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**Minutes of the Faculty Senate Faculty Affairs Committee
Meeting of October 14, 2009**

Present: Mary K. McAlpin, Carla Sommardahl, Steve Thomas (Chair).

The meeting was called for 11:30 AM in room 150 of the John C. Hodges Library. When a quorum had not been reached by 12:10 PM, S. Thomas called the meeting to order, although he acknowledged that no actions could be taken by the committee today.

By way of introduction to the work of the committee, S. Thomas read from the Bylaws of the Faculty Senate the section on the duties and responsibilities of the Faculty Affairs Committee. He then reviewed the documents that had been distributed by e-mail in advance of the meeting. Those items were

- 1) **Faculty Handbook Change Recommendations for 2009-2010_revised.doc** -- A list of eight issues prepared in conjunction with Dr. Sarah Gardial for consideration by the committee this year.
- 2) **NTTF_Term_of_Appointment.doc** -- Sections of the *Faculty Handbook* dealing with term of appointment of non-tenure-track faculty.
- 3) **NTTF_Rank.doc** -- Sections of the *Faculty Handbook* dealing with rank and titles of non-tenure-track faculty.
- 4) **External_Letters_Draft.doc** -- Proposed changes to the *Manual for Faculty Evaluation* dealing with external review letters.
- 5) **P-and-TSummarySheet.doc** -- Suggesting changes to form on page 45 of the *Manual for Faculty Evaluation*. S. Thomas noted that in a recent meeting with S. Gardial an additional change was suggested. He hoped to distribute a replacement for this sheet prior to the next meeting.
- 6) **CPR_Outline_20090929.doc** -- Proposing a simplified process for Cumulative Performance Review. (Three documents outlining the current process, prepared by Lela Young of Office of General Counsel, had also been distributed.)

A few minutes were taken to review these documents.

With no further business to conduct at this time, the meeting was adjourned at approximately 1:00 PM.

Respectfully submitted,

Steve Thomas