

Committee on Teaching and Research Faculty (CTRF) Meeting #4 Minutes
Tuesday Sept 19, 2023
3-4pm

Meeting held on Zoom

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

1. **Call to order.** Chair Brodeur called the meeting to order at 3:05pm.
2. **Approval of minutes from 9/12.** Minutes #3 were approved with minor changes.

3. **COG report from Committee Members Danielski and Kmiotek.** Committee Members Danielski and Kmiotek discussed the upcoming evaluation of members of the administration which will now involve all full-time faculty. It will be useful to inform TRT faculty on what this process will look like.

The Committee discussed the impact that the change in provost will have on the effort to expand sabbaticals to secured faculty. The Committee will reach out to the interim provost (once named) to continue to work on this issue this year. Committee Member Danielski raised the point that more sabbaticals would help with faculty retention—and retaining faculty members saves money.

There have also been discussions in COG about the call to pay faculty for committee work done in the summer. As this issue develops, the Committee will support the effort to get all summer work paid.

4. **Faculty numbers, sabbaticals, implementation plan.** Chair Brodeur walked the Committee through the raw numbers of how many full-time and half-time sabbaticals had been taken in WPI's recent history. There was some confusion regarding total numbers of faculty included in a census of department populations. The Committee agreed to follow up on the data to get clarification regarding questions raised, as accurate numbers are needed to make the case for secured faculty sabbaticals.

5. **Instructors' promotion.** Committee Member Danielski discussed two faculty ready to be promoted from instructors to senior instructors. There is no detailed guidance on the process, as the faculty handbook itself is unclear regarding this question. It's in our interest to put together some language to clarify this process. The Committee will reach out to instructors preparing for promotion and with department heads to ask for more information about how to best advise our colleagues in this situation.

6. **The meeting was adjourned at 4pm.**

Respectfully submitted,

Joe Aguilar
CTRF Secretary