AGENDA

Call to order- Adoption of Agenda

Approval of April 1, 2015 Minutes

Faculty Development Awards (FDAs) Workshop attendance report:

There were two different workshops this year

1. Overview of Faculty Development Awards
   • Thursday, Sep 3, 3:30-4:30 pm in UC 135 → 5 attendees
   • Friday, Sep. 4, 12:00-1:00 pm in SU 108 → 5 attendees

2. Format of Faculty Development Award Proposals
   • Tuesday, Sep 8, 3:30-4:30 pm in SU 108 → 9 attendees
   • Wednesday, Sep. 9, 12:00-1:00 pm in SU 108 → 10 attendees

Reminder of Time Table for Faculty Development Awards

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Oct 6</td>
<td>Proposals due electronically from applicants at 4:30 PM (First Tuesday in October)</td>
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<tr>
<td>Oct 13</td>
<td>Dean and Department chair’s evaluation due (Second Tuesday in October)</td>
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<tr>
<td>Nov 2</td>
<td>Subcommittee reports due to Full Committee (First Monday in November)</td>
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<tr>
<td>Nov 4</td>
<td>Benefits Committee finalizes recommendations (First Wednesday in November)</td>
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<td>Nov 11</td>
<td>Additional Benefits Committee meeting to finalize recommendations (if needed)</td>
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<tr>
<td>Dec 1</td>
<td>Full Committee report to Provost (fixed date each year)</td>
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<td>Dec 24</td>
<td>Provost notification to applicants (fixed date each year)</td>
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Tentatively, applications will be available for review on Oct. 16.

Reminder about confidentiality of subcommittee membership

Subcommittee membership

Review process for reviewing FDAs

SUBCOMMITTEE MEMBER responsibilities:

- Read all proposals, fill out evaluation spreadsheet for each proposal
- Report scores (not rank order) to your Chair in timely manner
- Attend meetings and participate in discussions

COMMITTEE CHAIR responsibilities:

- Organize meeting times
- Provide members with spreadsheet templates
- Inform members about the timing and process used 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.”
- Combine scores from members for starting point
  - Each proposal receives a score which is the average of individual subcommittee members’ scores
  - Identify any proposal with inconsistent scoring to help initiate discussion in subcommittee meeting
  - Rank order the proposals according to their average scores
Run meetings efficiently; referee discussions

- The initial rank order serves as a starting point for discussion.
- The initial rank order may be adjusted to reconcile differences in scoring based on merit among subcommittee members.
- In case of ties in the revised rank order, preference should be given first to a candidate who has not previously received an FDA, second to a candidate without tenure, and third to a candidate who received an FDA the longest time ago.

Produce final ranked list

- Unacceptable proposals should be listed separately.
- Draw “wish list” line
- Information for feedback (?)
- E-mail above to Benefits Committee chair (zacatem1@nku.edu) by November 2

Feedback on applications for FDAs
History of feedback
Current state of feedback: The Project Grants Pilot Program
Need for feedback

Old Business (time permitting)
Prioritizing goals for this year

Future meetings:

**Fall 2015 @ 3:15pm**
- November 4, 2015 SU 108
- December 2, 2015 SU 108

**Spring 2016 @ 3:15pm**
- February 3, 2016, SU 108
- March 2, 2016, SU 108
- April 6, 2016, SU 108
- May 4, 2016, SU 108