

Committee on Governance: Minutes

Meeting #31: May 5, 2021

Faculty Governance Branch Offices

Present: Len Albano (CEE); Kris Boudreau (Chair, HUA); Tanja Dominko (Secretary of the Faculty, BBT); Tahar El-Korchi (CEE); Arne Gericke (CBC); Mark Richman (Secretary, AE).

1. The meeting was called to order at 1:33pm. The agenda was approved without the usual confusion.
2. Documentation of General Responsibilities and Workload for Nontenure-track Teaching Faculty: If the COG motions to be considered at the May 6 faculty meeting are approved by the faculty, then a template of the letter for secured teaching professors and instructors will be included as an appendix in Part Two of the Handbook. The letter refers to an addendum to the appointment letters that would document the faculty member's *general* responsibilities as required by the proposed Faculty Handbook language. While the addendum need not be included in the faculty handbook, COG members reviewed a draft and made suggestions to ensure that it is was consistent both with faculty handbook language proposed in the motions and with current language elsewhere in the handbook that will not be changed as a result of the motions. General discussion concerned the need to distinguish general responsibilities and workload that should be described in the addendum from specific assignments that could be documented in writing in other ways for clarity between the faculty member and their department head and/or program director.
3. Appointment Letters for Professors of Practice and Short-Term Nontenure-track Teaching Faculty: It is COG's expectation and intention to be directly involved in the development of letters of appointment for Professors of Practice and short-term teaching professors and instructors before the templates for these letters are finalized. Decisions about which of these templates should also be included in the revised version of the Faculty Handbook will be made when the final versions are completed.

The meeting was adjourned at 2:01pm.

Respectfully submitted,

Mark Richman
Secretary, COG