

University Faculty Affairs Committee

Minutes

April 20, 2026, 3-4 PM

[Zoom](#)

In attendance: Paul Fallon, Ken Machande, Ian Finlayson, Melissa Wells, Nicole Crowder, Smita Jain Oxford

1. Call to Order – 3:02
2. Approval of 3/23 minutes occurred via email.
3. Ongoing Business
4. New Business
 - a. Leadership for 26-27 – Nicole Crowder will be chair for 2026-2027, Ian Finlayson will secretary for 2026-2027.
 - b. BOV Update – Met last week, and all Handbook changes that had been approved by UFC from our committee recommendations were approved. Tim is working on ensuring that all updates are incorporated and posted by May 1.
 - c. Approval P&T Documents
 - i. Revised College-Level P&T Procedures: CAS & COB
CAS – has incorporated numbering system, statement on mentoring, and other changes as requested. Some clarification needed on where the instructions for preparing the LMS file will be - it is already on the CAS P&T website. File is digitally accessible. APPROVED
COB – Edits were made. Some suggestions were incorporated. The document still does not have a clear definition of service appendix, but COB says that there was nothing in their existing appendix about this. This may be something that will evolve over time, as not all of their faculty will be adhering to AACSB guidelines that only have specifications for teaching and professional activity. Without inclusion of service in the file, they will not be able to meet the criteria in Section 7 of FH. We will send them the CAS and COE language for the service section as possible wording to incorporate for inclusion of service.
 - ii. Revised Departmental Guidelines: Nursing
Melissa Wells met with Janet Athari Dugan to craft these guidelines. They added in some additional certifications for teaching, that their scholarly activity is focused on clinical applications (but they still present at conferences), that there is a community focus to their

service. Expectations were scaled as the promotion levels increased. APPROVED, pending addition of language that opening future tenure-track lines would require revisiting the language to ensure it aligns with those needs (nursing approved this language via email after the meeting).

- d. Onboarding Plan for P&T – What is the best way to communicate these changes? Who are the target audience for this? Deans, college P&T committees, college P&T working groups, department chairs (who can disseminate to their departments as appropriate). Melissa will draft the email and send to committee for comment, to be distributed next week.
 - e. Outdated P&T calendar language (“due in the dean’s office”); question raised by Caitie Finlayson, 2/12/26 - will re-review in the next academic year, after all university handbook language is updated and college level documents and departmental guidelines are posted. All materials will be reviewed for outdated language throughout.
 - i. Section 7
 - ii. Provost’s website
 - f. Letter of Concern: Teaching Loads (Caitie Finlayson, 2/17/26) - this is a specific request for an amendment to the Faculty Handbook in Section 5.4.2 about how to determine equivalencies for faculty workload. This incorporates some of the UFAC report from 2024-2025 but adds an emphasis on service that was not in the report. Some of these equivalencies are already being made, but there is no uniformity. What happens when there is not uniformity? What recourse do faculty have if they are not getting the same treatment as other faculty?
We will look at the UFAC report, the recommended language, and what actionable things can we do to address the equity issue in the fall.
 - g. Inquiry: Administrator Evaluation Plan (email from Miriam Liss, 3/18/26)
Does UFAC have a role in administrator evaluation? Is this a role for Institutional Analysis?
Also part of this is the evaluation of the school directors. What is the mechanism for this?
Anecdotally, faculty were less than impressed with the evaluation instrument that was used this spring.
- 5. Announcements
 - 6. Adjournment – 4:00
 - 7. Upcoming meetings:
 - a. None 😊