Faculty Benefits Meeting Agenda
September 6, 2023
Zoom Meeting 3:15p

The meeting was called to order at 3:17p.

The agenda was adopted. However, May minutes were not approved, as they were not readily available. May and September minutes will be approved at the October meeting.

The Chairperson introduced herself and began the agenda.

The Benefits Committee Charge was read:
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.

A Zoom poll was deployed to select the Secretary. The Chair will contact those who showed some interest.

The Faculty Development Awards were discussed: the workshops leading up to them, the budget, the timeline, and the signup for subcommittees.

Faculty Development Awards Workshops Announcement
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.
   Wednesday, September 13th 2:30-3:30p; SU 108 (Hybrid format)
   Thursday, September 14th 10-11a; SU 109 (Hybrid format)
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.
   Wednesday, September 20th 2:30-3:30p; SU 105 (Hybrid format)
   Thursday, September 21st 10-11a; SU 104 (Hybrid format)

Brief overview of Faculty Development Award Process

Last year’s budget for 2022-2023 awards
   Fellowships: 16 summer fellowships ($6000 each -> $96,000 total), 23 applicants; 14 awarded (some separations occurred)
   Project Grants: 10 full project grants (($6000 each -> $60,000 total), 26 applicants; 12 awarded ($65, 980 total)
   Sabbaticals: 23 sabbaticals available; 23 applicants; 23 awarded
   Faculty Senate Scholarships: 7 applicants; 2 half tuition and 2 half book scholarships were awarded

Current year’s budget for 2023-2024 awards
   Fellowships: 11 summer fellowships ($6000 each -> $66,000 total)
   Project Grants: 11 full project grants (($6000 each -> $66,000 total)
Sabbaticals: 21 sabbaticals available

**Timetable for Faculty Development Application Process**
- October 3rd at 4:30pm – Applications due to Grace Hiles, Chair [and Dean, if applying for a Sabbatical]
- October 10th - Chair [and Dean] forms are due to Grace Hiles
- October 31st - Subcommittee reports due to Full Committee
- November 1st - Benefits committee finalizes recommendation
- November 8th - Additional Benefits committee meeting to finalize recommendations (if needed)
- November 29th - Full committee report to Provost
- December 20th - Provost notification to applicants

**Confidentiality of Sub-Committee Membership and Sign-up**
A Zoom poll was deployed asking members to rank their preference of committee membership.
Additionally, members will email the Chair to let any conflicts of interest be known

**Old Business**
- Redesign of FDA application materials
  - Tabled due to Zoom complications
- Changing the language of the Handbook for Summer Fellowships
  - The committee voted to begin drafting language to amend the Faculty Handbook to explicitly state the incompatibility of Faculty Development Award funding with external funding

**Future Business**
- Patty Burke, Director of Benefits and Suzann Schulte, Benefits Coordinator (guest at October meeting)
  - Human Resources will visit the October meeting to talk about the changeover from Humana, the enrollment process, and the Benefits Fair

**Future Meetings (via Zoom)**

**Fall 2023 @ 3:15**
- October 4
- November 1
- November 8*[at chair’s discretion]
- December 6

**Spring 2024 @ 3:15**
- January 10
- February 7
- March 13
- April 3
- May 1