

Faculty Affairs Meeting Minutes
February 7, 2011

In Attendance:

Matt Arterburn, Chair

Rob Weigand

Michael Averett

Tonya Kowalski

Jean Sanchez

Dr. Nancy Tate, VPAA, ex officio

- A. Meeting called to order and opening remarks by Matt Arterburn.
- B. Opening remarks by Matt Arterburn
- C. Old Business:
 - I. Status of proposed electronic curricular approval process discussed
 - The new process will be on hold until after a meeting is held between Nancy Tate, Matt Arterburn, Rob Weigand, ISS representatives, Vickie Kelly (Faculty Senate Secretary) and Pat Munzer (General Faculty Secretary). Nancy volunteered to schedule this meeting.
 - Discussion ensued regarding utilization of one Wiki for all topics for ease of use.
- D. New Business:
 - I. Definition and duties of full-time lecturers
 - Discussed reason this issue was brought forth – primarily for allowing funding to all faculty from International Education Committee (IEC). Matt reiterated reasons that IEC had to prioritize funding for tenure-track faculty as the funds were always limited.
 - Suggestion made to prioritize based on activity level and how much the activity supports the University's Mission.
 - Committee members suggested that we quantify what lecturers are required to do by speaking with heads of units. This would be carried out by all members of Faculty Affairs Committee. Nancy encouraged Lisa Jones involvement, as well. Following are some of the items that should be clarified:
 - Breakdown, per unit, as to number of full-time, part-time, adjunct and tenure track personnel
 - Number of lecturers, per unit and their required departmental duties
 - Expected teaching load
 - Expected research responsibilities
 - Levels of service required/performed
 - Requirements to professional organizations
 - Rob made the suggestion that there be a delegation between "Lecturer" and "Senior Lecturer" as some faculty may want to teach and not be required to have additional

responsibilities. Recommendation made to browse various faculty handbooks for other job descriptions.

Committee members agreed to contact their respective deans for guidance in initiating this study.

II. Mileage Reimbursement Policy

Discussed faculty concerns that current policies don't allow for mileage within a vicinity to be reimbursed, while use of taxis is. Matt Arterburn distributed partial text of our current policy and excerpts from the policies used by the state of Kansas, which includes a "vicinity mileage" policy. It was decided that an invitation would be made to the Business Office Director, VPAT and HR Director to attend (or send a representative) to the next FAC meeting to discuss this issue.

E. Discussion Items

There were no discussion items.

F. Announcements

There were no announcements.

G. Meeting Adjourned