

**Minutes**

**Faculty Affairs Committee**

**March 29, 2016**

**Dean's Office, Ewell Hall**

Attendance: Catherine Forestell, Joan Gavaler (note-taker), Greg Hancock, Rex Kincaid, Sophia Serghi, Kate Conley

- 1) Approval of notes from 3/22/16
- 2) Process to create list of mentors/advisors for promotion cases
  - a. Mike, as FAC chair, will email all faculty who have served on RPT over the past 5 years. Ask them if they would be willing to be included on a list of faculty willing to serve as mentors on an informal basis to any faculty member preparing to submit a dossier for promotion to full professor.
  - b. Spreading the word about this new resource: Announce at FAS meeting, email FAS listserv, announce at the annual meeting organized by the Dean for faculty considering promotion to Full Professor.
- 3) Process to update appointed committee positions survey
  - a. FAC members will work in area subgroups to generate the list of slots to be filled by the next meeting
  - b. That list will be added to the survey along with request for volunteers to run for N&E and sent out
  - c. FAC will sort through the responses to appoint members to each committee.
  - d. Mike, as FAC chair, will announce committee openings in the FAS meeting.
  - e. Chairs will be asked to help identify potential committee members
- 4) Request from Dean to see if committee working on RPT memo updates would be willing to do a final review and integration of the comments received. Kate will then finalize the revised memo during the summer.
- 5) Re-sending FAC response to RPT standards motion from Terry M with the agenda in preparation for next FAS meeting
- 6) Diversity plan to be sent out with agenda for FAS meeting of April 5<sup>th</sup>