

Faculty Meeting Minutes (Open session)

October 11, 2021 | 2:30 - 3:30 pm | Benson Hall, Room 109- ZOOM

Attendance:

Meeting start: 2:30 | Adjourn 3:06

Faculty Present (blank=absent)

Department Chair, Jim Pfaendtner - Present

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

Others Present

Debbie Carnes	Nicole Devine	Dave Drischell	Nicole Minkoff	
Jesse Chiem	Lindsey Doermann	Andrea Gleichweith		

AGENDA

Announcements

- Postdoctoral Scholars – SMF and annual leave
- Check-in on AU quarter teaching and COVID protocols
- Discuss and vote on policy for retentions, merit review, appointment delegation and member of graduate faculty

Jim reminded everyone that some people are attending this meeting remotely. You can send questions or comments in chat.

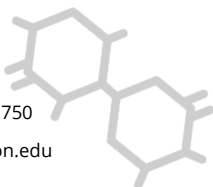
Voting will either be a voice vote or electronic ballot. For a voice vote, remote attendees can signal thumbs up for yes, and Jim will keep track of the in person votes. Any matters that are HR related or require ballots to be recorded will continue to be voted on electronically.

Until an air filter is available for the room, remote attendees should know that the door to the hallway is open for air circulation so use discretion when speaking.

ANNOUNCEMENTS

Reminder from Cole - Faculty Lecture Award and Outstanding Service Award nominations are due 11/1 – for details refer to email sent on 9/30 by Cole.

Reminder from Jim - Sabbatical requests are due to the college by 11/1, so they are due to Jim a week in advance. If you are planning to apply for a sabbatical, talk to Jim first. The college's deadline is firm.



Grad awards day is 11/22, Jim asked everyone to please plan to attend this event. Cole said it will be hybrid, similar to what is being done for seminars. The department will be giving Hugh Hillhouse the Moulton Distinguished Alumnus Award.

The department does an annual vote on affiliate and adjunct appointments, you will soon receive a list from Andrea of the appointment that you sponsor and some instructions for voting. Please reply to that email promptly.

Jim asked if there were any other announcements, there were no replies.

POSTDOCTORAL SCHOLAR SEXUAL MISCONDUCT FORM (SMF)

There are new state laws that affect hiring at UW, there is a state law on sexual conduct disclosure. It applies to every employee, including the postdocs because they are now unionized. Employees are required to disclose any prior sexual misconduct as WA state employees. Also, as a state agency, if the department receives a reference request about someone who used to work here, that information must be provided. If you get this kind of reference request, Jim will help you with that. If you have any questions about it, talk to Debbie or Jim or Andrea immediately. Grad students, student academic employees, and faculty members also have a similar disclosure to fill out. It applies to all new employees at UW.

Andrea mentioned that the postdoc offer letter contains language that says the offer is void if the disclosure comes back positive. Jim said that before you extend an offer for a postdoc position, talk to Andrea and ask for the most updated offer letter template, the language changes frequently.

POSTDOCTORAL SCHOLAR ANNUAL LEAVE

Since the postdocs unionized, they now have an annual leave program that is different from what was done in the past. They must apply for leave and time off in Workday. They should use their time off; they cannot cash out unused time off when they leave UW. Please remind postdocs of this, the earlier the better. Refer them to Jim or Andrea if they have questions.

Debbie added that faculty should be aware and remind their postdocs that even if they take just a day off, they should fill out the proper forms in Workday, and it should be routed to the PI for approval. The postdocs are getting instructions on how to do this too. Ask Debbie or Andrea if you or they have questions.

CHECK IN AU TEACHING AND COVID PROTOCOLS

Jim asked if anyone has questions, concerns, or requests about AU quarter so far.

David Bergsman said a lot of students are actively participating in office hours and Disability Resource Services (DRS) accommodations. It is difficult to get access to rooms that are large enough for office hours.

Jim also noticed the increased DRS requests in the Spring quarter. Jim reminded everyone that the DRS office will contact you if one of your students needs an accommodation. You are responsible for making sure that accommodation is met. Confidentiality is important. DRS has a way to work with the department for exams and quizzes. The TAs are a great resource; they can learn more at the DRS website. You do not need to handle this on your own, it is the university's responsibility to provide the service to the students. If you are having difficulty getting a response from DRS, Jim and Elizabeth can help.

Regarding space for TA office hours, you can use any of the meeting rooms in Benson including 109 and the back of the UG computer lab if they aren't booked. James Carothers mentioned that rooms in MoES cannot be used for office hours. There is a shortage of large spaces in Benson.

Some people have both zoom office hours and in person office hours

David Bergsman said that it is difficult to convince students to stay home if they are feeling sick. Jim will work with Lindsey to send out a reminder of the UW policy regarding staying home if you have symptoms and are feeling sick.

Stephanie Valleau mentioned that she hasn't noticed sick students in class, but she has received emails from students saying they are feeling unwell.

Stu Adler asked David if he is recording classes for those who can't attend. David replied that the class is hybrid. He received a message from a student who said they would be late because their child was sick, he told them to just stay home.

Jim replied that we can't tell someone who is vaccinated and had contact with a sick person to stay home. The UW policy is that if you are vaccinated and asymptomatic, you are not required to stay home.

Stu asked how things are going in the lab courses.

Dan asked Jim if faculty are allowed to remind students that they can get the content at home if they are more comfortable staying home with a sick child for example.

Jim replied that if they are vaccinated and asymptomatic, a close contact does not require them to stay home. You can remind them of the policy, but you may not know if a student is vaccinated because they may have an exemption.

Dan replied to Stu's question about the lab courses and said things are going fine so far. The groups are bigger and split up because there will be close contact when they are in the lab by necessity. The groups have flexible absences, things are split up so that if someone in one group gets sick the other groups won't be impacted and can continue the lab work. There are fewer direct lab hours but the likelihood of being able to complete the course without sickness is high.

Stu said the groups are tag-teaming in the lab, 2 will go and do work then come out and another 2 will then go in.

Ben Rutz had one student who said they were feeling ill but tested negative and still requested to stay home. He accommodated it and instructed the student to follow up with him to make up the work.

Dan also had a student who did not show up, and he and the TA are just trying to accommodate the student.

Jim supported this and said people should err on the side of caution. Jim has been teaching leadership seminars and reported that the students are excited to be in person, and he has experienced the same comments with the chair's advisory council.

Several people commented on how being back in person is much better and seeing the students while you teach is very helpful.

If you have any issues or concerns, please bring them up right away.

ANNUAL DELEGATION OF MERIT, APPOINTMENT AUTHORITY AND RETENTION

Delegation of merit review

There will be an upcoming electronic ballot for delegation of merit review authority for Teaching Faculty, Assistant Professors and Associate Professors. As a reminder for the new faculty members, these are required voting items so they do not require a motion. Faculty may not choose not to vote on these. It requires a 100% "Yes" vote from all voting faculty. If there is not a 100% "Yes" vote, then the faculty would develop a plan to do merit review. Andrea will send out the electronic ballot, you will reply just to her and she will record the confidential vote.

Reappointment authority

Because postdocs are part of the faculty, hiring a postdoc would require a faculty vote each time. There will be a vote to delegate appointment authority to the chair so that faculty do not have to vote on every hire of a postdoc. This would also apply to Acting Instructors, a position postdocs sometimes take after they finish the maximum 5 year postdoc appointment.

Retention

This will not be voted on but as a reminder, every two years the department is required to vote on matters related to faculty retention. This will be voted on next year.

Voting item

The graduate faculty took a voice vote on whether to add Shachi Mittal and Jorge Marchand to the graduate faculty. This passed unanimously.

Ben Rutz asked about co-advising MS students in another department. Jim proposed adding Ben to the graduate faculty so that he can be on committees. This unanimously passed.

If you have anything to discuss at future faculty meetings, please let Jim know.

The meeting adjourned at 3:06.