
FAC'S SHEET

Newsletter of the University of Scranton Faculty Affairs Council
November 2006

Circle This Date!

FAC Members To Gather On Nov. 14 in Eagen

The third FAC meeting for 2006- 2007 is scheduled for Tuesday, November 14 in Eagen Auditorium of the Gunster Student Center.

Lunch will be served beginning at 11:15 a.m. with the business meeting starting at 11:30 a.m.

The Executive Committee urges all members to attend. Check in the right hand column for the agenda.

<h3><i>FAC Meetings For 2006-2007</i></h3>
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The FAC Executive Committee has scheduled monthly membership meetings for the 2006-2007 academic year on the following dates and at the places indicated. All regular meetings are set for Tuesdays, beginning at 11:30 a.m. Additional meetings may be called to address special issues or concerns.

November 14, 2006 - Eagen Auditorium
December 12, 2006 - Eagen Auditorium
February 13, 2007 - Eagen Auditorium
March 6, 2007 - Eagen Auditorium
April 10, 2007 - Eagen Auditorium
May 8, 2007 - Eagen Auditorium

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is published periodically by the Faculty Affairs Council at the University of Scranton. The editor is Willis Conover. Comments and suggestions from the membership are welcomed. Members may also check FAC's Web site at www.scranton.edu/fac for further information on the Faculty Affairs Council, an affiliate of the American Association of University Professors (AAUP). Copies of the Faculty Contract and Handbook are found on the site. Members may also link to the national AAUP home page.

AGENDA

For November 14th Meeting

1. Chair's Report (Michael Friedman)
 - a. Handbook Committee Issues
 - b. Sheldon Rosenberg Award
2. Contract Administration Report (Kevin Nordberg)
3. Grievance Report (Ned Warner)
4. Treasurer's Report (Dan West)
5. FAC Elections (Joe Wilson)
6. New Business - Evaluation of Lecturers [See the article below.]

ANNUAL EVALUATION OF LECTURERS

by Michael Friedman
FAC Chair

In the spring of 2006, the administration brought to the Handbook Committee the topic of the annual evaluation of lecturers. As you know, the *Faculty Handbook* currently mandates the annual evaluation of tenure-track faculty, but lecturers, being non-tenure-track, are exempt from this requirement at the present time. Also, the position of lecturer carries with it specific expectations for teaching, but the *Handbook* does not address particular requirements for lecturers in the areas of scholarship and service. Therefore, the evaluation of a lecturer cannot follow the model of the evaluation of a tenure-track faculty member in its exact particulars.

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MINUTES

from the October 10th FAC Meeting

Michael Friedman called the meeting to order at 11:30 a.m.

Chair's Report: Friedman reported to the membership on the composition of the Parking Oversight Committee and the Long Term Care Insurance Committee. He also discussed the Planning Program for Faculty circulated by Dean

Dreisbach to replace the expired FAP in CAS. He noted a potential problem with the process for granting released time and said that the FAC officers expect to review Dreisbach's revised plan. CPS and KSOM have similar plans in the works. Friedman also announced that he expected that a search committee would soon be formed to seek a new Equity and Diversity Officer.

Faculty Handbook: Friedman reported that language for the evaluation of lecturers passed the Faculty Handbook Committee last year, and would be brought to the faculty for discussion and a vote at the next FAC meeting. FAC has also offered a proposal for a disciplinary procedure, to be discussed by the Handbook Committee. A final draft will be submitted to the membership at some point during the upcoming months.

Gender Equity: Friedman reported that Associate Provost Steele would be making a report on the Gender Equity situation in the coming weeks, as per an agreement reached between FAC and the administration last year.

Window Retirement: A question was raised about the continuation of the Scranton Prep tuition benefit for faculty opting for the Window Retirement program. The benefit will be available to those faculty members.

Grievance Report: There is one current active grievance on a matter of due process in the Rank and Tenure procedure.. A due process committee has been formed to examine the matter.

Contract Administration Report: (In Kevin Nordberg's absence, Friedman gave the report.)
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ANNUAL EVALUATION

(Continued From Page 1)

Problems sometimes arise when lecturers, after one or two years, switch over to tenure-track lines. In the absence of peer evaluations from their years as lecturers (which *do* count toward tenure), such faculty members are at a disadvantage in putting together dossiers that reflect their fulfillment of the requirements for tenure in teaching, scholarship, and service. Therefore, the administration has requested that we place in the *Handbook* a requirement that lecturers be evaluated annually by their chairpersons on their teaching (and their scholarship and service, if they have any) during their years as a lecturer, in case they later switch over to the tenure track. It may also be argued that, in the interests of serving our students with quality instruction, it makes sense to monitor the teaching of lecturers and provide them with regular, constructive feedback from their peers.

Before agreeing to such language, FAC sought input from the department chairs whose primary responsibility it would be to conduct these evaluations. Of the 27 chairs queried, 11 offered a response, eight of which were in favor of the annual evaluation of lecturers. Given this majority support, the Handbook Committee composed the following language, to be added at the end of the existing Section 5.1 of the *Handbook*, where the rank of lecturer is defined:

Before November 1st of every academic year of a lecturer's appointment (or by April 1st if the appointment is for the spring semester only), the lecturer's department chair will complete and send to the appropriate dean(s) a written evaluation of the lecturer's teaching. This evaluation may also touch upon the lecturer's scholarship and service, if relevant, but an evaluation of teaching alone is sufficient. The chair may, at his or her discretion, seek input from tenured members of the lecturer's department, but the chair must also

consider any unsolicited comments submitted in writing from tenured members of the department whose input was not sought. The evaluation of teaching must be based on at least one classroom observation, preferably by the chair, but the chair may delegate this duty to a tenured member of the department. However, the chair him- or herself must prepare and sign the actual evaluation. At the same time, a copy of this evaluation will be provided to the lecturer, who will have the right to submit a response to the evaluation to the appropriate dean(s) within two weeks. All materials will be sent by the dean(s) to the Provost /VPAA for review and inclusion in the lecturer's permanent evaluation file. If the lecturer subsequently applies for another faculty position at the University, such evaluations will be made available to the members of that position's search committee.

Please note that this language does not specify a format or length for this evaluation, so these issues would be left to the discretion of the department chair (although it was generally agreed to by the members of the Handbook Committee that a one page letter would be sufficient). Also, it is important to understand that this language applies only to lecturers, not to part-time or adjunct faculty members, who are not members of the bargaining unit and therefore not governed by the *Faculty Handbook*.

This proposed language will be our main subject of new business at the November FAC meeting, so I encourage all of you to attend the meeting and participate in the discussion and possible vote.

Luncheon Menu

for November 14th Meeting

- **Mixed Green Salad with Two Dressings**
- **Roast Turkey with Dressing**
- **Sliced Baked Ham with Fruit Sauce**
- **Mashed Potatoes with Gravy**
- **Corn**
- **Cranberry Sauce**
- **Apple and Pumpkin Pies**
- **Rolls and Butter**
- **Usual Beverages (Coffee, Tea, Soda, and Water)**

Serving will begin at 11:15 a.m. in the Eagen Auditorium.

MINUTES from October 10th Meeting

(Continued From Page 2)

Initial faculty contracts have been obtained and some errors discovered regarding minimum years of service for in rank for eligibility for promotion to Associate Professor. Kevin Nordberg has also asked for volunteers for a committee to monitor the use of Faculty Specialists.

A small oddity in the Rank and Tenure process has been discovered and is being examined. The requirement of holding a terminal degree in one's field before seeking tenure and promotion can be waived with the agreement of the department, dean, and AVP. Ordinarily, only tenured members of a department vote on issues relating to rank and tenure; in this instance, the Handbook indicates that the entire department can vote on the waiver of the terminal degree requirement. In addition, there still remains some question as to what the proper procedure should be for determining the rank and tenure eligibility of someone hired in mid-year.

A reminder was given to the faculty that those opting to apply to participate in the Window Retirement program need to do so by 11/30/06.

Treasurer's Report: (In Dan West's absence, Friedman gave the report.) All but one of the new faculty hires have now joined the union.

Secretary's Report: Joe Wilson announced that two spots on the FAC Executive Committee were up for election this year: the terms of Kevin Nordberg and Michael Friedman expire at the end of this year. Both have announced their intention to run for re-election. Others wishing to run should submit their names and a statement by 1 December. The election will take place on 5-6 December.

New Business: Friedman opened a discussion on what faculty members should be allowed to do, or not do, while on sabbatical. Specifically, what does the Handbook phrase "release from normal faculty duties" actually mean? In a prolonged discussion, the membership discussed teaching (readers, tutorials, mentoring theses); going to another school to teach; some faculty have been asked to teach one course that was necessary for students to graduate. For some faculty, the key issue is one of compulsion – if the teaching is voluntary, that is fine, but no faculty member should be compelled to teach a class during a sabbatical. Others believed that faculty should be prevented from teaching any courses during sabbatical, even voluntarily, for their own good.

Another question was raised about chairs and program directors maintaining their positions during their sabbaticals. The membership seemed to agree that chairs and program directors should relinquish those positions during sabbaticals. Other questions raised included participation on committees and in departmental affairs, particularly on issues of Rank and Tenure. Eventually, the body seemed to come to a consensus that faculty should be prohibited from doing some things, strongly encouraged not to do other things, and granted the option to do yet other things.

The meeting was adjourned at 12:35.

Respectfully Submitted,
Joe Wilson
FAC Secretary