Department of English Council Meeting: Friday, January 18, 2019

Attendance: Matthew Abraham, Dev Bose, Fred Kiefer, Marcia Klotz, Kristin Little, Manuel Muñoz, Aurelie Sheehan, Chris Tardy, Stefan Vogel (EGU), Susan White

Meeting began at 1:30 in ML 453

I. Approval of minutes

All approved minutes for last Council meeting, 11/16/18

II. Report on Hires

Aurelie: recapped previous discussion and ensuing actions regarding Kyle DiRoberto. We have dropped this potential hire/affiliation with the intent of securing a tenure-track Shakespeare hire first.

Manuel: would like to see department institute formal procedures regarding hiring recommendations/ opportunities that come to the department, in particular clarifying Council’s role. Matthew and Marcia followed up with questions. Agreement that policy on this could be incorporated into the Faculty Policies pages, in progress, noted below.

Aurelie: recapped history of the DiRoberto situation. She was contacted by Tom Miller and Meg Lota Brown separately about DiRoberto. She met with Melody Buckner, UA South; convened luncheon with Brown, Zwinger, and Kiefer. Affirmed the need for a clarified procedure for department.

Aurelie: After Council discussion and input, Matthew Abraham was invited to be on the hiring committee for Victor Del Hierro; good addition and thank you, Matthew!

Went over upcoming candidate schedules for all searches: Victor del Hierro Jan 29-Feb 1; literature bringing three people to campus. Exhortation to attend open hours with candidates to show our hospitality.

III. Annual Performance Review

Aurelie: Academic Program Review has shed light on the need to revise the Annual Performance Review process. Criteria has remained the same for 11 years; there is widespread interest among faculty for clarity and revision. A task force will be convened to create guidelines for the 2019 APR process.
Dwight, Manuel: Recalled previous task force that had stalled based on waiting for a directive that never came.

Aurelie: this happened during a fall 2016 audit from SBS stating ways we were not in compliance with SBS guidelines. Memo from Academic Program Review APR committee (Suresh, Jeff, Susan, Joey Nardinelli, Aimee, Ragini, Susan) distributed.

Discussion: timing and going through materials; UA Vitae and how it fits w/current workload & how it looks to eval committee; self-review piloted this year by TE/TT faculty; challenges of filling out and reading UAVitae. A new procedure this year: a suggested self-review summary.

Manuel: In the future, suggests requiring a 2-page summary of accomplishments.

Aurelie: Program directors can be helpful here by providing examples for their constituents; she will work on this.

Other ideas: a report from this year’s APR committee to task force. Aurelie will start by meeting with PDs and ask them to come up with a draft of guidelines that this current APR Committee could use. Manuel has volunteered to be on the committee. Revisions would need to go to Council, then to Department for vote. Would need to be done by start of April—or some work could be carried over to Fall 2019.

Aurelie will also ask the committee to try to find ways to make this process about valuing our work.

IV. Faculty Policies:

Aurelie: Faculty policies are spread out and some just word of mouth. We’d like to change that, and are doing at the same time as making a more attractive/useful faculty resource page. Distributed template with possible links and requested suggestions. Various admin. Offices are currently working on this, for instance, Paul Hurh is working on a policy for assigning GTAs for assistants to faculty; affiliation policy is up for review.

Discussion: Procedures for hiring: opportunities arise out of the context of a broader conversation about needs. Need to create guidelines/policy on what to do in these cases. How can unaffiliated faculty propose hiring? Discussion of subject vis a vis the Academic Program Review strategic priorities.

Chris T: on the subject of the hiring plan discussed in the APR, this was the first time she had heard of the hiring plan, which did not include an EAL position.
Manuel: w/CT lecturers and CS faculty; need for procedures communicating how to move into CS rank. Who is eligible? Who decides if someone can move to this category? This should be laid out and communicated to the department.

Aurelie: more clarity needed on research/travel funding.

Susan: more clarity on tech updates/purchasing. What is the “refresh” policy? What about printers?

Other ideas: What is appropriate to ask from front desk, undergrad coordinator, program coordinators? What resources are available for scanning books?

Aurelie: noted there are nap pods on third floor of SUMC!

Manuel/others: Where can we have the department stand with faculty who experience violent incidents in the classroom. The College does not stand with faculty; can the Department do anything? Faculty should know what kinds of resources and support can be requested in such cases. Campus safety in general—need clearer guidelines; what support on campus.

Aurelie: We should have UAPD, CAPS come to a department meeting. Some discussion on the UAPD Active Shooter presentation—not enough.

Aurelie: stipends and course releases for directors/administrators should also be clarified. Request for additional ideas. Aurelie will share draft with Council for feedback when the time comes.

V. Inclusion & Equity:

Aurelie: Reported on APR Inclusion & Equity report, which endorses a department-wide committee. (There are already committees in CW, WP, and EGU.) What should it focus on/thoughts on creating?

Manuel: do we do enough actively as a program to ensure equity and inclusion to our students; are policies clear; sometimes they become inspired, collaboratively, in colloquia; encourage discussions about climate in general way to respect privacy. In CW, it serves as a place where students can bring concerns that the program can address in a longer term.

Discussion: Mission of the committee would be to keep matters of E&I front and center in the program and to gather and promote what we already do to promote these values (curriculum, pedagogical practices, research agendas, etc.). Might have recommendations that could support climate, but should mostly serve as a resource. Learn from what colleagues are already doing and bring new resources in.
Department E&I committee could include representation from programs, other E&I committees, create an equity plan to be put before faculty, presence on website, etc.

Could also be good to have some time in department meetings to discuss some of these issues (how can we support students with visible and non-visible disabilities, how can we make our classes accessible to former prisoners, etc.?)

Matthew: How can SBS help; how to be more transparent w/climate issues that there was an issue w/alternative office spaces for some colleagues.

Aurelie suggested that inquiring about inclusion & equity support from college might be one of the committee’s first tasks.

Dev suggested there could be a formal speaker budget on the topic. He also volunteered to be on committee.

VI. Website

SBS is helping us make some updates. They will do a complete overhaul over time.

Aurelie will be looking for people to be involved in helping with this. Let her know if you are interested.

VII. Revision to Procedures for make-up of APR committees for CT lecturers

Dev and Kristin are drafting constitutional amendment to include APR committee make-ups for CT lecturers and professors; Council discussed and asked them to collect signatures in order to bring this proposed addition to Council/Department.

Council was adjourned at 3 p.m.