

Faculty Meeting Minutes (Open session)

October 10, 2022 | 2:30 - 3:30 pm | Benson Hall, Room 109 – [ZOOM LINK](#)

Attendance:

Meeting start: 2:30pm | Adjourn: 3:11pm

Faculty Present (blank=absent)

Department Chair, Jim Pfaendtner - Present

Stu Adler X	Cole DeForest Sab	Shachi Mittal X	Ben Rutz X	Neda Bagheri
François Baneyx	Hugh Hillhouse X	Elizabeth Nance X	Daniel Schwartz X	Cao Guozhong
David Beck	Vince Holmberg X	Rene Overney Sab	Eric Stuve X	Jonathan Posner
John Berg X	Samson Jenekhe X	Lilo Pozzo		
David Bergsman X	Jun Liu	Alexis Prybutok X		
James Carothers X	Jorge Marchand X	Buddy Ratner X		

Others Present

Debbie Carnes X	Dave Drischell X	Nicole Minkoff X	Jeremiah Wilhelm X	
Lindsey Doermann X	Andrea Gleichweith X	Barry Wall		

Agenda

- Announcements/updates/reminders
- Discussion and vote for merit review, retention, appointment delegation and graduate faculty (Pfaendtner/all)
- Students in Distress handout (Pfaendtner)
- Discussion of teaching duties and parental leave (Pfaendtner)

Announcements

- We will be hosting a department reception at AIChE conference in Phoenix on Monday, November 14th, 7-9pm – We hope you attend!
- Grad Awards Day is 11/21. Early Career Impact Award recipient is Brent Nannenga
- 2023 Chair's Distinguished Lecture is Prof. Cato Laurencin from the University of Connecticut on April 17
- First Gen Day = Nov 8th, reach out to Jeremiah or Lindsey. We are pulling together students and stories and other department members
- Informal Faculty Meetup 21st 12 -1, outside weather permitting.
- There is a AIChE BBQ Friday the 14th – We would love for you to come and meet the students.
- We are taking all safety concerns seriously. Action is being taken >>> These concerns have been brought up to the Dean of the College of Engineering >>> Prox cards on doors, funding, etc.
- John Berg and Eric Stuve both brought up concerns --- Jim allayed their concerns and assured people that progress is being made, and that people are taking this very seriously.

Reminders

- Affiliate and adjunct voting will take place at 10/24 faculty meeting.
- Please submit materials to Andrea by 10/20 (Thursday).
- Sabbatical request submissions are due to the Chair and Andrea by October 24th for review. We need to submit to COE HR no later than 11/1. No late requests will be accepted.



ChemE VOTE-A-RAMA

1. DELEGATION OF MERIT AUTHORITY TO CHAIR

Do you approve to delegate merit review authority to the Chair for the merit increases effective 9/1/2023 for fiscal year 2024 for Lecturers, Assistant Professors and Associate Professors?

-Stu Adler made the motion and Eric Stuve and Jorge Marchand seconded

The outcome of the electronic vote was unanimous yes

Do you approve to delegate merit review authority to the Chair for the merit increases effective 9/1/2023 for fiscal year 2024 for Full Professors?

-Hugh Hillhouse made the motion and Dan Schwartz seconded

The outcome of the electronic vote was unanimous yes

2. DELEGATION OF HANDLING RETENTION TO THE CHAIR

Do you vote to affirm the ChemE retention policy adopted on 10/11/2021 for a period of two years?

-Dan Schwartz made the motion and Stu Adler seconded

The outcome of the electronic vote was unanimous yes

3. ADMISSION TO THE GRADUATE FACULTY

Do you support admission of Julie Rorrer and Alex Prybutok

Do you approve the appointment of Shelly Sakiyama-Elbert to join ChemE faculty

-James Carothers made the motion to approve and Elizabeth Nance seconded

The voice vote was unanimous yes

4. DELEGATION OF APPOINTMENT AUTHORITY FOR FACULTY-FUNDED POSITIONS

Do you approve to delegate appointment and renewal authority to the Chair for Research Associates and Acting Instructor titles for academic year 2022-2023?

-Stu Adler moved the motion and Elizabeth Nance seconded

The outcome of the electronic vote was a unanimous yes

Andrea will send out formal ballots for Human Resource items. Votes will be captured.

Students in Distress handout

Handouts are available in BNS 105

Safe Campus is a great resource to call: 206-685-7233

Dan Schwartz requested that UWPD responds to concerns/students in crisis wearing plain clothes

Teaching duties during parental leave

GOAL: FAMILY FRIENDLY WORKLOAD POLICIES FOR ALL CHEM ENG EMPLOYEES

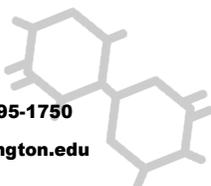
- Many departments in engineering at UW and at peer institutions have been trying to address ways to support new parents
- The ChemE Workload Guidelines developed in 2016-2017 do not address this aspect of our work; Jim has been handling situations on a case-by-case basis

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- UWME department has recently voted on policies/guidelines that provide teaching release to faculty and clearly describe the process for faculty medical leave after birth. Washington Paid Family Leave (FMLA) program is also a useful supplementary resource.
- Basic concept of the ME (Mechanical Engineering) program is every new parent gets 1 course of teaching release and birth parents receive an additional course (2 total)

GOAL: FAMILY FRIENDLY WORKLOAD POLICIES FOR ALL CHEM ENG EMPLOYEES

- Purpose: Information faculty that Faculty Support + DEI committees will be working with Jim to propose a policy for ChemE with similar goals to the existing ME program (which mirrors what most other units seem to be doing)
- In the meantime, the chair's approach to date has been similar to ME, which will continue
- Everyone is welcome to provide input, join in discussions, etc. Contact Eric and Jim if you are interested in participating
- Open discussion and feedback

Meeting adjourned at 3:11pm

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