**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Friday, 01/29/2024, 12:30 p.m. – 1:20 p.m.
Zoom

***Present:***  *Chair Huatong Sun, Vice Chair Anne Taufen, APT Co-Chair Matthew Weinstein, APT Co-Chair Christine Stevens, FAC Chair Sharon Laing, Jim West, Zhiquan (Andy) Shu, Barb Toews, Andrea Hill, Robin Evans-Agnew, Rupinder Jindal, Gary Viers, Mary Hanneman, Julia Eaton, Jenny Xiao, Alex Miller, Margaret Griesse, Ruben Casas, Sushil Oswal, Erika Bailey.* ***Excused:*** *Past Chair Menaka Abraham, APCC Chair Julie Masura, Kurt Hatch, Monika Sobolewska, Davon Woodard.* ***Program Coordinator:*** *Andrew Seibert*

1. **Opening:**
	* **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record, Approval of Meeting Minutes from 1/05/2024**
		+ The Program Coordinator read the Land Acknowledgement. The agenda was consented as written. Permissions to record for minutes purposes only were granted with no objections. A minor correction was made, and the meeting minutes for January 5th, 2024, were approved as corrected.
2. **Report & Conversation**
	* **Faculty Assembly Chair and Vice Chair Report**
		+ WA legislature designated January of each year as the Chinese American /Americans of Chinese descent history month last year. Washington is the first to celebrate the history of Chinese Americans in the nation. Highly relevant to our campus as Tacoma is an AANAPISI (Asian American and Native American Pacific Islander Student Serving Institution).
		+ The Faculty Assembly newsletter was sent out to all Faculty. The chair expresses appreciation for EC’s work in the Autumn.
		+ APT Taskforce update
			- APT Taskforce is a very committed group of faculty.
			- The goal is to deliver the recommendation report and the draft of bylaws revision to Executive Council in April’s meeting
		+ Promotion & Tenure Feedback Survey update
			- 60 responses received.
		+ Campus Safety: Our policy-making process had external impacts. UW Bothell inquired about the Campus Safety concerns and how we were able to accomplish these goals, as they have similar concerns
		+ Incoming events:
			- International Faculty Leadership Forum
				* Faculty Assembly Leadership is gathering panelists, and more information will be made soon about this event.
			- Distinguished Faculty Awards
				* The Vice Chair shared the tentative Agenda, guest speakers in this event, and the four faculty presenting their excellence in research, teaching, and community engagement. Scheduled for Feb. 13 4-6 pm in Milgard Hall 110, this event will be recorded and will be distributed campuswide when available.
		+ The vice chair provided an update about the Faculty Council on Tri-Campus Policy. It created a subcommittee on reviewing Diversity, Equity, and Inclusion language, and Promotion & Tenure guidelines around the Tri-Campus system. The goal is to create best practices and language around each unit and discipline. For the Promotion and Tenure process, the goal is to have more transparency around all aspects of the process.
	* **Appointment, Promotion and Tenure Committee Report**
		+ APT Co-Chair Christine Stevens provided an update of their autumn work. See ***Appendix A*** for the specific data. She also reported the following patterns:
			- Rising issues concerning teaching faculty:
				* Clear guidelines for when teaching faculty is going up are missing in the Faculty Code.
				* Unclear about whether tri-campus faculty can be external reviewers for their P&T cases
			- Biases were observed starting from the unit level. So units must set and deliver clear P&T expectations, and the same guidelines should be followed consistently across all the candidates at faculty discussion meetings and in dean’s letters.
			- Support and guidance are missing when a candidate enters the P&T review process
			- APT’s work:
				* APT does not assess research, but review the entire file to identify whether research and quantity met unit guidelines
				* APT investigates potential conflict (e.g., whether the candidate has been supported by the same external reviewer for both tenure and promotion process)
		+ Discussion ensued on the Appointment, Promotion, and Tenure Committee and its processes updates
	* **Debrief Faculty Assembly Winter Quarter Meeting**
		+ 63 Faculty attended this meeting.
		+ The Elected Faculty Council updates were well received in this meeting, and will be incorporated at future FA meetings if possible
		+ See ***Appendix B*** for the discussion notes on workload and merit process.

1. **Discussion**
	* **Rescheduling Executive Council Winter Quarter Meetings**
		+ EC ran into a few schedule conflicts this year due to a lack of master calendar on campus. Anticipating another two conflicts with SIAS RCEP meetings in spring, the Chair asked for input on the workable dates to reschedule meetings for important discussion items such as the APT Taskforce report. After discussion has ensued, proposed dates will be circulated on the EC listserv.
	* **Planning for the Faculty Code & Shared Governance 101 Workshop**
		+ The Chair announced that we will have this event on February 21, 2024, during the husky hour (12:30-1:30) on Zoom.
			- Goals of event:
				* Help Faculty, particularly junior faculty and new faculty to understand the role of faculty code in the UW workplace and align with the Office of Academic Personnel about the interpretation of the Faculty Code

Faculty Code functions as both an employment document and as a shared governance document

* + - * + Help faculty understand the tri-campus shared governance structure and understand the legislative challenges ahead for a branch campus
				+ Recruit faculty governance leaders

1. **Adjournment**
* The meeting was adjourned at 1:21p.m.
	+ Next meeting: February 26, 2024, Zoom.

Appendix A: APT Committee Report

**APT COMMITTEE REPORT**

**January 2024**

**(Compiled by Co-Chair - Christine Stevens/Matthew Weinstein)**

Committee Members: Lisa Hoffman (Urban Studies), Mary Hanneman (SIAS), Bryan Goda (SET), JaeRan Kim (SWCJ), Gim Seow (Milgard)

**SUMMARY MATRIX: TOTAL CASES REVIEWED**

|  |  |  |
| --- | --- | --- |
| **Promotion Cases**  | **Number** | **Further Action**  |
| **Tenure Track** Mandatory Appointment Cases:Assistant to Associate, with tenure  | **1** |  completed |
| **Tenure Track**Non-Mandatory Appointment Cases: Associate to Professor | **4** | completed |
| **Tenure Track**Non-MandatoryGoing up early for tenure | **3** | completed |
| **Teaching Faculty** Non-Mandatory Appointment Cases: Teaching Assistant to Teaching Associate  | **4** | completed |
|  **Teaching Faculty**  Non-Mandatory Appointment Cases: Teaching Associate to Teaching Professor | **5** | completed |
| **\*\*TOTAL CASES\*\*\***  | **17 cases**  |

**Activity Report**

***APT charge 2023-2024***

**Charge 1. Review all the tenure, promotion, and non-mandatory promotion cases and advise the Chancellor on them.**

The key role of the APT committee is to review, discuss, and vote on the cases listed above. APT committee members used the School APT criteria of the applicant and Faculty code to guide the review

**Charge 2. Organize faculty forums to inform the faculty about the tenure and promotion processes and expectations**.

APT committee will design faculty forums for early spring quarter

Appendix B: Faculty Assembly Winter Meeting Discussion Notes

**Faculty Assembly Winter Meeting 2024 Discussion Notes**

As the last meeting agenda item, we solicited faculty feedback for the following questions about equitable workload and merit review process:

* What are the top three workload issues you want to get addressed in your unit?
* How should the merit review process be improved in your unit?
* To what extent is it important to you that your unit or School has transparency in disclosing the workload of other faculty? Explain why transparency might be important/unimportant to you?

*(Note: Faculty from Milgard and SSWCJ were not able to participate due to the schedule conflict with their unit meetings.)*

Group 1 (SNHCL, SIAS):

* Service is a touchpoint. Could be for an increased role for admin. Community engaged scholarship and importance of administrative recognition of service/scholarship integration
* Merit Review: Need a clearer procedure

Group 2 (SIAS, SUS):

Merit review: quantification, statement of expectations, and a rubric

Group 3 (SET, SIAS, SOE):

* Gender issues for service work: Most committees are staffed by women faculty.
* Peer classroom observations need better guidelines

Group 4 (SIAS, SUS):

Equity of implementation of 6 course loads:

* Equity of course release approval across the school and between units:
	+ Need clear criteria to grant course releases in association with grants and community engagement
* Class size: classroom ratio (DEI-related courses are better taught in a smaller class to provide a safe environment for students to delve into such conversations)

Group 5 (SET, SIAS):

* SET faculty: how do we decide who funds the research of faculty?
* SAM (Sciences and Mathematics Division) of SIAS: capstone mentors are doing a lot. I hope they feel that their effort is well recognized.
* Once a faculty member worked as a reader/support for an X number of students, there was supposed to be a course release. close work with students is often high impact practices.
* The disparity between faculty that do a lot vs faculty that don’t do that much
* Disparity for faculty with personality traits that make them difficult to work with, end up being “rehearsed” with less service roles.
* Faculty members working toward their PhD (currently as adjuncts) should have course releases to support their path to a tenure-track position.
* Understanding that there is an ebb and flow of service load by year, according to circumstances specific to the faculty member (e.g., teaching vs tenure track, review/promotion year, personal health)