Faculty Steering Committee

Annual Report 2008-2009

Bob Moss

September 4, 2009

Members of Faculty Steering Committee for 2008-2009 were Susan Conner (Vice President of Academic Affairs and Dean of the Faculty), Deborah Kanter (Secretary), Bindu Madhok, Bob Moss (chair), and Thom Wilch.

Section 1 addresses FSC's activities during the current academic year. Section 2

discusses unfinished business. Section 3 consists of the minutes of the 2008 - 2009 meetings.

**1 FSC Activities in 2008-2009**

Activities are summarized according to the duties of FSC listed in the handbook.

**1.1 Representing the Faculty to the Administration**

According to the Handbook, FSC acts as a liaison and serves as a representative for

the faculty to the administration.

FSC met with Sally Walker and Mike Van Houten to discuss the interim “Policy and Procedures for Addressing Complaints of Sexual Harassment”.

Susan Conner brought several items to the committee for comment and discussion.

These included policies and/or guidelines concerning syllabi consistency, faculty residency, moving reimbursements for new hires, sabbaticals, Faculty Leadership Group issues regarding budget cuts in Academic Affairs, eliminating the pre-meeting with the president prior to FPC interviewing tenure candidates, Honorary Degree language, new procedures for faculty evaluations by students, and faculty Conflict of Interest.

FSC asked Susan Conner to convey to the Administration the faculty's desire to have

regular reports from Institutional Advancement, much like the progress reports from

Admissions. FSC believes that it is a crucial part of shared governance and transparency at the college that IA give such reports at faculty meetings.

FSC entertained Marcy Sacks, Chair of FDC, who led a discussion on the sabbatical review process.

FSC spent a significant amount of its time working with the Provost on items brought up in the Faculty Leadership Group and the budget reduction process.

**1.2 Elections and Appointments**

FSC appoints representatives to the fall and spring meetings of committees and sub-

committees of the Board of Trustees. FSC provides one representative to Student and

Academic Affairs (Thom Wilch for 2007-2009) and one representative to Finance and

Budget (Bindu Madhok). FSC selects an at-large representative to Community Relations (Aaron Miller for 2007-2009).

FSC appointed two members to the Student Life Advisory Committee, Rebecca Whitehead-Schwarz and Mareike Wieth.

FSC had a “special” election for FPC and Ronney Mourad was elected.

FSC makes nominations of eligible faculty members for all elected committee

positions, except those on FSC itself, and conducts the spring election of all faculty

committees. The results of this year's elections are as follows:

a. Faculty Steering Committee: Suellyn Henke

b. Faculty Personnel Committee: Trisha Franzen, Dianne Guenin-Lelle, Dean McCurdy,

c. Curriculum & Resources Committee: Tim Licoln, Sam McIlhagga, Molly Mullin

d. Budgets, Salaries & Benefits Committee: Jon Manning

e. Faculty Development Committee: none

f. Hearing & Grievance Committee: Mark Bollman, Mary Collar, Darren Mason

g. Judicial Board: none

h. Affirmative Action: Scott Hendrix, Greg Saltzman, Bille Wickre

i. Sexual Harassment Grievance Committee: Sally Jordan, Kalen Oswald

**1.3 Handbook Changes**

FSC initiates proposed changes in the Faculty Handbook and brings changes to the

faculty for review and action.

**1.3.1** FSC recommended the approval of the amended Chapter 1 (non substantive changes) of the *Faculty Handbook* and it was passed by the faculty.

**1.3.2** FSC recommended the following Policy for Endowed Professorships and it was passed. Procedures and Criteria for Awarding Endowed ProfessorshipsEndowed Professorships were established at Albion to provide enhanced teaching and

scholarship support for outstanding faculty members. Endowed Professorships have special value within Albion College. They are a way of recognizing and fostering faculty excellence by allowing faculty members to demonstrate commitment to quality instruction and scholarly accomplishment. Resources provided allow faculty members to engage in significant professional development which further enhances their productivity and also enhances the reputation of Albion College. The Office of Institutional Advancement develops professorships by matching needs in departments or divisions with the interests of donors. Covenants developed by the Office of Institutional Advancement and the donor, as approved by the College and the Board of Trustees govern the general award criteria. The Faculty Personnel Committee recommends holders of Endowed Professorships based on the procedures and criteria below. In exceptional instances, with prior FPC approval, Endowed Professorships may be used to attract outstanding teachers and scholars from other institutions. 2.5.6.1 Procedures When an Endowed Professorship is vacant or will become available in the coming academic year, The Chief Academic Officer is responsible for soliciting nominations for the designated Endowed Professorship(s) from among current faculty members. In the call for nominations, the CAO will spell out the criteria for the professorship. Nominations must be made in writing. The CAO shall inform nominees and invites applications for Endowed Professorships from nominees. A nominated faculty member who wishes to apply for an Endowed Professorship will have a reasonable amount of time to prepare a portfolio that includes a current vita, samples of teaching and scholarship materials that include course syllabi and publications or creative works, student course evaluations, an essay describing how the funds would be used, a proposed budget, and any other relevant material the candidate may wish to submit. If an Endowed Professorship is used to recruit a prospective faculty member, the Academic Affairs Office is responsible for assembling the applicant's portfolio, with the permission and participation of the candidate. In such a case, where an Endowed Professorship is used to attract an outstanding teacher-scholar from another institution, FPC will have been informed of and concurred with the use of the Endowed Professorship. In all instances, FPC will review the portfolios of applicants and make written recommendations to the Chief Academic Officer and President. The CAO will forward his or her recommendations to the President. The President then will make his or her recommendations to the Board of Trustees, which appoints all holders of Endowed Professorships. 2.5.6.2 Criteria

**1.3.3** FSC brought the following two handbook changes to the faculty and they passed. The first proposal is to add a policy for Honorary Degrees to the Faculty Handbook. If accepted it would be placed at the end of Chapter 3 of the Faculty Handbook as 3.23. This proposal was initiated by FPC and has been discussed and endorsed by FSC. In FSC’s view the addition of the Honorary Degrees policy will strengthen and clarify the role of faculty in the process of granting honorary degrees. The proposed policy includes establishing Honorary Degree Committee which has 4 faculty member representatives.

The second proposal is a change in Faculty Handbook language that allows for the implementation of the Honorary Degrees policy. The language change is under 1.8.3 FPC - Duties and Membership, on the 20th printed line below the heading. Under the new language the FPC “recommends nominations by the faculty for honorary degrees to the Honorary Degree Committee” and not to the President as the Handbook currently states.

**1.4 Other Activities**

FSC organized the schedule for the 2008-2009 faculty lecture series.

FSC serves as the body of final appeal in cases of student grievance concerning

academic matters. In the fall FSC heard a Judicial Board appeal.

FSC hosted a faculty social.

**2 FSC Business in 2008-2009**

There are 2 areas of unfinished business that FSC will need to address. One area concerns handbook revision. Chapters 2 & 3 need to be looked at for revision. Much of the current Chapter 2 has to do with the terms of our contracts (tenure, academic freedom, grievances, dismissals, etc.), and the faculty probably needs to seek professional advice in the revision process. The second area is the faculty committee structure. While faculty want a voice in college governance the current structure needs revision in order to create a more effective and efficient venue for such governance.

**3 Attachments (to be submitted the week of 9/7/09)**

Attached to this report are minutes:

* 1. Minutes of all Faculty Steering Committee meetings during 2008-2009,

numbered by meeting

3.2 Bob Moss’ FSC Address (outline) to the Board of Trustees, May 2009