

Faculty Affairs
Faculty Appointment, Promotions & Tenure
Policy Task Force
July 30, 2018
Meeting Minutes

Time/ Location	4-5pm NAB 2244		<ul style="list-style-type: none"> • AAAE template form • Policy worksheet • Faculty Utilization and Feedback Policy including current faculty utilization policy • Faculty Appointment and Promotions Committee Policy • Faculty Dismissal Policy • Google DRIVE access with other documents https://drive.google.com/drive/folders/1cKgoeBG8XIXbD6Vp8N05JRmAJGY5Mekc?usp=sharing
Attendees	Ann Botash, JoAnne Race, Nicole Morgante, Stacy Mehlek, Leann Lesperance, Richard Veenstra, Christopher Morley, Margaret Turk, James Megna, Steve Taffet, Steve Grassl, Joe Stein, Paul Massa, Lynn Cleary, Lisa Phelan, Grace VanNortwick	Handouts	

AGENDA ITEM	Discussion of Upstate current faculty policies and processes
DISCUSSION	<p>Presentation was given by Ann Botash on Faculty Affairs current policies. LCME requirements and current faculty affairs promotions documents (standards, appendix A, and process document). Other documents include examples from the faculty handbook. Priorities for converting documents to policy were included. Requirement for faculty feedback and specific updates to the AAAE (Annual Agreement of Academic Expectations) were discussed. The use of the word academic was discussed, with the concern that this might lead people to think these expectations are only for those faculty who are seeking promotion. Other topics covered included clarification for eligibility and structure for COM appointment and academic rank eligibility.</p>

AGENDA ITEM	Review of AAAE template form
DISCUSSION	<p>Introduction of AAAE template to group. Discussion of appointment document and how that relates to AAAE. Some examples of annual evaluations and progress report formats were given, ie pharmacology completes AAAE and uses a separate progress report for faculty to fill out annually. The use of the AAAE does not mean that other progress reports cannot be utilized as well. The point was made that progress reports may be department specific.</p> <p>Nicole Morgante gave a demonstration of the beta self-serve AAAE template. Suggestions included having a second signature for faculty member after the face to face review and inclusion of a date entry to capture when the face to face meeting took place. Discussion regarding updating descriptive text for clinical care, teaching/education, research and service. Discussion of basic science and clinical department categories as potentially</p>

	confusing based on faculty credentialing. Instead of 5 versions of forms, the forms may be able to be consolidated with addition of check boxes or questions regarding clinical responsibilities.		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Consolidate and edit AAAE form to capture all scenarios for each area of excellence. Consider option for excellence in administration?	Ann Botash	Before Aug meeting

AGENDA ITEM	Latest revisions and draft policies: Faculty Appointment and Promotions Committee Policy		
DISCUSSION	Initial discussion regarding the Faculty Appointment and Promotions Committee Policy (COMFAPC charge). Suggestions included to increase faculty members to 17 and change quorum requirement to an absolute number, such as 10. If there are not enough faculty to meet this requirement, the meeting would need to be canceled. Leann Lesperance will review eligible Binghamton members (tenured professor faculty). Other suggestions include writing a requirement in the policy that meetings should take place four times per year at a minimum (currently they occur 5 times per year).		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	All members to review Faculty Appointment and Promotions Committee Policy and add comments to the google document or send to JoAnne.	All members	soonest
	Review Appendix A, as the proficiencies and areas of excellence are (similar to) the AAAE descriptors. Note on AAAE (Google doc or send to JoAnne) if suggested changes.	All members	soonest

AGENDA ITEM	Faculty Dismissal Policy		
DISCUSSION	Started very preliminary discussions regarding ease of locating relevant Board of Trustees language.		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Review dismissal policy document on Google or send edits to JoAnne.	All members	soonest