

Minutes of the Faculty Affairs Committee, March 9, 2021

Members present: Josh Burk (co-chair), Sarah Day (co-chair), Maria Donoghue Velleca (Dean), David Armstrong, Catherine Levesque, Jack Martin, Peter McHenry (scribe)

The meeting was held on Zoom videoconference and began at 2 p.m.

1. Sarah Day and Cathy Levesque held an FAC office hour yesterday. One faculty member joined, and they discussed the Covid vaccine.
2. Approved minutes from the March 2 FAC meeting.
3. Updates from Maria. Maria described Cabinet deliberations about summer plans for William & Mary including study abroad, summer class delivery modes, and summer research housing.
4. Policies for Faculty Manual
 - a. Jack Martin described A&S personnel policies and the work at recent meetings with Cathy Levesque and Peter McHenry to document policies more systematically. Jack, Cathy, and Peter recommend that we put approved personnel policies in the Faculty Manual.
 - b. A&S does not have an approved policy on flexible merit (never reached a faculty vote or PPC approval). David Armstrong recommended that we communicate that to the faculty since some faculty members are operating under the assumption that we have a flexible merit policy.
 - c. Jack described the dean's memo on retention, promotion, and tenure. It also has not been approved by the faculty. Discussion about whether to hold a faculty vote on the dean's memo content. Jack recommended that we vote on the dean's memo at the April FAS meeting.
 - d. Discussed changes to the Bylaws that should be made in response to the Dean's office reorganization (e.g., titles of administrators).
 - e. Discussed the possibility of designating to a specific faculty member the responsibility to catalog personnel policies as they are approved in the future (obtain the document with approved language, record when the document was approved, and maintain a database of policies). Peter volunteered to fill that role if it's created.
 - f. Jack recommended that the Bylaws could be clarified to describe who is in charge of personnel policy.
5. General discussion of merit, promotion and tenure evaluation, and parameters to assess research contributions
6. Discussed dean's office reorganization
7. April meeting plans

- a. We will work toward holding a vote on the “dean’s memo” policy on retention, promotion, and tenure
 - b. Agenda will include the DEI committee’s report
8. Update about FAC appointed committees. Sarah and Josh are putting together a Google doc with committee positions.
9. Discussed Peter’s concern about changes to faculty hiring procedure: who approves the shortlist of candidates to interview and in what order.

Adjourned at 3:20 p.m.