

Faculty Benefits Meeting – Minutes

September 5, 2018

UC 135; 3:15pm

Members present: Chad Anderson, Alyssa Appelman, Perry Bratcher, Hanna Hurwitz, Traci Freeman, Boni Li, Qi Li, Debbie Patten, Jennifer Sharp, Emily Shifley, Qing Su, Justin Yates

Call to Order –Agenda adopted

Minutes from May 2, 2018 meeting approved by majority

Benefits Committee Charge: Chair Emily Shifley reviewed the charge given to the Benefits Committee from the Faculty Senate Handbook:

1. Review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits
2. Process applications of and make recommendations on candidates for Faculty Sabbatical leaves, faculty Project Grants, Faculty Summer Fellowships, and other programs assigned by the Faculty Senate such as the Faculty Senate Scholarships

Introductions – All members present introduced themselves by name, department, and years of service on Benefits Committee

Selection of Secretary- Debbie Patten volunteered to serve as secretary of the committee

Faculty Development Workshops Announcement Emily announced the following workshops for faculty; faculty are allowed to go to any or all of the four sessions

1. Overview of Faculty Development Awards to go over the types of awards, including requirements and conditions, the application process and timeline, and how the applications are reviewed

September 6<sup>th</sup> 3:30-4:40 SC 305

September 7<sup>th</sup> 12:30-1:30 SC 301

2. Format of Faculty Development Award Proposals to go over the application format and review criteria in detail including frequently asked questions and common pitfalls

September 12<sup>th</sup> 3:30-4:30 SU 108

September 13<sup>th</sup> 12:30-1:30 SU 108

Brief overview of Faculty Development Award Process- Emily reviewed the FDAs granted in AY 17-18 and announced the number available for this year; see current year's budget

Faculty Development Awards granted in 2017-2018

Fellowships: 19 applications; 18 funded (out of 18 available)

Project Grants: 22 applications; 18 Funded (\$89,999.80 recommended budget)

Sabbaticals: 18 applications; 17 funded (out of 21 available)

Faculty Senate Scholarships: 5 applications; 2 tuition awards and 2 book awards funded

Current year's budget for 2018-2019 awards

Fellowships: 15

Project Grants: 13 (\$6000/each)- significant decrease in number from last year (\$78,000)

Sabbaticals: 26

Timetable for Faculty Development Application Process : Emily identified the following important dates and timeline for FDA application:

October 2<sup>nd</sup> at 4:30pm –Applications due to Grace Hiles, Chair, and Dean (if applying for a Sabbatical)

October 9<sup>th</sup> -Chair and Dean forms are due to Grace Hiles

November 5<sup>th</sup> -Subcommittee reports due to Full Committee

November 7<sup>th</sup> -Benefits committee finalizes recommendation

November 14<sup>th</sup> -Additional Benefits committee meeting to finalize recommendations (if needed)

December 1<sup>st</sup> -Full committee report to Provost

December 24<sup>th</sup> -Provost notification to applicants

Confidentiality of Sub-Committee Membership and Sign-up: Emily asked members to sign up for one of the three FDA subcommittees before leaving today's meeting. She reminded them of the confidentiality of the subcommittee membership and process.

#### Old Business

Revision of By-laws: Bylaw updates were approved by committee in the spring but still need to be approved by faculty senate

#### New Business

Define Acceptable/Unacceptable: Faculty Senate President, Matthew Zacate, asked that Benefits Committee define (and post on website) clear reasons why an application would not be chosen/recommended for FDA. It was discussed that examples of acceptable applications are on the website.

Revision of FDA evaluation tool, application instructions, website, chair/dean letter: Emily shared desire to continue looking at revising the FDA evaluation tool with hopes of having approval for AY 19-20

Comments at end of meeting:

Refer to the web pages on the Benefits site to view previous aps/examples as well as the faculty handbook. There is a Canvas shell for the Benefits Committee. Emily will have everyone added to it.

Members of this committee are still eligible to apply for any of the FDA's

#### Subcommittee sign up lists:

Project Grant: Traci Freeman and Chad Anderson

Summer Fellowship: Hanna Horwitz, Perry Hatcher, Jennifer Sharp

Sabbaticals: Alyssa Appelman, Boni Li, Qi Li, Qing Su, Justin Yates

## **Future Meetings**

### UC 135 at 3:15

October 3<sup>rd</sup> : Wed after apps due; review old apps for run through/practice

November 7<sup>th</sup> Vote on applications

(November 14<sup>th</sup>) Meeting only if need be to vote on applications

December 5<sup>th</sup>

### SU 108 at 3:15

February 6<sup>th</sup>

March 6<sup>th</sup>

April 3<sup>rd</sup>

May 1<sup>st</sup>

Motion to adjourn by Jennifer Sharp; approved by majority vote. Meeting ended approximately 4pm.

Respectfully submitted,  
Debbie Patten