

Faculty Affairs Team
Annual Report 2007-08
Prepared by C. Lindsey, chair

This report details the activities of the Faculty Affairs Team during the 2007-08 academic year. The following key documents are referred to in the report, with abbreviations as indicated:

- The *FGCU/UFF Collective Bargaining Agreement 2007-2010*, hereafter referred to as the CBA;
- The *Faculty Performance Evaluation Document*, hereafter referred to as the FPED;
- The *FGCU Faculty Governance Document*, hereafter referred to as the Bylaws.

The members of the Faculty Affairs Team for 2007-08 were:

Arts & Sciences:	Michael Epple, Chuck Lindsey
Business:	Christine Wright-Isak, Raj Srivastava (Fall 2007), Fan Zhao (Spring 2008)
Education:	Patrick Davis, Tom Valesky
Health Professions:	Halcyon St. Hill, Shirley Ruder
Professional Studies:	Jeffrie Jinian, Peter Bergerson
Library Services:	Anjana Bhatt
Academic Affairs:	Hudson Rogers (<i>ex-officio</i>)

Accomplishments/Activities completed:

During the 2007-08 academic year, the Faculty Affairs team took up the following issues and completed action on them. These are considered to be completed and requiring no further action on our part.

1. Completed revision of FPED. The Team was asked to address concerns raised by Academic Affairs and UFF over the FPED revision that was voted on by faculty in Spring 2007. After considerable discussion, it was decided to constitute a committee with representation from all three parties (FAT/Faculty Senate, Academic Affairs, UFF) to negotiate wording that would be agreeable to everyone. This committee met multiple times in late Fall 2007, and presented a revised document to the FAT in February 2008. The revised FPED was ultimately passed by the Faculty Senate and approved by a vote of all faculty in March 2008.
2. Revised Emeritus Faculty criteria document. The FAT was asked to review the exiting criteria and procedures for nominating and approving faculty for Emeritus status, after receiving some recommendations for change from the Provost's office. These recommendations were discussed, and some other changes were incorporated into the document. The revised emeritus criteria and procedures was passed by the Faculty Senate and approved by the Provost in Fall 2007.

3. Discussed professional ethics with respect to co-authorship of publications. The FAT was asked by the Senate Leadership team to consider the issue of whether some official university guidelines should be established for giving appropriate credit for co-authorship of publications, especially where student co-authors are concerned. The team did some research to see what may already be in place at other institutions, and could only find some very general guidelines about reserving co-authorship for “substantial contributions” to the work, or other similarly broad language. Most institutions have no official policy in place. After discussing these results, and taking into account the wide range of disciplines represented at FGCU and the varying customs within each, the Team decided that any official policy statement would have to be so vague as to be essentially useless, and so recommended that FGCU should not adopt an official university-wide policy, but rather additional attention should be placed on this issue within departments, according to their own standards. We reported our findings to the Faculty Senate, which decided not to take further action.
4. Discussed annual evaluation of teaching, use of materials other than the Student Assessment of Instruction (SAI). The FAT was asked by the Senate Leadership team to consider the use of SAI results in annual evaluations of faculty, and to what extent supervisors should be expected to use other forms of evidence in rating faculty in teaching on annual evaluations. After some brief discussion, the team concluded that the language in the new CBA is directly on point: “The evaluator may take into account class notes, syllabi, student exams and assignments, and any other materials relevant to the employee’s teaching assignment. The teaching evaluation must take into account any relevant materials submitted by the employee, including the results of peer evaluations of teaching, and may not be based solely on student evaluations when this additional information has been made available to the evaluator.” This clearly states that the faculty member is responsible for providing any additional materials, and that the chair must take them into account in the evaluation. The team reported these findings to the Faculty Senate, which decided not to take any action other than to recommend that training and/or orientation for supervisors be provided to make them aware of this CBA language.
5. Revised FAT section of Senate Bylaws. As part of a comprehensive review of the Bylaws, each of the standing teams was asked to review its section of the Bylaws and make recommendations for any needed changes. The FAT reviewed the section of the Bylaws pertaining to our Team, and drafted recommended changes, which were forwarded to the ad hoc committee coordinating the Bylaws review. The recommended changes were submitted to the full Senate as a proposed Bylaws amendment in March 2008; as of the date of this report, the proposed amendment is still pending in the Senate.
6. Finalized online SAI results format. The Institutional Affairs team worked with the Office of Planning and Institutional Performance (OPIP) to develop a plan for presenting the results of the core SAI survey items online. This project was transferred to the FAT in Fall 2007. The team met with Lenore Benefield of OPIP

to finalize the type of data that will be displayed online, and the general layout of the results page that will be presented online. This was finalized in early 2008, and the web interface for online SAI results is currently being tested. The web access will be launched with the Spring 2008 evaluation results.

Continuing items:

The following issues were brought before the team, but we have not completed action on them yet. These items will be carried forward and will constitute the initial business items for the 2008-09 FAT.

1. SAI policies and procedures: part of the charge to the FAT was to develop some written policies governing the administration of the SAI. The basis for the SAI and its administration is a 1997 Chancellor's memo that mandates the SAI. However, the memo allows universities to make exceptions or devise alternative surveys for certain class types (such as labs or team-taught courses) "in accordance with university policies." FGCU does not currently have any written policies to handle these exceptional cases, and in the past OPIP has created ad hoc methods for dealing with them. There is a great need for a set of written university policies, endorsed by the faculty, to address this situation. The FAT met with OPIP to discuss this need, and we decided that the scope of the issue was such that an ad hoc committee was needed to create a draft document. Unfortunately, the remaining time in the academic year precluded making much more progress on this. Our intention is for the current FAT chair to work with OPIP over the summer to craft a focused charge statement and supporting materials for an ad hoc committee, and to constitute the committee in early Fall 2008 to create a document.
2. Faculty Evaluation of administrators: the Provost's office asked for faculty feedback on the surveys that were piloted last year (2007) for faculty evaluation of chairs and deans. The FAT was asked to also consider whether the results of certain items should be made public in a manner similar to the SAI. We decided that the survey items need to be finalized before we can make any recommendations as to which (if any) items should be made public. Copies of the survey instrument were sent out to faculty requesting comments, which were received by the FAT representatives. The team has met to review the feedback and the survey items, but as of this writing the reviewing is still not yet complete. Christine Wright-Isak has volunteered to finish compiling the comments over the summer and to work on draft wording changes for the survey items. Completing this task will be one of the first items for next year's FAT to work on.
3. Resolution on faculty workload and class size: the Senate asked the FAT to study faculty workload and class size, and whether increased class sizes are having an adverse effect on our quality of instruction and our ability to fulfill FGCU's mission. The FAT decided to bring this issue up with the Leadership team to receive some guidance to help focus the objective of this task. As of this writing, the Leadership Team has not been able to get to this item, so we will continue in the Fall with next year's FAT.