

Commission on Faculty Affairs
Minutes
January 21, 2011

Members Attending: Debbie Smith (Chair), Jack Finney, Alan Grant, John Massey, Bruce Pencek, Monica Ponder, Sam Riley, Richard Sorensen, Tami Watson, Tom Wittenberg, and Anne Zajac

Guests Attending: Todd Ogle (Office of the University Registrar) and Leon Geyer (Department of Agricultural and Applied Economics)

The meeting was called to order by Debbie Smith, Chair, who distributed the meeting's agenda:

- (1) presentation of the Higher Education Opportunity Act Textbook Requirement by Todd Ogle
- (2) annual and periodic evaluations for pre-tenure faculty by Leon Geyer

1. Higher Education Opportunity Act of 2008 (HEOA)

Todd Ogle made a presentation on the current requirements of the HEOA. The Office of the University Registrar has already prepared to comply with the provision of the Act by providing a Timetable link to the University Bookstore. At this site, students can search for textbooks for every course (and every section). The goal is to have the textbook information available during the course registration period so that students will have information about the textbooks being used, cost, and other information that might influence their choice of courses. The Arizona State University Bookstore website was displayed as a model for how our system might ultimately be set up to provide students the opportunity to compare textbook prices from other vendors online.

CFA members noted the technical difficulty that professors may face in placing book orders prior to preregistration, as course assignments may not have been finalized, new books and new editions may not be available that far in advance, or assignments (and therefore books) may change due to course demands and other unanticipated complications. Dr. Ogle will seek clarification of the specific requirements that must be met to be in compliance and will work with department heads and department course schedulers to develop a process that works.

2. Annual and Periodic Reviews for Pre-tenure Faculty

Leon Geyer informed the committee of issues that have been raised by faculty concerning annual evaluations and the more intensive evaluations that are required for pre-tenure faculty members (i.e., progress toward promotion and tenure). Issues that had been raised with Dr. Geyer were:

- a. Lack of not being given notice and lack of opportunity to be heard concerning the process of promotion and tenure.
- b. Assistant professors not having met with their respective department heads or the promotion and tenure committee to discuss promotion and tenure process and issues formally.
- c. Faculty not having sufficient knowledge of the promotion and tenure process.

Geyer proposed that the CFA should consider:

- a. The frequency of evaluations that the promotion and tenure committee should complete (annually versus after the 2nd and 4th years).
- b. The importance of face-to-face meetings between the candidate and department head, and the candidate and the promotion and tenure committee. What should be the model of interaction with the candidate?
- c. After being promoted and granted tenure, what process would be appropriate for evaluating associate professors for promotion to professor?

Finney noted that earlier resolutions had included a face-to-face meeting requirement that had raised objections from department heads and faculty members and thus the current requirement is for written evaluation. Finney also noted that the Provost's Office is planning for enhanced programming on the promotion and tenure process at both the assistant and associate levels.

3. New Business

Debbie Smith reported that she, along with other commission chairs, will meet with Drs. Steger and McNamee in February to brief them on the goals of CFA for spring semester. Several suggestions were made and Smith will generate a plan and share it with the CFA members prior to the meeting.

There being no further business, the meeting was adjourned.

Recorder, Maxwell Awando