

Time/ Location	1-2pm 2510 Setnor	Handouts	<ul style="list-style-type: none"> • Faculty Utilization, Evaluation, and Feedback Policy • AAFAE template consolidated form • Appendix A
Attendees	Ann Botash, JoAnne Race, Stacy Mehlek, Leann Lesperance, Paul Massa, Steve Taffet, Steve Grassl, James Megna, Joe Stein, Margaret Turk, Grace Van Nortwick,		

AGENDA ITEM	Discussion of Faculty Utilization, Evaluation, and Feedback Policy		
DISCUSSION	<p>Discussion regarding plan for combining Appendix A and Standards into one document, will allow ease of use as all related information will be in one place.</p> <p>Discussion of revisions made to Faculty Utilization, Evaluation, and Feedback Policy, policy statement – process for ensuring assessment? What metric, level? Thoughts regarding reporting faculty efforts, assessment to occur at Dean level; not meant to address funding redistribution, for example. Specific language suggestions made to address.</p>		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Change 4 th sentence under policy statement to: Periodic assessment of faculty utilization will facilitate an effective, efficient and equitable use of faculty efforts to assist Upstate in achieving its various missions (education, research and patient care).	Ann Botash	soonest
	<p>Suggestions for revision on first paragraph under Procedures. 2nd sentence: Each year all full and part-time faculty members must report on activities and accomplishments of the last year in comparison to their previously described professional obligation, and must develop a plan for the following year.</p> <p>4th sentence: The faculty member should collaborate with the chair in preparing a written description of the expected distribution of effort.</p>	Ann Botash	Soonest
	<p>For student feedback paragraph: Exchange the order of the first and second sentences.</p> <p>1st sentence add one word, research:</p>	Ann Botash	Soonest

	<p>In conducting evaluations pursuant to the Policies of the Board of Trustees (April 2017), the review may consider, but shall not be limited to, consideration of the following: mastery of subject matter, effectiveness in teaching, research/scholarship, effectiveness of university service, and continuing growth.</p> <p>2nd sentence should now be:</p> <p>All feedback, by learner, patient, peer or otherwise, to faculty regarding teaching should be provided in a timely manner and be comprehensively reviewed at the AAE meeting.</p>		
	<p>Under section, ANNUAL AGREEMENT OF FACULTY ACADEMIC EXPECTATIONS DOCUMENTATION. Remove 2nd paragraph.</p> <p>Add strategic plan link to “related information”.</p>	Ann Botash	Soonest

AGENDA ITEM	Discussion of AAE		
DISCUSSION	<p>Discussed template with informational pop-up boxes. Suggestions: add link to standards and criteria policy once available. Shorten pop-up box to include lists and give examples. Add note giving instruction for where best to put community or administrative service, depending on the faculty member’s situation. Add footnote (from Appendix A) defining community service. Add one global statement about alignment with COM strategic initiatives, potentially at end of document, instead of after each section. Potentially remove local regional national international from page 1, or only include it once.</p>		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Revise information box associated with research/scholarship section.	Steve Taffet	By next meeting
	Revise information box associated with teaching/education section.	Joe Stein	By next meeting
	Revise information boxes associated with community service and leadership/administration sections.	Steve Grassl	By next meeting