

AGENDA  
FACULTY BENEFITS MEETING

October 3, 2011  
SC 308  
3:30 PM

Call to order- Adoption of Agenda  
Approval of Minutes of September meeting

Workshop Report: Held on Sept 11 & 12, 2012. Total of 20 attendees.

Application summary to date

|  |              |   |
|--|--------------|---|
| Fellowships (Ausbra McFarland, Chair)<br>17 applications | \$90,000     | 15 awards @ \$6000 ea                   |
| Project Grants (Chris Curran, Chair)<br>16 applications  | \$56,000     | Max. = \$6000 ea<br>Requested: \$74,800 |
| Sabbaticals (Xiaoni Zhang, Chair)<br>19 applications     | 21 available |   |

Time Table for Faculty Development Awards

- Oct 2 Proposals due electronically from applicants at 4:30 PM (First Tuesday in October)
- Oct 9 Dean and Department chair's evaluation due (Second Tuesday in October)
- Nov 5 Subcommittee reports due to Committee Chair (First Monday in November)  
(send to [nutters@nku.edu](mailto:nutters@nku.edu))
- Nov 7 Benefits Committee finalizes recommendations (First Wednesday in November)
- Nov 14 (if needed)
- Dec 1 Full Committee report to Provost (fixed date each year)
- Dec 24 Provost notification to applicants (fixed date each year)

Committee membership reminder

- Room for some to switch to spring scholarship awards committee

What I want from YOU:

- COMMITTEE MEMBER responsibilities:
  - o Read proposals, fill out evaluation spreadsheet for each proposal
  - o Report scores to your Chair in timely manner
  - o Attend meetings (duh) and participate in discussions

Review of evaluation forms and process

- Evaluation form review; spreadsheet for score recording/combining
  - o Evaluation forms used to gather consensus on best, worst, and act as starting point for discussions of the rest
- Rank order based on merit first. In case of ties: then whether candidate has ever received an award, then tenure status, then time since last FDA.

COMMITTEE CHAIR responsibilities:

- o Organize meeting times
- o Provide members with spreadsheet templates
- o Instruct members as to process in your committee
  - EXAMPLE: "Fill out evaluation form spreadsheet for each candidate and get scores to me by two days before our first meeting. Indicate which proposals are unacceptable."
- o Combine scores from members for starting point; identify any proposal inconsistent scoring issues
- o Run meetings efficiently; referee discussions
- o Produce ranked list
  - Unacceptable proposals should be listed separately.

- Draw “wish list” line

Remember:

- Respect confidentiality of committee membership
- If you aren't sure about something, ask!

Committee reports

Health Advisory Committee (HAC) – Wendy Wood

New Business

Future meetings

SC 308; 3:30-4:30 PM

Nov 7, Nov 14 (SC305, if needed), Dec 5