**College of Humanities and Social Sciences**

**College Faculty Council**

**Minutes**

**September 10th, 2019 • 11:00am • SO 5012**

*Meeting called to order by Dr. McMahon at 11:03am.*

*Attending:* Drs. Aust, Arnett, Churella, Giddens, Hedeen (co-chair, minutes taker), Leger (associate dean), Long (dean), Majumder, Martin, McMahon (co-chair), Pieper, Santini, Sen

*New business*

**1) Dean’s topics for consultation with CFC or faculty colleagues**

*a) Process for vetting new programs/proposals*

The dean’s office seeks input on a process for reviewing proposals for new programs in a timely and clear manner. Suggestions included…

* notice in the weekly communication from the dean’s office;
* consideration of consultation with full faculty as ideas are developed;
* expand purview of curriculum committee to be involved earlier than they presently are;
* program coordinators and chairs may be key players;
* we have both excitement for interdisciplinary projects and programs, as well as needs for disciplinary efforts;
* college to share criteria and decision-making around new program ideas.

**2) Faculty topics for consultation with Dean**

*a) Salary compression and inversion*

Among the strands of conversation: inversion of new faculty salaries over continuing faculty; commitment to address compression and inversion needs; PTR rewards.

PTR system bears attention for both process and rewards; members of HSS P&T committee consider PTR cases with various standards or rigor.

Merit raises sometimes don’t coincide with conclusion of long-term faculty projects. Given the range of products and cultures within our college, criteria for merit raises are not widely known. Chairs and directors are expected (per Academic Affairs, as well as HSS Dean’s office) to share the basis for merit raises.

**Action item: request that dean’s office gather merit raise bases (formulas) from all departments and schools, as requested previously by both the dean and the provost.**

Inversion concerns were informed by a chart showing that one department has hired new faculty at salaries greater than any continuing Assistant and Associate professors.

*b) Workload policy*

*i) appeals process; overall transparency*

A request was made to revise workload policy around appeals. Present language is unclear about how to handle disagreements between chairs and faculty members.

A suggestion to have transparency around workloads: sharing of workload breakdowns for all faculty. Chairs and directors have considerable power related to faculty. Information about stipends, releases, other compensation should be gathered; the dean’s office is convening a task force to learn the current situation.

**Action item: CFC and dean’s office to reconsider workload appeals language. Pieper has volunteered to draft improved language for group consideration.**

*ii) credit for oversight of theses, dissertations*

Credit for service overseeing theses, dissertations, directed studies, independent studies is all over the board, with compensation ranging from none to six courses for a release, to ten or fifteen supervised students. In some departments there’s no quantified compensation for participation in Master’s capstone projects, or limited credit for dissertation supervision (chairing three dissertations to completion earns one release).

Standards should be clear and shared. The present workload framework represents a disincentive for faculty to do this important work.

**Action item: dean’s office should share compensation models for undergraduate, graduate supervision across the college.**

*c) Additional information on the CHSS Health Research Initiative​*

**Action item: request for dean’s office to share more information about the initiative to all HSS faculty.**

*d) Revisions to School/Department Bylaws and T&P Guidelines (timeline and processes)​*

Concerns about delays in review process.

*Housekeeping*

**3) CFC bylaws: proposed changes (for consideration now; vote in October)**

College of Humanities and Social Sciences College Faculty Council Bylaws

*Approved February 11, 2008, updated October 8, 2019*

Article I - Name

The name of this committee is the College Faculty Council (CFC) of the College of Humanities and Social Sciences (HSS).

Article II - Purpose

The purposes of the CFC are to promote collegiality and effective shared governance of the college by increasing transparency and two-way communication between the faculty and the dean with regard to the development of policy and to increase communication about the implementation of policy including, but not limited to, strategic planning, annual budgeting, hiring, space and resource allocation, reassign-time, salaries and raises, appointment and reports of *ad hoc* committees. The CFC is advisory to the dean, who holds decision-making authority at the college level.

Article III - Members; Election of Chair

1. CFC members should be tenured members of the department they represent. If there are no tenured members from a department willing and able to serve, a tenure-track member should be elected.
2. Each department in HSS will elect one member to the CFC for a three-year term (starting in August and ending in July). Terms among the members are staggered and will start in August of the following years: ~~the next elections, by department:~~

School of Communication and Media: 2022, 2025, 2028 ~~2009 (to serve 2009-12)~~

School of Conflict Management, Peacebuilding & Dev…: 2020, 2023, 2026

English: 2021, 2024, 2027 ~~2008 (to serve 2008-11)~~

Foreign Languages: 2020, 2023, 2026 ~~2009 (to serve 2009-12)~~

Geography and Anthropology: 2019, 2022, 2025 ~~2010 (to serve 2010-13)~~

School of Government and International Affairs: 2022, 2025, 2028

History and Philosophy: 2020, 2023, 2026 ~~2008 (to serve 2008-11)~~

~~Political Science and International Affairs: 2010 (to serve 2010-13)~~

Interdisciplinary Studies: 2020, 2023, 2026

Department of Psychological Science: 2021, 2024, 2027 ~~2010 (to serve 2010-13)~~

Sociology and Criminal Justice: 2021, 2024, 2027 ~~2009 (to serve 2009-12)~~ Technical Communication & Interactive Design: 2021, 2024, 2027

~~Departments should elect representatives no later than April 30th in the year their representative’s term expires, with the elected member to start that fall semester.~~

1. A department may recall its CFC representative by a 2/3 vote of its permanent, full-time faculty. The department should replace a member who does not complete their term for any reason with a timely election.
2. The college may choose to add additional members by 2/3 vote of the permanent, full-time faculty of the college.
3. The dean is an *ex officio* non-voting member of the CFC. The dean and department chairs are not eligible to vote for or to serve as a CFC representative.
4. The chair of the CFC must be an elected department representative who has served on the council the previous year, selected by majority vote of the elected members of the CFC. The term of chair will be one year, renewable by vote. Duties of the chair include preparation and publication of agendas and minutes.

Article IV - Meetings; Summer functioning

1. The council shall hold meetings at least twice each fall and spring semester. The council chair or chair’s designee shall keep the CFC informed of relevant issues that arise during the summer; CFC may act via electronic voting during the summer, as needed.
2. CFC meetings shall be open to the public except as required by law or written KSU policy; sessions with limited attendance or “executive session” will be addressed below. The CFC shall publish agendas and meeting times in advance, and publish minutes or a meeting summary within one week of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the CFC.
   1. The council may meet without the dean or members of the dean’s staff present.
   2. All sessions of the CFC and its Committees shall be open to the public except during Executive Session. The CFC and its Committees may, upon majority vote of those members present and constituting a quorum for business, meet in Executive Session to consider and act upon any matter. After an Executive Session of the CFC or of any of its Committees, the CFC or Committee shall announce to the College any decisions taken in Executive Session and shall record such actions in the official minutes.

Article V - Voting; quorum for voting

When matters require council decision, a majority vote of present members will represent council decision, provided a majority of council members are present.

Article VI - Amendments

These bylaws may be amended by majority vote of the members, provided that a notice setting forth the proposed amendment or amendments an explanation thereof and known objections thereto shall have been sent to each member at least ten days prior to the vote. Any member of the council may initiate an amendment.

~~Amendments~~

~~Amendment I – Term of CFC Chair  (Amendment Passed by the CFC on March 18, 2014)  
The term of the Chair of the CFC shall begin in January and continue through December.~~

*Meeting adjourned at 12:17pm*