

FACULTY BENEFITS MEETING

October 7, 2015

SU 108

3:15 PM

Members in attendance: Abdullah Al-Bahrani, Kimberly Allen-Kattus, Emily Shifley, Jennifer Kinsley, John Farrar, Brad Scharlott, Marius Truta, Gabe Sanders, Ben Martz, Kajsa Larson, Jackie Wroughton, Ausbra McFarland, David Dunevant, Deb Engel Chilcote, Matthew Zacate, Melissa Moon, Justin Yates, Vanessa Hunn, Joan Ferrante, Perry Bratcher, Jamey Strawn.

Call to order – Adoption of Agenda
Approval of September 2 minutes

Matthew Zacate reported on the two Faculty Development Awards workshops held in September.

The Time Table for Faculty Development Awards was reviewed.

October 13 -- evaluations are due

November 2 -- findings due with recommendations from subcommittee.

- Chair commented that in light of schedule of grant receipt and review it might be prudent to move Benefits meetings next year to the third Wednesday of the month so that subcommittees had additional time to discuss proposals.

New Business:

Preliminary count of applications announced:

Sabbatical applications: 20

Summer Fellowships: 16

Project Grants: 22

24 Sabbaticals available

15 summer fellowships available

? Project grants (typically 11-12 for the \$56,000 available)

Benefits committee members were reminded that applications will be available for review (tentatively) on October 16. Noted these will be available on Blackboard.

Committee was reminded about the confidentiality of subcommittee membership.

Subcommittee membership announced

Review process was reviewed.

Read Proposals, fill out evaluation spreadsheet for each proposal

Report scores (not rank order)

Attend meetings and discuss proposals

Committee Chair responsibilities were reviewed.

Schedule meeting times
Provide members with spreadsheets
Inform members of timing and process
Combine scores received by members

Noted that Averages are not final rank but will be used as starting points for discussion of proposals

Identify proposals with inconsistent scoring and discuss
Rank order of proposals by average scores
Factors for determination of rewards:
1) Merit
2) Proposers who have never received a reward
3) Proposers who have not received a reward recently
Produce final ranked list
Separately list unacceptable proposals
Produce notations on proposals for feedback* for project grants and sabbaticals

Email rankings to Benefits Committee chair by November 2
(zacatem1@nku.edu)

Spreadsheet reviewed

Q and A on process

Noted that criteria are weighted. Please note weights on evaluation form
Discussion of use of term: "Urgency" in criteria

* Noted that Dean's review addresses this criteria and the eligibility of the proposal and these comments may be used by subcommittees in evaluating proposals.

Feedback and applications discussed

Chair summarized history of the process of feedback:
(pilot program for project grants origination and current status)

Discussion of need for feedback:

- 1) Help proposers perfect their grant and proposal writing skills
- 2) Reassure applicants and administration of impartiality of review
- 3) Provide explanation for Dean and proposers when inconsistencies appear evident between proposer's proposal and proposer's overall work performance

The preceding factors now make it evident subcommittees need to provide feedback not only on project grants but also sabbaticals. The Provost in particular wishes to see feedback on sabbaticals.

In view of this the committee should be prepared to produce a short statement of one to three sentences explaining why the applicant's proposal was rejected

Project Grant proposal feedback will continue to be offered on the project grant feedback forms but this will be done only for candidates whose proposals were rejected

Old Business:

It was determined that discussion of prioritizing additional committee goals for the year was not a high priority for this meeting.

Meeting Adjourned

Respectfully submitted

K. Kattus

Future meetings: **Fall 2015 @3:15 pm**

November 4, 2015 SU 108

December 2, 2015 SU 108

Spring 2016 @ 3:15 pm

February 3, 2016 SU 108

March 2,, 2016 SU 108

April 6, 2016 SU 108

May 4, 2016 SU 108