

Minutes
Commission on Administrative and Professional Faculty Affairs
March 11, 2015 – 1:30 p.m. 325 Burruss

Present: Mary Christian, Travis Hundley, Ross Verbrugge, Sue Volkmar, Hal Irvin, Jon Wooge, Tara Brent (call in), Alex Fritz, Alan Grant

Absent: Amy Hogan, Gregory Purdy, Jim Reinhard, Jon Vest, Rachel Estariz, Jennifer Hundley, Jerry Luttrell, Karen Watson

Call to Order

The meeting was called to order at 1:30 p.m.

Approval of Agenda

The agenda from the 2.11.15 meeting was approved electronically.

Spring Speaker Series

Whit Babcock is the speaker for the Spring Speaker Series. This is being held April 9th from 4-5 at the Assembly Hall at the Inn. A flyer has been sent to CAPFA members and partners to distribute. The announcement has been added to the University calendar and will go out in the Daily News.

AP Faculty Performance Evaluations Working Meeting

Discussion centered on the need for a standard suggested template and development of guidelines for Faculty Activity Reports for AP Faculty. The group discussed ways to track evaluations that are not being done and contacting supervisors to remind them that per the Faculty Handbook, evaluations must be completed. Timelines for completing evaluations was also discussed, aligning the review with raises.

Other Items

The April 8th CAPFA meeting has been cancelled.

The May 13th meeting will be held at the North End Center in the HR Conference Room 2317.

Adjournment

There being no further business, the meeting was adjourned at 2:25 p.m.

Respectfully Submitted,
Amanda Lucas
CAPFA Support