

January 30, 2008

Faculty Senate meeting agenda: 01/30/2008

Faculty Senate, Northeastern University

Recommended Citation

Faculty Senate, Northeastern University, "Faculty Senate meeting agenda: 01/30/2008" (2008). *Faculty Senate Meeting Agendas*. Paper 119. <http://hdl.handle.net/2047/d10014275>

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TO: All Faculty
FROM: Faculty Senate Agenda Committee
SUBJECT: Faculty Senate Meeting

I. The next meeting of the 2007-08 Faculty Senate will be:

Date: Wednesday, 30 January 2008
Time: 11:45 AM to 1:25 PM
Place: Raytheon, 240 EC

II. Agenda

- A. Approval of minutes (28 November & 12 December)
- B. SAC Report (Professor Glod)
- C. Provost's Report (Provost Abdelal)
- D. Questions & discussion (10 minutes)

III. Faculty Development Funds (Professor Morrison)

BE IT RESOLVED that each full-time tenured and tenure-track faculty member be allocated not less than \$2,000 yearly to promote academic development. These funds are in addition to any funds generated by grants, overhead recovery or restricted funds.

IV. Name change proposal from SPCS (approved by the Graduate Council on 1/10/08, vote: 5-1-0)
(Professor Morrison)

BE IT RESOLVED That the Master of Professional Writing and Information Design program in the School of Professional and Continuing Studies be renamed the Master of Science in Technical Communication.

V. Name change proposal from SPCS (approved by the Graduate Council on 1/10/08, vote: 6-0-0)
(Professor Morrison)

BE IT RESOLVED That the Certificate in Digital Media program in the School of Professional and Continuing Studies be renamed the Certificate in Interactive Design.

VI. Special Senate Faculty Development Committee on Merit report and resolutions (Professor Sherman)

WHEREAS the Faculty Development Committee has been charged with examining merit procedures across the University and to consider the extent to which unit-based practices should be standardized; AND

WHEREAS, while there are arguments for local control, certain principles and practices should be common to all units;

THEREFORE BE IT RESOLVED That the following be implemented by academic units in time for the spring 09 raise pool and be adopted for addition to the Faculty Handbook:

FDC resolution #1:

Assessments pertaining to merit should reflect individual faculty work-loads, which in turn should be arranged consistent with the University workload policy.

- (a) Units vary considerably in terms of progress toward developing an approved workload policy. Units should finalize their workload policies so as to rationalize their merit processes.**
- (b) Merit reviews should separately assess teaching, research/scholarship, and service, and combine the assessments into an overall weighted outcome/score based on the individualized workload.**

FDC resolution #2

Performance evaluations of all faculty members in a unit should be performed by tenured faculty in that unit, selected by a process determined by the tenured faculty.

- (a) There may be exceptions (e.g., to avoid nepotism because of personal relationships) that shall be approved and overseen by the Dean and the Provost.**
- (b) A unit may utilize a different composition of the evaluation committee (e.g., administrators or both tenured and tenure-track faculty), but such changes require a majority vote of all voting faculty and approval by the unit head and Dean and must be re-approved by the unit every five (5) years or the process reverts to evaluation by tenured faculty.**
- (c) All evaluations must reflect the assessment by at least two individuals.**
- (d) The unit should decide the extent to which the unit head has discretion to adjust performance evaluations and merit scores determined by the evaluation committee. This must be revisited by the unit every five years.**
- (e) Because market inequities are normally handled through a separate process and pool of funds, neither unit heads nor deans should have set-aside funds drawn from the merit pool.**

FDC resolution #3

Units must have a clearly defined and timely appeals process in place. Faculty should be informed of the outcome of their assessment and related merit score (though not the merit raise itself) at least one month prior to the point when recommendations to the Provost's Office for merit adjustments are submitted and finalized.

FDC resolution #4

Faculty raises should be distributed based on percentages, rather than dollars.

FDC resolution #5

All faculty in a unit should be advised of the average and range of merit scores in teaching, research/scholarship, and service as well as the weighted combination of the three performance areas.

FDC resolution #6

All faculty should be given specific and timely written feedback in regard to the outcomes of their merit review that goes beyond merely providing a score. Feedback should be consistent with an individual's workload priorities. At minimum, the feedback should provide the basis for the merit scores in the areas of teaching, scholarship, and service. In addition, any area(s) of relative weakness should be coupled with recommendations for improving performance in that area. Units are also encouraged to consider the

implementation of feedback meetings with individual faculty for the purpose of clarifying the basis of the merit scores and the recommendations.

FDC resolution #7

Evaluations for merit should be performed early in the spring semester, with the assessment covering the previous calendar year. A general timetable for the merit process is as follows:

- **Faculty submit annual dossier for merit review—end of January**
- **Faculty receive merit reviews (score and commentary)—end of February**
- **Submission of faculty appeals—mid-March**
- **Faculty receive outcome of appeal—end of March**
- **Unit head receives merit reviews and scores—beginning of April**
- **Faculty notified of raise and report of unit results after the Provost releases this information.**