

FAP Meeting #3 Minutes AY2016-17
September 8th, 2016; 11 a.m. – Noon
Conference Room-Financial Services; Boynton Hall

In attendance: Tanja Dominko (Secretary, Chair *pro tem*), Fabienne Miller, Jeffrey Solomon - Executive Vice President/CFO, Kristopher Sullivan - Assistant Vice President Academic Affairs

Absent: Tahar El-Korchi (Chair), George Pins

1. Agenda was approved as distributed
2. Approval of Minutes from Meeting #2, September 2nd, 2016

Minutes were approved as amended.

3. Prioritize the remaining agenda items for discussion in academic year 2016-17
 - a. Review the Phased retirement policy for inclusion in the Faculty Handbook
The Phased retirement policy was approved by the Board of Trustees in 2007. The policy describes a benefit that is available exclusively to tenured faculty and is currently available on the Human Resources web site (<https://web.wpi.edu/offices/hr/phased-retirement.html>).

As a part of the process of updating the Faculty Handbook this year, the committee believes that this policy should be included in the Faculty handbook along with other policies that selectively apply to Faculty. There is no intent at this time to discuss the policy in detail or recommend changes to the policy.

- b. Analyze competitiveness of start-up packages by discipline
Last academic year the Provost requested that FAP undertake a study in order to develop guidelines for structuring the elements of competitive startup packages in different disciplines.
Attracting T/TT to WPI who are able to meet our institutional strategic objectives is one of the most important tasks. In part, attracting a qualified candidate (in addition to “fit” and alignment to research clusters, etc.) depends on the elements and value of our start up package offer. A better understanding of national trends would strengthen our decision-making process and increase the success of attracting highly qualified candidates.
The committee discussed the inherent difficulty in obtaining relevant information from other institutions for comparison, as the information is confidential and subject to negotiations with individual candidates. However, certain resources could be used to help develop guidelines for competitive start up package structure.
Prof. Miller recommended that the committee begin reviewing data that can be obtained from public sources, in particular from discipline or field-specific associations. Prof. Miller will research guidelines that are available through

organizations such as the American Accounting Association and investigate how the Foisie School of Business formulates startup packages. Prof. Dominko suggested that competitive startup offers could be developed for some engineering and science disciplines that take into consideration already available infrastructure, equipment, and other shared resources. VP Sullivan will provide most recent WPI guidelines across disciplines for discussion.

Both these items will be on the Agenda for the next FAP meeting.

4. The remaining agenda items will begin to be addressed in October:

- a. Review the progress of Faculty compensation benchmarking (Guests: Bruce Bursten, Provost; Michelle Jones-Johnson, Vice President Talent Development and Chief Diversity Officer).
- b. Review guidelines for institutional benchmarking (Guest: Alison Donta-Venman, Director of Institutional Research)
- c. Analysis of staffing at WPI; in particular evaluation of resources dedicated to administrative and support positions vs. faculty and academic support (Guests: Michelle Jones- Johnson and Judi Trainor)
- d. Discussion of the investment made into three academic dean positions in 2010 (Guest: Bruce Bursten, Provost)
- e. Review resources needed for re-establishment and operation of Research Development Councils and other internal research funding (Bogdan Vernescu – VPR and Michael Demetriou - Chair of CGSR)
- f. Develop recommendations for aligning Faculty compensation with annual review
- g. Review the progress of the Academic Space Planning committee
- h. Review WPI endowment

4. Adjourn

The meeting adjourned at 12:00 pm.

Respectfully,

Tanja Dominko, Secretary