AS&E Faculty Meeting, Wednesday, February 3, 2016

Schedule and Location

Wednesday, February 3, 2016, 12:00 PM – 1:20 PM
Coolidge Room, Ballou Hall
Light lunch, coffee, and water served at 11:30 AM

Agenda

Announcements

AS&E Faculty Awards Due February 29th
Jillian Dubman, Secretary of the Faculty for AS&E

Student Accessibility Services
Laura Rogers, Interim Director of Student Accessibility Services and Senior Lecturer, Education

Recommendation of Degrees

Recommendation for AS&E Degrees for February, 2016
David Harris, Provost and Senior Vice President

New Business

Summary of Changes to Statement 11 Version 19 (2016-17)
Mark Cronin-Golomb, Chair, Tenure and Promotion Committee

Discussion and Vote on new T&P Procedures for faculty with a primary appointment in one department and responsibilities in another department or program
Mark Cronin-Golomb, Chair, Tenure and Promotion Committee

Discussion of Proposed AS&E Bylaw Changes: B&P Committee, IT Committee, and Remote Balloting
Members of the AS&E Executive Committee, B&P Committee, and IT Committee

Update on Medford Campus Classroom Upgrades Summer ‘16
Lois Stanley, Director of Campus Planning

Adjournment

For Reference
*Please print all attachments and bring them with you to the meeting; a limited number of hard copies will be available at the meeting.

- Agenda and Briefing Information
- Summary of Changes to Statement 11 V19 for 2016-17
- Statement 11 V 19 for 2016-17
- T&P Proposal Re: T&P Procedures for faculty with a primary appointment in one department and responsibilities in another department or program
- Bridge Professorship T& P procedures (approved 4/29/15)
- Learning Spaces Executive Summary

Listings of future faculty meetings as well as the agenda and attachments for this meeting are online at http://ase.tufts.edu/faculty/meetings/.

February 3, 2016
Briefings

Announcements

AS&E Faculty Awards Due February 29, 2016
For each of the awards that are presented at the May AS&E faculty meeting, there is a separate nomination/solicitation process, but all nominations are due on Monday, February 29, 2016. Criteria and nomination instructions are outlined here: [http://ase.tufts.edu/faculty/pdfs/awardsAnnouncement.pdf](http://ase.tufts.edu/faculty/pdfs/awardsAnnouncement.pdf), and a list of previous recipients of each award is listed here: [http://ase.tufts.edu/faculty/awards/](http://ase.tufts.edu/faculty/awards/)

Student Accessibility Services
Laura Rogers will introduce herself in her new role as Interim Director of Student Accessibility Services and provide some announcements on behalf of the office.

New Business

Summary of Changes to Statement 11 Version 19 (2016-17)
*Speaker:* Mark Cronin-Golomb, Chair, AS&E Tenure and Promotion Committee

*Summary:* The committee would like to inform the faculty of the changes in Statement 11 on Tenure and Promotion that were approved by the committee for cases being considered in the 2016-2017 academic year.

*Key Issues:* The recent experience of the committee has led it to make certain changes intended to clarify the process in some cases, and streamline the process in others.

*Action Required:* None.

*Further Information:* See attached document of Summary of Changes in Statement 11 for 2016-17

Discussion and Vote on new T&P Procedures for faculty with a primary appointment in one department and responsibilities in another department or program
*Speaker:* Mark Cronin-Golomb, Chair, AS&E Tenure and Promotion Committee

*Summary:* The AS&E Tenure and Promotion Committee has been asked by the administration to provide procedures to guide the tenure review process for new faculty who are hired with appointments based in a single department and with additional responsibilities specified to a secondary department or program. For the purposes of this document the word "unit" means department or program. The recently established cluster hires are examples of such appointments. We are proposing that the procedures below be inserted into Statement 11 as Part 2, "Tenure and promotion procedures for faculty with a primary appointment in one department and responsibilities in another department or program." These new tenure procedures will apply to any faculty member who was hired under a memorandum of understanding (MOU) involving two units or who has, by the end of their 4th year review, negotiated an MOU with the relevant units and dean. In promotion cases, these procedures will apply to those faculty members who have negotiated such an MOU at least two years before applying for promotion.

We expect that all such hires will have their primary appointment within a single home department, with additional responsibilities within a secondary unit as specified in the MOU. During tenure review of faculty with such appointments, secondary units will make recommendations to the home department, but will not vote.
Note that procedures for Bridge Professorships for faculty applying for tenure in more than one department are already in place. (Attached)

**Key Issues:** A prior version of these procedures was presented for discussion at the March 2015 AS&E meeting. At that time the procedures were written in terms of interdisciplinary hires. It was pointed out that not all cluster hires are interdisciplinary since a single discipline can serve more than one unit. In response to that comment, we have reworded the document so that it applies more broadly to appointments with tenure in one department and additional responsibilities in a second department or program.

As originally worded, the procedures indicated that the letters from external evaluators would be made available to a three-member subcommittee of a secondary department, but not to the director of a secondary program. This distinction elicited a comment that since research informs teaching, program directors should have access to the external evaluator’s letters. The T&P committee considered this request carefully, and decided to reword part 5 below so as to put departments and programs on an equal footing as much as possible by

1) Requiring evaluation by a three-person subcommittee of the secondary unit, both for departments and programs.

2) Using the nature of the responsibilities dictated in the MOU to determine whether or not the secondary unit would receive the letters from the external evaluators.

The committee voted not to provide letters from the external evaluators to secondary units where the MOU does not specify a research component in the secondary unit. This was done to preserve confidentiality for the external evaluators as much as possible, given the fact that programs are less permanent than departments and their structure often changes.

**Action Required:** Discussion and vote.

**Further Information:** See attached document of proposed addition to Statement 11, Part 2

**Discussion of Proposed AS&E Bylaw Changes: B&P Committee, IT Committee, and Remote Balloting**

1) **Change to description of Committee on Budget and Priorities**

**Speaker:** Judith Haber, Roger Tobin, co-chairs, Executive Committee

**Summary:** The Bylaw description of the Committee on Budget and University Priorities shall be amended as indicated below:

A Committee on Budget and University Priorities, with membership as indicated below: eight faculty members, two from the School of Engineering and two from each of the following groupings of departments: (i) the natural sciences (i.e., the Departments of Biology, Chemistry, Earth and Ocean Sciences, Mathematics, and Physics and Astronomy), and the Departments of Physical Education and Occupational Therapy; (ii) the social sciences (i.e., the Departments of Child Development, **Community Health**, Education, Economics, History, Political Science, Psychology, Sociology, Anthropology, and Urban and Environmental Policy and Planning); (iii) the arts and humanities (i.e., the Departments of Classics; Drama and Dance; English; Art and Art History; History; Music; Philosophy; German, Russian, and Asian Languages and Literatures; Romance Languages; and Religion). Faculty members shall serve for five-year staggered terms. No more than one member of a single department may be a member of this committee at any one time.

**Key Issues:** The committee description lists by name the departments included in each of the broad disciplinary areas represented on the committee (natural science, social science, etc.). Community Health, which is now a department, is not included in the list. The proposal adds it to the list under “social sciences”.

February 3, 2016
**Action Required:** Vote at next AS&E meeting, February 24, 2016.

2) **Change to description of Committee on Information Technology**

**Speaker:** Mitch McVey, Chair, IT Committee

**Summary:** The Bylaw description of the Committee on Information Technology shall be amended as shown below:

This committee shall monitor and provide advice on the delivery of information technology services provided to A&S&E by any and all university administrative departments, and make recommendations concerning improvements in such services or their underlying policies as necessary to support the university's teaching and research missions. The committee shall ensure that all computing and information technology services for research and instruction, instruction, and learning spaces are delivered in a way that meets the needs of A&S&E faculty, staff, and students.

**Key Issues:** The proposed revision makes it explicit that part of the role of the IT committee is to advice on the use of computing and information technology in the development and improvement of learning spaces.

**Action Required:** Vote at next AS&E meeting, February 24, 2016.

3) **Proposal to authorize Remote Balloting for some AS&E Faculty Votes**

**Speaker:** Judith Haber, Roger Tobin, co-chairs, Executive Committee

**Summary:** The proposal has two parts:

1. An amendment to the AS&E Faculty Bylaws to clarify voting procedures and specifically authorize the use of remote balloting.

2. If Part 1 passes by 2/3 majority, a more detailed policy outlining the criteria and procedures for remote balloting.

**Part I: Amendment to AS&E Bylaws**

Article VII

Thirty-five members, including twenty-five of the professorial ranks, shall constitute a quorum for the transaction of business.

*[Added text]*: Decisions of the faculty shall ordinarily be taken by majority vote of the members in attendance. Votes, other than on changes to these Bylaws, may also be taken by mail or other secure balloting procedure, provided that the matter being voted on has been discussed at a meeting prior to balloting. In such cases decisions shall be taken by majority vote of those submitting ballots, providing that number equals or exceeds the minimum for a quorum.

**Part 2: Policy on remote balloting (Requires majority vote of faculty).**

1. Remote voting **may** be used if:
   
   a. The proposal is of broad importance to the faculty, and
   
   b. There has been ample opportunity for the proposal to be explained and discussed in advance of the vote.

2. The process:
   
   a. An initial decision to use remote voting shall be made by the Executive Committee of AS&E based on the criteria above.
b. The remote vote may take place only after the proposal has been discussed at a regular meeting of the AS&E Faculty.

c. The intent to use remote voting on a particular proposal shall be announced in advance on the agenda of the faculty meeting at which the proposal will be discussed, and announced publicly at that meeting.

d. The decision to use remote voting may be reversed by vote of the faculty. In such a case the (in-person) vote on the proposal may not take place before the next regularly scheduled meeting of the AS&E faculty.

e. The faculty may vote to use remote voting on a proposal that the Executive Committee has not recommended for that process. In such a case the proposal must be discussed again at a subsequent faculty meeting, with the intent to use remote voting announced in advance, and the voting conducted after that meeting.

f. The vote shall be administered by the Secretary of the Faculty using a secure system, and the results reported at the next regular meeting of the AS&E Faculty after the close of balloting.

Key Issues:

Last year the Executive Committee received requests and suggestions to conduct certain votes of the AS&E faculty remotely by an online ballot. The Executive Committee agrees that in the 21st century it makes sense to allow such votes under some conditions, but recognizes that there are costs and potential drawbacks involved. The proposal attempts to address the concerns by limiting the use of remote balloting to certain issues and requiring ample opportunity for open discussion before voting.

The existing AS&E Bylaws neither authorize nor prohibit remote voting, except in the case of balloting for elected committees. In that instance the faculty discussed the issue and voted to amend the Bylaws to permit remote voting. Based on that precedent, the Executive Committee believes that any decision to broaden the use of remote voting should be discussed and voted on by the faculty.

The primary possible benefits of electronic voting appear to be:

- **Broader participation:** Online voting for committees increased voter participation from about 25% to about 60% of eligible faculty.

- **Possibility for increased information and deliberation:** Briefing materials could be linked to the online ballot, and comments made during discussion at a faculty meeting could be incorporated in the final version voted on remotely. Faculty would have the opportunity to discuss the issue, reread materials, and discuss with colleagues before voting.

- **Secrecy:** Online balloting could be automatically secret, without the cumbersome, time-consuming and imperfect hand-counting of paper ballots.

- **Modernity:** We are in the 21st century. Why should we have to be physically present to vote?

The primary possible drawbacks of remote electronic voting appear to be:

- **A less informed electorate:** Votes would be cast, perhaps primarily, by faculty who did not participate in, or even hear, any discussion of the issue. Faculty might not read linked information.

- **Decreased attendance at faculty meetings and participation in governance.**

- **Cost:** Balloting for elected committees is currently handled by an outside vendor at a cost of about $1300 per election. Voting via Qualtrics has no out-of-pocket cost, but places a heavy burden on the Secretary of the Faculty, and there are concerns about confidentiality.
Bylaw amendments are specifically excluded from remote voting under this proposal because a change to the procedures for amending the Bylaws appears to require approval by the Board of Trustees. It seems advisable to gain some experience with the process before seeking such approval.

**Action Required:** Vote on Part I at next AS&E meeting, February 24, 2016. If Part I is approved, vote on Part II.

**Update on Medford Campus Classroom Upgrades Summer 2016**

**Speakers:** Lois Stanley, Director of Campus Planning

**Summary:** Briefing to the AS&E faculty on a capital project called “Summer ’16 Learning Spaces Upgrades.” Provide information to the faculty about the approximately 30-40 classrooms that are proposed for upgrade and the process for getting faculty input on the proposed designs. This is a new process, which follows up on last year's Learning Spaces Planning Study, jointly sponsored by AS&E, Fletcher, and the TTS and Operations Divisions. Two key recommendation of that study with regard to the process of upgrading classrooms were: 1) we should better coordinate the AV, furniture, architectural components of upgrades; and 2) input from teaching faculty on the scope of upgrades is critical to ensuring that multiple teaching approaches are accommodated.

**Key Issues:**

1. Identifying proposed classrooms for summer upgrades
2. Process for teaching faculty involvement in design review

**Action Required:** Discussion

**Further Information:** Read the Learning Spaces Assessment Study Executive Summary (attached).

Trunk Site URL: [https://trunk.tufts.edu/portal/site/0de596c-540d-40ec-afed-19a46d1e207f](https://trunk.tufts.edu/portal/site/0de596c-540d-40ec-afed-19a46d1e207f)