

Minutes of FAP Meeting #7 AY2019-20

November 11, 2019

3:00 PM – 4:00 PM

SL 225

Members in Attendance: Nancy Burnham (Chair), Joe Fehribach (FBC Chair), George Pins (RPC Representative), Mike Radzicki (Secretary), Jeff Solomon (Executive Vice President/CFO), Kris Sullivan (Associate Vice President for Academic Affairs)

Ex Officio: Tanja Dominko (Secretary of the Faculty)

- 1) **Call to Order.** Chair Burnham called the seventh FAP meeting of the year to order at 3:00 PM.
- 2) **Approval of Minutes.** The minutes of the October 28th FAP meeting were read and minor corrections were offered. Professor Fehribach moved and Professor Pins seconded a motion to approve the minutes as corrected. The motion passed unanimously.
- 3) **Planned Absences.** Chair Burnham announced that she will be traveling during the next two FAP meetings and asked that Professor Fehribach chair the meeting on November 18th and Professor Pins to chair the meeting on November 25th. Chair Burnham will attend the meeting on the 25th via Zoom.
- 4) **Transparency of the Faculty Salary Review Process.** Chair Burnham indicated that she felt the issue of transparency in the annual evaluation of faculty had three distinct components: Process, Workload, and Evaluation, and asked that FAP initially take up the process component. The document titled: “Overview of the Faculty Performance Management Process”, distributed by Associate VP Sullivan at the FAP meeting on October 28th, was seen by the committee as constituting a “first cut” of a process document. Various modifications to the document were suggested including integrating it with the WPI Advance program (funded by a NSF grant), aligning WPI’s annual report with WPI’s required CV format for tenure, and laying out a specific timeline over which administrative tasks related to faculty evaluation must be completed. The broader view of the committee was that the final version of the document should include input from the department heads and Provost, and embody a blend of structure and flexibility. The structure would come from a standardized framework for developing evaluation criteria at the WPI department level. The flexibility would come from the department heads developing goals and evaluation criteria specific to the mission(s) of their departments and to the specific disciplines to which their faculty belong.
- 5) **Adjournment.** The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Michael J. Radzicki
Secretary