

## Faculty Standards & Affairs Committee

### Minutes November 10, 2016

**Present:** Steven Winter (Chair / Sci & Tech), Sandra Feldman (A&H), Armand Gilinsky (Bus & Econ), Matthew Paolucci (Soc Sci), Rita Premo (Library), Deborah Roberts (Assoc Vice Provost [via teleconference]), Jasmine Delgadillo (AS), SSP (no rep).

**Absent:** Viki Montera (Edu.) and Elaine Newman (CFA)

Meeting Recorder – Gilinsky

Adopt Agenda – Adopted

Approval of Minutes from 10/13 – 12/1 mtg

#### Standing Reports:

##### AVP (Roberts)

- All tenure-track hires posted except for one. One department had discipline-specific dates that they wanted to finalize. Visiting professorships posted and temp pools underway. FSAC will be reviewing a regular rotation for creation of temp pools, to avoid a situation where existing lecturers are disadvantaged or there are a series of emergency hires.
- FSAC to consider guidance to HR regarding specific / explicit language in hiring policies (in particular the hiring documents, POA, the composition of and charge to search committees, etc.), that address the needs for diversity with language such as: “We are encouraging applicants with diverse thinking and diverse backgrounds to apply...”

##### AFS (Premo)

- Discussion of Trigger Warning Policy and collection of like policies at other institutions.

##### URTP (Gilinsky)

- Met 10/2016 to rank sabbatical applicants for 2017-18; 10 of 11 candidates ranked and 11 awarded (one full-year).
- Next meeting is scheduled on 11/21 for 2PY candidates. No apparent objection to reverting policy back to two courses for review per cycle.

#### Discussion Items:

- From AVP & Chair: Can someone serve on a departmental RTP committee or search committee if they are on sabbatical or DIP? Chancellor’s Office considers a leave to be a leave: the person needs to be left alone. A person on leave cannot serve on departmental RTP committees that have occasion to meet during the semester on leave. Departmental RTP committees also need not be composed solely of members of a department. AVP: No formal policy required.
- From MP: Sean Johnson asking for input — should SETE should be administered on last day of classes or last day of final examinations?

## Business Items:

- 16-17:2 Office Hours Policy (new document for consideration)
- ExComm wants a specific minimum number of outside of classroom contact hours stated on policy. Most other CSU campuses specify 3–5 hours per week.
  - JD: Need to separate the issue of office hours from advising availability.
  - Chair/SF: We could just take back to ExComm a policy that replaces first two paragraphs and states that:
    - o *Working with students outside class time is a professional responsibility of all faculty. Every full-time faculty member will schedule a maximum of three office hours per week. Every part-time faculty member is recommended to schedule one office hour per class per week for a maximum of three hours.*
  - Next meeting (12/1) FSAC to consider / craft language with respect to on-line office hours and responsiveness via electronic communications, information about (Section 3), and posting of office hours (Section 4).
- 16-17:3 SETE Aggregate Data Usage
- 16-17:4 Periodic Evaluation of Unit 3 Coaches
- 16-17:5 NCAA Violations by Coaches Information to Personnel Action File .
- 16-17:7 Post-Tenure Review Policy
- 16-17:8 Departmental Temporary Faculty Hire Pool
- 16-17:9 Departmental RTP Criteria — Kinesiology — 2<sup>nd</sup> reading
- Edits made to remove quantitative thresholds and add qualitative criteria. **AG moved to approve; MP seconded. Motion carried.**
- 16-17:10 Trigger Warning Resolution from Associated Students
- From Chair: AAUP report on trigger warnings, article from FIRE on trigger warnings policies by university.
  - JD: Students are interested in promoting a conversation not just a policy.
  - RP: AFS will have more to report after meeting on 11/30.
  - MP: Offer to come speak to AS in dual role as a psychologist and faculty development consultant @ Faculty Center. May need to work with faculty on classroom climate and also make content warnings explicit rather try and create a policy on trigger warnings, which is new, politicized, and trying to encapsulate too many things.
  - AG: Requests that FSAC be invited to an Assoc. Student meeting/discussion to listen to what students have to say; that Academic Senate chair includes this topic for spring 2017 retreat.
  - SF: We should consult with students on development of guidance and ways to address pedagogy.
- 16-17:11 Tenure-Track Hiring Policy for Addition of Diversity on Selection Comm.