

Committee on Teaching and Research Faculty (CTRF) Meeting #18 Minutes
Thursday Feb. 9, 2023
2pm-3pm

Meeting held over Zoom

Members in attendance: Drew Brodeur (Chair, CBC), Joe Aguilar (Secretary, HUA), Izabela Stroe (PH), Althea Danielski (HUA)

1. **Review and approve minutes from last week.** The minutes were approved after several minor revisions.
2. **Brief update from Kimberly LeChasseur.** Kimberly LeChasseur wrote Chair Brodeur with more thoughts about the Department Heads' meeting: with Cohort #3, we would like to get as many applicants as possible. To help garner more applicants, the committee (and everyone) should give encouragement to potential applicants, especially to women and faculty of color, including probationary faculty.

Additionally, Kimberly LeChasseur suggested a service and workload equity audit may be something applied in an ongoing way to make sure faculty are being fairly evaluated during annual reviews. The shape of a possible equity audit is something the committee can discuss during future conversations.

3. **Respond to Prof. Jeanine Skorinko's request about COAP CV format.** COAP decided to keep teaching as the first item in the suggested CV formatting order for all faculty promotion candidates. The committee agreed COAP's decision sounded good.
4. **Faculty handbook revisions.** The committee agreed to talk about faculty handbook revisions at the next meeting on Thursday, 2/16, when all members will be present. The committee agreed to keep the following questions in mind as they reviewed the handbook revisions: Which items might require a larger conversation before proceeding? Which items may not appear to be in line with current practices? Is anything missing that may need to be added?
5. **The committee adjourned early at 2:45pm.**

Respectfully submitted,

Joe Aguilar
CTRF Secretary