

## FACULTY BENEFITS MEETING

October 5, 2016

SU 108, 3:15 PM

### AGENDA

Call to order- Adoption of Agenda

Approval of September 7, 2016 Minutes

Faculty Development Awards (FDAs) Workshop attendance report:

There were two different workshops this year

1. Overview of Faculty Development Awards
  - Thursday, Sep 8 → 9 attendees
  - Friday, Sep. 9 → 7 attendees
2. Format of Faculty Development Award Proposals
  - Monday, Sep 12 → 10 attendees
  - Tuesday, Sep. 13 → 12 attendees

Reminder about confidentiality of subcommittee membership

Subcommittee membership (presented in PowerPoint and e-mail lists to be distributed to subcommittee chairs)

Current Time Table for Faculty Development Awards

Oct 4	Proposals due electronically from applicants at 4:30 pm (1st Tuesday in October)
Oct 11	Dean and Department chair's evaluation due (Second Tuesday in October)
Oct 31	Subcommittee reports due to Full Committee (First Monday in November)
Nov 2	Benefits Committee finalizes recommendations (First Wednesday in November)
Nov 9	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 Monday, October 17.

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
- Vote on the final rank ordering to forward to the full Benefits Committee

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 in form of 1-2 sentences briefly explaining plusses/minuses of proposals
  - E-mail above to Benefits Committee chair ([zacatem1@nku.edu](mailto:zacatem1@nku.edu)) by October 31 (or by **November 7** if change to time-table proposed below is adopted)

Proposal to change Time-Table to the following:

Oct 4	Proposals due electronically from applicants at 4:30 pm (1st Tuesday in October)
Oct 11	Dean and Department chair’s evaluation due (Second Tuesday in October)
<b>Nov 7</b>	<b>Subcommittee reports due to Full Committee</b>
<b>Nov 9</b>	<b>Benefits Committee finalizes recommendations</b> (Nov. 2 meeting moved to Nov. 9)
<b>Nov 16</b>	<b>Additional Benefits Committee meeting to finalize recommendations</b>
Dec 1	Full Committee report to Provost (fixed date each year)
Dec 24	Provost notification to applicants (fixed date each year)

New Business

Project Grant award funding availability → Proposal for change to Faculty Handbook (separate document)  
Concerns about how decisions regarding changes in faculty benefits are made by Human Resources  
Status of the relationship between emeritus faculty members and the university

Old Business (time permitting)

Tuition waiver program

Future meetings:

**Fall 2016 @ 3:15pm**

- **November ??, 2016** room?
- December 7, 2016 **SU 108**

**Spring 2017 @ 3:15pm**

- February 1, 2017, **SU 108**
- March 1, 2017, **SU 108**
- April 5, 2017, **SU 108**
- May 3, 2017, **SU 108**