

<b>Time/ Location</b>	3-4pm 2507 Setnor	<b>Handouts</b>	<ul style="list-style-type: none"> <li>• Faculty Renewal Policy</li> <li>• Faculty Dismissal Policy</li> <li>• Faculty Utilization, Evaluation, and Feedback Policy</li> <li>• Faculty Appointment and Promotions Committee Policy</li> <li>• Departmental Faculty Promotion and Tenure Committee Policy</li> <li>• AAAFE template consolidated form</li> </ul>
<b>Attendees</b>	Ann Botash, JoAnne Race, Stacy Mehlek, Grace VanNortwick, Christopher Morley, Lynn Cleary, Lisa Phelan, Margaret Turk, Paul Massa, Richard Veenstra, Joe Stein, Steve Taffet, Tom Schwartz		

<b>AGENDA ITEM</b>	Discussion of Faculty Renewal and Faculty Dismissal Policies for approval		
<b>DISCUSSION</b>	Language in policies taken from and based on SUNY Board of Trustees Policies. New UUP contract in effect and link will need to be updated. Could use link to UUP site, and add note to direct to contract page, if contract is not yet published and available on the website. Policy statement suggested to be changed to “Renewal of faculty follows policy of State University of New York.” Update the policy statement for dismissal also.		
<b>ACTION ITEM</b>	<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
	Motion: Approve these two policies with suggested changes. Updates will be made and they will be forwarded to MCAEC for review.	Ann Botash	MCAEC is October 15, will forward by Oct 5

<b>AGENDA ITEM</b>	Annual Agreement of Academic Faculty Expectations (AAAFE) template consolidated form and Faculty Utilization, Evaluation, and Feedback Policy		
<b>DISCUSSION</b>	Discussion of categories – Service currently includes (Clinical, Community, Administrative/Leadership) and suggested to take “clinical” out of Service category to standalone. This would give four categories with corresponding needs for areas of proficiency and excellence: Clinical, Research, Teaching/Education, and Service, which has subcategories for Administrative/Leadership and Community service. Discussion regarding possible 2 <sup>nd</sup> option, having 3 categories, Clinical, Research, and Teaching/Education with service (both Administrative/Leadership and Community) as a sub-set under each area. Administrative/Leadership is listed in Appendix A as an area of excellence, and while not used to date for promotion, it has potential to be and discussions identified potential future use to maintain flexibility. Note: the excellence in area of administration/leadership		

	<p>becomes what it is defined as and there should be confidence in how it will be considered by the COMFAPC committee for promotion consideration. Research category description may need updating, consider Boyer model in lieu of traditional language. Items 4-10) were discussed as applicable and mentorship is already included in each main area (clinical, research. Teaching/education) and may not be needed separately. Also wellness: is the purpose as check box, this may be sufficient as indicates wellness covered in some way. (ie what are expectations regarding wellness?)</p> <p>Suggestion to clarify authority and mechanism. What if there is a disagreement between faculty member and chair? Mediation? Ultimately who decides? Discussion of kind of evaluation that takes place, ie chair expects 3 grant proposals and 1 paper this year. How is AAAFE used, and what needs to be documented. Add separate text box to specifically identify faculty strengths and weakness. Discussion of Faculty Utilization, Evaluation and Feedback Policy. Discussion whether evaluation and feedback belongs together with utilization. Makes sense to keep together, but be clear who has decision-making authority.</p>		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Ann Botash will revise and send to the group for review.	Ann Botash	Soonest

AGENDA ITEM	Discussion of Faculty Appointment and Promotions Committee Policy		
DISCUSSION	<p><i>Composition and Terms</i>, item 2) Voting membership – 18 total, up to 4 Professor without tenure, up to 2 members Assoc with tenure was discussed. Increased to 18 to ensure enough membership to meet quorum. Suggestion to remove basic science and clinical faculty as exclusive of some departments. Add “up to” two members from BCC, in order to be able to meet this requirement.</p> <p><i>Composition and Terms</i>, item 7) participation of members was discussed, add “Faculty Affairs and Faculty Development” after Senior Assoc Dean. <i>Procedures</i>, item 5) Upon request, recommendation at each level of review was discussed. Recommendation to remove this item as it is not currently practiced. Negative comments can be addressed at levels prior to COMFAPC review, and there is an opportunity for appeal following the decision rendered by the Dean. <i>Conflicts of Interest, Recusal and Other Ethical Considerations</i>, item 2) Personal testimonies was discussed, specifically the impacts of recusal. If the need arises to invite a recused member back to provide clarifications or other information, then this should be noted as part of the policy and utilized by the COMFAPC leadership.</p> <p>Reasons for Policy – LCME element 1.3 language suggested to be moved to “ related information” section of policy. Suggestion for change in title to reflect example of Admissions Committee Policy.</p>		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Ann Botash will revise and send forward to MCAEC for review.	Ann Botash	MCAEC is October 15, will forward by Oct 5