

Department of English & Philosophy Meeting Minutes for December 6, 2005

Attending:

English

Adkison, J
Adkison, S
Attebery, B
Comer, K
Dodd, M
Engebretsen, T
Goldbeck, J

Hellwig, H
Johnson, A
Johnson, M
King, K
Klein, T
Montgomery, T.

Norman, B
Swetnam, S
Whitaker, C
Willoughby, V.
Winston, J.
Wolter, B.

Philosophy

Norton, M.
Skidmore, J.
Wahl, R.

The meeting began at 2:30 p.m.

Announcements

Faculty with copies of publications from 2004-5 are requested to allow the Department to use those in display cases for highlighting our research.

Nominations for Distinguished Teacher, Researcher, and Public Service are requested.

The Hiring Committee will be reviewing the applicants for the new position and deciding upon MLA candidates this week (63 complete applications, with 10-12 to be interviewed at MLA).

There is no new information on next year's salaries at the present time.

Reports from (Standing) Committees

Policy & Personnel:

No business to report.

Graduate:

Completed a document about research and graduate study for P&P to consider. The graduate aspects of curriculum will be explored some next semester. There will also be new discussions about the "set text exam."

Research & Prof. Development:

Thanks to those who attended November's colloquia. Jennifer Attebery will be presenting a "What's New in Your Field" next Jan 20th. Others desiring to participate in this series are encouraged to contact Jim Skidmore.

English Undergraduate:	Completed reviews of eight instructors this term. Tom suggested that perhaps our promotional materials could use some updating.
Philosophy:	No business to report.
Composition:	No business to report.
Special Programs:	This semester's special program events have both been moved to the spring.
Faculty Senate:	The Senate has been attempting to keep the central issues from the term in discussion (faculty salaries, transparency, etc.). The short list of presidential candidates has been decided, but it is not public yet.

New Business

Policy for acquiring Departmental library materials and resources from Research & Professional Development Committee

Consideration of ways to prioritize library collections and other materials. This has arisen in response to one of faculty surveys from last year, when the local reference works were noted as being helpful in various ways. The composition collection, for example, is useful, but only goes until about 1985. We've also been trying to acquire copies of works by invited speakers. Susan noted that it would be helpful to have a catalog of resources that actually exist in the conference room, and Brian N. noted it might be helpful if those materials were organized better. We also need to develop a policy for use, check out, and so forth. There will be a vote on this policy suggestion at a later Department meeting.

Also, the R&PD committee suggests that it could be useful to create web pages for Department faculty and instructors. Brian N. noted that faculty could submit write-ups and have those included as part of individual web pages. Terry suggested that we need to get some photographs online as well. Margaret and Jessica noted that it would be helpful to retain the current faculty "main page" so that general interests of faculty were still noted (such as the three principal interests submitted previously). Tom suggested that we should have links to Department publications as well (*Rendezvous, Black Rock & Sage...*). Jennifer said that it would be helpful if news, coming events, and updates were somehow noted on the Department's main page. Terry noted that there may be a possibility an English LISTSERV (for current and previous students). Terry will be passing out a template that faculty and instructors are asked to complete and submit in the spring, and Lisa will be making updates to the web site following that process.

Tenure & Promotion Guidelines

This has been temporarily postponed at the Dean's level in order to address the salary equity issue (see below).

P&P has recommended that the Department have tenure and promotion committees consist of five members with the following composition:

- At least two tenured full or associate professors (in the case of promotion to full professor, one would have to be a full professor), one of whom is nominated by the candidate
- One tenure-track (but not yet tenured) faculty member
- One tenured or tenure-track faculty member from outside the Department
- One student (graduate or undergraduate), selected by P&P in consultation with the candidate

Every member of the committee would have an equal vote (including the student representative).

Steve recommended that there be a substitution of a tenured faculty member rather than requiring a full professor. Margaret noted that these are not necessarily mutually exclusive requirements. Jennifer A. and Brian N. suggested that P&P try to establish some connections with the candidate's field or record. Terry will send out an amended version of the new guidelines for faculty consideration before the next Department meeting.

With respect to the policy for external letters, the new College statement states that these letters are optional rather than required. Most Departments may require them, but that will not be a College requirement. P&P suggested continuing the policy of soliciting external letters. Changes in this policy are with respect to a commentary on the candidate's work and research (rather than recommendations for tenure/promotion); also, the new procedure specifies that the letters are confidential. Terry recommended that the chair of the committee address the issue of soliciting letters in consultation with the candidate for tenure and promotion, with the candidate nominating the faculty involved (for example, six to eight names, with three chosen by the T&P committee). No more than one member of the external reviewers can have served on the candidate's dissertation committee. Susan noted that the reviewers should be able to consider service (as well as research and teaching). The new T&P guidelines for the College also include application for grants as a significant activity. Tracy wanted the Department to note a distinction between people who serve in paid administrative positions versus those that are supplementary outside the University in voluntary efforts. She recommended that work in such positions form a very significant part of the evaluation with respect to administrative responsibilities outside the Department.

The new definition is designed to say "good or satisfactory" in all areas and "outstanding" in one for promotion to association professor; for promotion to full, "excellent" or "outstanding" in two of the three areas.

Salary Equity and Faculty Raises from Carry-Forward Funds

P&P has discussed a process for establishing the faculty raises. Terry used those recommendations in trying to achieve better equity within the salaries within the Department. These raises will take effect mid-year, with new contracts going out in the spring. The University chose the Oklahoma salary study for research II institutions, which give slightly higher figures than CUPA. Problem here is that those figures have flat salary figures at each level (full=\$83,877, associate=\$57,000, assistant=\$47,000). The University target is 85% of those figures. English received \$17,600 of the \$500,000. In order to bring us to Oklahoma figures, we would need \$65,000 to get everyone to 85%. The Dean's instructions were to assign based on equity and merit, but not across the board.

P&P suggested apportioning those by rank (full, associate, assistant) according to the percentage below 85% for that group of faculty. Terry followed that procedure but made some adjustments based upon compression/inversion issues.

The meeting was adjourned at 3:50 p.m.