Brown
Wanda Dean and Tom Brown reviewed the policy on religious holidays and asked for advice on how to more effectively support faculty and students in issues related to the policy. The Dean of Students Office manages student absences. In 2003, the current policy was implemented and is described in the Faculty Handbook and the Hokie Handbook.

The Registrar's Office has had difficulty maintaining a list of religious holidays that is acceptable and inclusive for all religions. The proposal is to begin using an online Interfaith Calendar that provides a more inclusive list that faculty could consult. Other universities have adopted this calendar for this same purpose. CFA members were supportive of moving from a Virginia Tech maintained list to the Interfaith Calendar. The Faculty Handbook is unchanged by this shift to the Interfaith Calendar.

Adjournment

There being no further business, the meeting was adjourned.
Recorder: Jack Finney