

The following is a copy of the annual report of the Faculty/Budgetary Affairs Committees sent to Policy Council for the April 24, 2002 meeting.

To: School of Education Policy Council
From: Judith A. Chafel, Chairperson
Faculty/Budgetary Affairs Committees
Re: Annual Report for the Academic Year 2001-2002
Date: April 19, 2002

Faculty Affairs Committee Members: J. Chafel, J. Goodman, J. Patrick, J. Peng, J. Plucker, E. St. John, J. Cummings (Ex Officio).

Budgetary Affairs Committee Members: M. Clements, J. Chafel, J. Goodman, J. Patrick, J. Peng, J. Plucker, F. Risinger, E. St. John, J. Cummings (Ex Officio).

During the 2001-2002 academic year, the Faculty Affairs Committee met numerous times, and the Budgetary Affairs Committee met twice. Several items were acted on.

Clinical Ranks Faculty Policy. During the 1999-2000 academic year, the Faculty Affairs Committee approved a statement of procedures for transitioning professional staff from a non-tenure track or non-faculty appointment to a clinical rank appointment that was subsequently approved by Policy Council. The Committee is currently in the process of reviewing one dossier and will forward a recommendation for conversion of the position to Dean Gonzalez.

The Faculty Affairs Committee reviewed two statements on Clinical Appointments and Lecturer/Senior Lecturer submitted by the Dean's Office, suggested revisions, and approved the revisions.

Promotion and Tenure Guidelines. The Faculty Affairs Committee completed a revision of the School of Education's Guidelines on Promotion and Tenure. The Dean of Faculties Office requests a review by each unit every five years. In revising the guidelines, the Committee took into consideration comments submitted at its October 26, 2002 meeting (open to all faculty), and other memos and E-Mail messages received. At its April 16th meeting, the Faculty Affairs Committee acted on these revisions, and returned the document to Policy Council for action at its April 24th meeting.

The Faculty Affairs Committee acted on other statements related to Promotion and Tenure and forwarded them to Policy Council for a vote: Membership on Primary Committees, and Third Year Review. The Committee also advised the Executive Associate Dean on the letter that is sent requesting an external review of promotion and tenure materials.

Sabbatical Leave Proposals. The Faculty Affairs Committee reviewed 16 applications for sabbatical leave, requested 1 revision, and recommended that all 16 applications submitted be approved for the 2002-2003 academic year. The Committee also revised the rating sheet to be used in approving proposals for sabbatical leave.

Salary Equity Review. The Budgetary Affairs Committee reviewed the salaries of 21 faculty: 7 for possible salary equity adjustment, and 14 for preventive retention. Requests for review were received from individual faculty, department chairs, and the

Dean's Office. Criteria used in making these decisions were inequities on the basis of gender or minority status, long-term retention of high performing faculty, year of degree, years in rank, and merit history. Adjustments were recommended for all 21 of the cases reviewed, and a recommendation forwarded to the Dean's Office. The Budgetary Affairs Committee also advised the dean's Office on a "formula" (percentage, flat dollar amount) for determining salary increments for the next year.

Sexual Harassment Policy. During the 1999-2000 academic year, the FAC formulated and approved an implementation plan on Sexual Harassment Policy that was subsequently reviewed and approved by Policy Council. On February 6, 2002, the Faculty Affairs Committee sent to Policy Council a brief report on how the process was working.