

Minutes
CALS Faculty Association
109 Food Science Building
December 15, 2003, 10:00-11:00 a.m.

Members present: Joe Marcy, Dean Quisenberry, Dave Bevan, Ruby Cox, Holly Scoggins, Scott Salom, Don Mullins, George Norton, Carlyle Brewster, Mike Lambur

Meeting was called to order at 10:00 a.m. by President Joe Marcy.

Dean's Report on the College:

Dean Quisenberry announced and/or discussed the following issues:

- Search for Associate Dean of Research and Research Stations: 3 candidates are being scheduled for interviews, on January 14, January 25, and February 2. Details will be provided later.
- Procedures for Review of CALS Administrators: Two sets of procedures had been drafted by the Ad Hoc Committee headed by Peter Kennelly (one set for Associate/Assistant Deans and a second set for Department Heads and AREC Directors). These were provided earlier to the Dean and sent to CALSFA Executive Board members, by e-mail attachment. The Dean did not comment on most of the procedures, but apparently approved of them, except for two sections. She commented that she does not like the Kansas State Survey Form and indicated that we need a standard evaluation instrument that would be used across the board, but which would allow units/departments to add other questions. She mentioned that she liked the one used by the Biochemistry Department. She also questioned why we used 1/3 rather than 2/3 as the proportion of faculty that must sign a written request for a review of an administrator to be conducted at a time other than the regular 5-year review. Joe Marcy told her that the University Faculty Handbook uses 1/3. The Dean asked that the ad hoc Committee do further work on the administrative review procedures in regard to the evaluation instrument. Joe told her we would do so, but it would be after the first of the year before the Committee could get to this. The Dean agreed.
- Policy/procedure for granting tenure when a new faculty member is hired and issue of "grand-fathering in recently-hired faculty: The ad hoc Committee on Tenure Procedures, headed by Holly Scoggins, had previously sent to the Dean and the CALSFA Executive Board a summary of the results of CALSFA Survey on these issues, plus a question on using a simple major or supermajority (2/3) on decisions to recommend tenure and promotion at the department and college levels). The results of that survey shows that a majority (84%) of CALS faculty favor granting tenure to newly hired faculty, if the department requests this and it is approved by the department Promotion and Tenure (P&T) Committee. Results also show that a majority (57%) disagree that a "supermajority" should be used instead of a "majority" for P&T decisions. The Dean commented on the results and indicated a desire to go forward with implementing the

practice of allowing new faculty to be hired with tenure, if they meet the criteria of having achieved tenure at a comparable university and the Department P&T Committee approves their being hired with tenure. She also indicated a desire that certain newly hired faculty, meeting the criteria, be grand fathered in on the approval of the Department P&T Committee. After some discussion it was decided that this would be applied to those hired within the last two years.

- Position of Associate Dean of Administration: Dean Quisenberry announced that the process is underway to establish and fill this position that will combine the roles (college personnel and budget functions) of Vernon Boggs and Judith Jones, both of whom will retire in 2004. It is expected that this new person would be in place by July 1, 2004. A job description is now being drafted and a search committee is being formed, under the leadership of Tim Mack. In connection with the establishment of this office, the Dean mentioned several new procedures:

- a. This Associate dean will oversee the management of central college funds, whereas control of departmental funds will remain at the department level.

- b. A web-based site will be developed by Tim Mack's office to contain faculty resumes and annual reports, allowing them to be updated throughout the year as accomplishments occur and eliminating the practice of writing a faculty report only at the end of the year.

- c. Establishment of 20 centers in CALS to house and manage all small grants of \$25,000 or less, with ALL of the overhead from these going to the department. Sponsored programs now manages over 400 of these for CALS and David Richardson has approved of these being managed by CALS departments rather than his office.

- Strategic Planning in CALS: The Planning Process is continuing, with the first meeting being the week of December 15th. Joe Marcy is representing CALSFA. Results of a previous departmental showed that 73 faculty positions are desired, but cannot fill all of them. Decisions of which positions to refill or establish will be based on the on-going college strategic planning process, involving considerations of teaching needs, cluster hiring, and addressing university initiatives.

- Re-emphasis on "service component" for each faculty member: Dean mentioned an interest in requiring that a portion of time/effort (such as 10%) of each faculty member be devoted to service. She also mentioned that teamwork by faculty should be recognized by all departments.

- Best day/time for Dean Quisenberry to meet with CALSFA Executive Board: She mentioned that her schedule is very full and that the best day for meeting with the Executive Board is when she is meeting on-campus with Associate Deans.

Approval of Minutes:

Minutes from November 17, 2003 meeting were distributed, reviewed, and approved.

Treasurer's Report:

Ruby Cox reported that the Checking Account balance was at \$745.78 as a result of 9 additional membership dues payments. Expenditures have totaled \$179.22 for the Fall Picnic. The membership has grown to 96 prior to today's meeting (Another person paid their dues at today's meeting, but is not included in this total). The Savings Account balance was \$560.96, with total funds being \$1,306.74. The report was approved.

Other Business:

a. Nomination of committee members for Search Committee of Associate Dean and Director of Extension: President Marcy announced that Ruby Cox has been appointed to serve on this committee.

b. Web page update: Holly Scoggins has volunteered to assist Carlyle Brewster in creating a new CALSFA website. She showed an example of what she has created on a laptop. The Executive Committee approved it and Holly and Carlyle will proceed to get it up uploaded to the web. Once it is uploaded and completed, Joe Marcy will ask the appropriate person in the Dean's office to create a link on the main college website to access the CALSFA website. Once this is ready, Ruby Cox will provide all the minutes since September 2003 for Carlyle and Holly to place on the CALSFA website.

c. Changes to Tenure and Promotion procedures: Holly Scoggins reviewed results of the survey that had been placed on the web asking CALS faculty to vote on two issues:

(1) Granting tenure to new faculty members. She reported that a majority of faculty (79%) had voted in favor of the procedure of granting tenure to newly hired faculty at the discretion of the Department Tenure and Promotion Committees.

(2) Use of supermajority (2/3) versus simple majority on decisions by department and College Promotion and Tenure Committees: A majority (57%) disagreed with changing to the use of a "supermajority," thus; the use of a "simple majority" will be retained.

There was considerable discussion on the advantages, pitfalls, and needed procedures in implementing the policy of granting tenure to newly-hired faculty and to grandfathering recently hired faculty: A decision was unanimously approved by the Executive Board to submit to the CALS Governance Council two motions, as follows:

(1) In January 2004, Joe Marcy will bring before the CALS Governance Council for approval, the following motion:

In concurrence with university policy, a new hire may be granted tenure as a part of an employment offer, if they have previously been granted tenure from a comparable university and/or have the documented accomplishments to be granted tenure at Virginia Tech. The decision to recommend granting of tenure as part of an employment offer will be made by the home academic department's Promotion and Tenure Committee to the CALS Dean.

(2) If the above motion passes in CALS Council, a second motion will be submitted to that group, in a later meeting, that will cover the grand fathering in of faculty hired within the past two years and who meet the conditions of the first motion. It was also decided that this motion should include the requirement that a department submit a request to the CALS Dean for the granting of tenure to previous faculty hires within six months following the approval of this motion by the CALS Council. The ad hoc Committee on Changes to Tenure Procedures, led by Holly Scoggins, was assigned the task of reviewing the issues involved and proposing the wording for a motion to take to the CALS Council.

d. Update of Administrative Review Procedures: George Norton went over the results of the work and proposals of the ad hoc Committee on Administrative Review Procedures, led by Peter Kennelly. A document, containing to sets of review procedures, had been sent previously to CALSFA Executive Board members. Further discussion took place on pros, cons, and procedure for selection of a uniform "evaluation instrument" to be used by all departments in evaluating administrators. It was decided that the ad hoc committee led by Peter Kennelly will meet after the first of the year and work on this some more. They will especially consider the possible adoption of the instrument used in Biochemistry, or a variation, for use by all departments.

e. Nomination of members (two are needed) for new Search Committee for Associate Dean of Administration: Faculty nominated by the Executive Board were Daryl Bosch and Peter Kennelly, with Everett Peterson as an alternate choice. Joe Marcy will contact this people to get their agreement and will submit two names to Tim Mack.

f. Nomination of members for the Committee on Annual Performance Review of Faculty: Assuming they accept the nomination, the Executive Board agreed on the submission of the following names to Tim Mack: Mike Lambur, Sharon Nichols-Richardson, and Rick Fell. Joe Marcy will contact these individuals to obtain their agreement.

Committee Reports:

Since there was little time remaining, President Marcy asked if there were any urgent committee reports that needed to be discussed in this Executive Board meeting. There being no urgency, reports were not discussed.

New Business:

The concern about faculty being moved off campus to ARECs was raised again by Joe Marcy. Apparently some faculty members have been moved on short notice (possibly without their agreement), which is allowed in university policy. Joe will discuss this further with Dean Quisenberry and the Executive Board will re-visit this concern at a future meeting.

The meeting was adjourned at 12:00 noon.

Submitted by:
Ruby H. Cox, CALSFA Secretary/Treasurer
12-16-03 [revised 1/13/04]