FACULTY BENEFITS MEETING
October 7, 2015
SU 108, 3:15 PM

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
Oct 6	Proposals due electronically from applicants at 4:30 PM (First Tuesday in October)
Oct 13	Dean and Department chair's evaluation due (Second Tuesday in October)
Nov 2	Subcommittee reports due to Full Committee (First Monday in November)
Nov 4	Benefits Committee finalizes recommendations (First Wednesday in November)
Nov 11	Additional Benefits Committee meeting to finalize recommendations (if needed)
Dec 1	Full Committee report to Provost (fixed date each year)
Dec 24	Provost notification to applicants (fixed date each year)

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:
   o Read all proposals, fill out evaluation spreadsheet for each proposal
   o Report scores (not rank order) to your Chair in timely manner
   o Attend meetings and participate in discussions
   COMMITTEE CHAIR responsibilities:
   o Organize meeting times
   o Provide members with spreadsheet templates
   o 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."
   o 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

- o 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
- o 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**