Parsons Faculty Council Minutes

October 8, 2012

Update by Joel Towers

- Question of putting workload document to vote for the PFA
- Questions of clarity between research and service issues—feedback from PFA
- Clarity between three voices—faculty, APT and Dean
- The review is one of the primary concerns
- RTA—how does one meet need for re-appointment?
- Idea of keeping workload in people's consciousness—re-introduce the document, etc.
- Idea of need to discuss the issues in each School—crucial for the movement of the document
- Need to use distributive system to get support for this
- Concern over expectations if document is presented without vetting
- Charter issue—intention of reviewing the charter and its interacting with workload
- Charter has never been formalized—only NSSR has one
- Soo Chun has gone through the documents we do have—bylaws, etc this should be part of our charter
- Workload need to be included in the charter—in draft form
- Must be parity with other divisions
- APT documents regarding procedure, RTA documents as well are all part of the charter
- This year try and get clarity on existing documentation—Joel foresees a two-year process
- University policy and divisional policy
- Statement of intent of charter—introductory aspect—must be vetted
- What preamble should articulate about the role of the charter and manages our shared governance
- Soo Chun will go over the collection of the pieces
- Cover things like transitional issues—policies for searches, etc.
- Idea of having things in place

Nadine Bourgeois presentation on faculty distributions

Composition of the FTF presented by Nadine Bourgeois

- Issues related to FT faculty
- Compassion of FT in terms of category and rank
- All categories
- 60% term, fixed term or RTA

- Term is 20% becoming obsolete—moving into other categories—eventually everyone in another category
- Only 40% are in EE or Tenure track status
- Only 30 have tenure or EE
- Charts with reappointment status, rank, etc.
- Fashion and ADHT have smallest proportion of faculty to student ratio
- Job descriptions—through term review process—job description is the primary document—institutional need is primary
- Mutually assessed descriptions—School Dean evaluates and then shares with faculty member
- Final job description is ratified—in future should be done on an annual basis
- 38 remain without job descriptions—legacy faculty—last group that they are working on
- Course release—memo of understanding process—document for expectations, etc. Idea of this is why someone has course release, etc.
- Question—sometimes new hires get extremely ambitious course descriptions. Aspirational language—trying to make it more realistic
- Job descriptions is not a fixed entity—each year to look forward as to what the expectations are for each year. Then assessing if the expectations were met.
- Idea of needing basis on which to do reviews
- Idea that job descriptions could be modified annually if your responsibilities changed significantly over time
- Job descriptions are supposed to be very broad—not really supposed to be "person" specific"
- 4900 students enrolled at Parsons
- Idea that presentations on slides can be deceiving—idea of where students actually receive their education—ADHT, etc.
- Idea of presenting these topics to FTF—share with School leadership committees
- Idea of giving context to workload, etc

Soo Chun, Charter process

- Task to create divisional supplement to the FTF handbook
- Constitution to set up bones of governance at Parsons
- Soo is the project manager
- White paper from Provost office—what we expect from charter—take the white paper outline and work with that
- Articulations of process and procedures in place that will require editing—eg bylaws of the PFA
- Pullout basic Skelton of the document
- APT another governance body at Parsons—their section will be brought in as well
- Drafting of the charter-use task force for the drafting and vetting, etc

- Two-year timeline for completion—need good representation of faculty
- Sharing—white paper deadline, we will do drafting in chunks
- First draft of charter is drafted and then task force will share it—Dean and then PFC for feedback
- Charter subcommittee will do majority of work for PFC
- Our committee would specifically at the FYF issues, etc. at the PFC
- PFC will see all of the sections of the Charter
- PFC should be involved with bylaws, section on the revisions to the charter process, also a grievance process at the divisional level
- How to get this before the PFA? Need to share with FTF
- How do we get this to FTF in its complete form for FTF vote—by the end of this year can be decided
- PLC two questions arose—what will the PT faculty will have in terms of contributions and approval of charter—Also the Provost office—what role will they have?
- Idea of continuity and standardization among divisions
- NSSR charter is online now for review—good reference but we don't have to duplicate what they have

Old Business presented by Craig

- Formation of subcommittees—Advising, Charter and Workload
- **Advising**—Anezka, Timo, Dave, and Jose
- **Workload**—Thomas, Shari, Stephen, Derek
- **Charter**—Craig, Rosemary, Ethan, and Sarah
- Election for Emily's seat—nominations in the next week—

Bylaws revisions

- Need to bring to a vote

Meeting Times/Conflicts

- Today has conflict with meetings of the PFC, etc.
- Rearranging meeting times so faculty can attend both meetings

Contracts

- Contracts are now by programs—question of if it should be by School
- If you move to School contract what are the pros and cons?

Next meetings

- PFA October 23
- PFC---November 13

Adjourn--Submitted by Sarah A. Lichtman

In attendance: Rosemary O'neill, Anezka Sebek, Derek Porter, Timo Rissamen, Ethan Robey, Steven Faerm, Thomas Werner, Dave Marin, Craig Bernecker, Sarah Lichtman, Jose de Jesus