AS&E Faculty Meeting, Wednesday, October 28, 2015

Schedule and Location

Wednesday, October 28, 2015, 12:00 PM – 1:20 PM
Coolidge Room, Ballou Hall
Light lunch, coffee, and water served at 11:30 AM

Agenda

Announcements

AS&E Diversity Fund Award Recipients
Launch of the Revised AS&E Faculty Handbook
Marty Guterman Memorial Concert, November 8th

Old Business

Vote on Proposed Bylaw Changes for Faculty Research Awards Committee (FRAC)
  Jeff Berry and Behrouz Abedian, Co-Chairs, FRAC

Vote on Proposed Bylaw Changes for the Tenure and Promotion (T&P) Committee
  Mark Cronin-Golomb, Chair, T&P Committee

Update on the School of the Museum of Fine Arts (SMFA)
  Jim Glaser, Dean of the School of Arts and Sciences

New Business

Syllabus Disability Access Statement
  Mark Brimhall-Vargas, Chief Diversity Officer, and Linda Sullivan, Director of Student Accessibility Services

Discussion of Proposed Bylaw Change for the Committee on the Library
  Daniel Abramson, Chair, Library Committee, and Laura Wood, Director of Tisch Library

Discussion of Proposed Bylaw Change for the Committee on Committees
  Ioannis Evrigenis, Chair, Committee on Committees

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.

- Briefing Information
- Summary of AS&E Faculty Handbook Revisions
- Proposed bylaw change: T&P Committee

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

Below the Line Announcements

The Faculty Work/Life Website is now live: http://ase.tufts.edu/faculty/worklife/
Briefings

Announcements

AS&E Diversity Fund Award Recipients
The members of the AS&E Diversity Fund Committee will announce the winners of the most recent round of Diversity Funding. The next round of applications for Spring 2016 programming will be due on November 30, 2015.

Launch of the Revised AS&E Faculty Handbook
The AS&E Faculty Handbook has been revised to more accurately reflect current practice, to update policies and procedures, and to update hyperlinks throughout the website. A complete summary of these changes accompanies the agenda for this meeting.

Marty Guterman Memorial Concert, November 8th
Marty was a beloved member of the math department who passed away in 2004. This is an annual concert by the Boston Artists Ensemble. People may purchase tickets online at the BAE web site, or at the door, and there are discounts for seniors and students. This concert is scheduled for Sunday, November 8, 2015 at 3 PM, and it is called "South of the Border" because they are doing two string quartets by South American composers. The concert will be held at St. Paul’s Church in Brookline at 15 St. Paul St.

Old Business

Vote on Proposed Bylaw Changes for Faculty Research Awards Committee (FRAC)

Speaker: Jeff Berry, Co-Chair, FRAC

Summary: With the restructuring of the Research Administration, its ex officio member on FRAC shall be referred to as the “Associate VP for Research Administration or designee” in the FRAC bylaws. The proposal was originally discussed at the September 30th AS&E Faculty Meeting.

Key issues: In its present form, FRAC bylaws include the Director of Research Administration (no longer existing) as its ex officio member.

Proposed Change to the Bylaws of the Faculty of Arts, Sciences and Engineering
(k) A Committee on Faculty Research Awards, consisting of eleven members of the faculty of professorial rank, appointed for staggered five-year terms. The membership shall include at least one member from each of the following areas: arts, engineering, humanities, natural sciences and mathematics, and social sciences. The following shall be members ex officio without vote: the Dean of the School of Arts and Sciences or designee and the Dean of the School of Engineering or designee; the Director of Research Administration or designee; and the Director of Corporate and Foundation Relations. The committee may appoint such additional members, without vote, as it deems appropriate. The committee shall elect its chair at the last meeting of the spring semester of each academic year and the Secretary of the Faculty share shall serve as secretary of the committee. The committee shall distribute funds made available to it for support of research.
conducted by members of the Faculty of Arts, Sciences and Engineering. Determinations concerning
the distribution of funds shall be made by majority vote; in the event of a tie, the chair shall vote to
break the tie. The committee shall be responsible for reviewing applications submitted to it, and,
where appropriate, shall review evaluations, in support of the applications, from persons within and
outside the university. In making awards, the committee shall promote faculty development by
funding selected small projects and providing seed money for larger ones. The committee shall
represent the faculty in seeking new internal and external sources of funding for the awards which it
administrates.

*Action required:* A vote on the proposed bylaw change on October 28th to approving the amended bylaw.

*Further Information:* See the proposed bylaw change in Key Issues noted above.

**Vote on Proposed Bylaw Changes for the Tenure and Promotion (T&P) Committee**

*Speaker:* Mark Cronin-Golomb, Chair T&P

*Summary:* The Committee on Tenure and Promotion would like to propose
1) that the size of the Committee be increased from six to eight, with at least two members from the
School of Engineering (up from one) and at least four members from the School of Arts and
Sciences (up from three). The bylaws would still require at least one member from each of the
following areas in the School of Arts and Sciences: the humanities and arts; the social sciences; the
natural sciences and mathematics.

2) that the position of Secretary be eliminated.

The proposal was originally discussed at the September 30th AS&E Faculty Meeting.

*Key issues:* The rationale for the first part of the amendment is twofold.

1) Since 1995 the number of tenure stream faculty in Arts, Sciences and Engineering has increased
from 276 (226 Arts and Sciences, 50 Engineering) to 382 in 2013 (302 Arts and Sciences, 80
Engineering). The size of T&P has remained constant at six over that period of time. An increase in
the size of T&P to eight will allow the committee to better fulfill its responsibility to provide faculty
assessment of candidates who come up for tenure and promotion, as well as candidates tenured at
other institutions who are applying for a tenured position at Tufts. It will help both in terms of
caseload and in terms of evaluating the breadth of scholarship. The minimum representation form
Arts and Sciences would remain at 50%.

2) In Spring 2015 the School of Engineering (SoE) convened an ad-hoc committee on tenure and
promotion to respond to concerns regarding its representation on T&P in the light of its recent
growth and status as a School as opposed to a College. The SoE Faculty discussed and voted on the
following possible courses of action:
i) Maintain the status quo (received 17% of the vote)
ii) Increase the size of T&P to between 7 and 10, with at least two from SoE (received 50% of the vote)
iii) Create two five-member subdivisions of AS&E T&P Committee: one subdivision for Math, Natural Sciences and Engineering, another for Arts, Humanities, and Social Sciences (received 33% of the vote)

The proposal we bring before AS&E reflects the outcome of the discussion and vote by SoE and incorporates input from the current members of the T&P Committee.

We note that the Committee on Committees (C/C) has found it difficult to recruit full professors to serve on T&P. While associate professors are eligible to serve, the practice of C/C has been to recruit full professors only, so that associate professors are not asked to evaluate cases of promotion to full professor. This de-facto limitation has been especially problematic for SoE, where the number of full professors without administrative responsibilities (associate deans or chairs) is limited. With this in mind we note that an informal poll of full professors in SoE without additional administrative responsibilities demonstrated support for running in an election.

The requirement that one third of the membership be elected each year is removed. With inevitable unexpected turnover in the Committee, this requirement has become impractical.

The rationale for the second part of the amendment: removal of the position of Secretary is that it has become unnecessary for the operation of the Committee since the advent of electronic distribution of materials.

**Action required:** A vote on the proposed bylaw change on October 28th to approving the amended bylaw.

**Further information:** Please refer to the text of the amendment.

**Update on the School of the Museum of Fine Arts (SMFA)**

**Speakers:** Jim Glaser, Dean of the School of Arts and Sciences

**Summary:** Tufts is exploring the possibility of acquiring the School of the Museum of Fine Arts (SMFA).

**Key issue:** There are several different dimensions to this decision, and we have established several working groups to look into facilities and operations; finance; admissions, financial aid and students affairs; advancement, as well as curricular and programmatic areas, so we will be able to report on some findings.
New Business

Syllabus Disability Access Statement

*Speakers:* Mark Brimhall-Vargas, Chief Diversity Officer, and Linda Sullivan, Director of Student Accessibility Services

*Summary:* In order to better serve students with disabilities at Tufts, we are asking faculty to add a statement on their syllabi providing information about disability access and services. The statement is optional, but very helpful in connecting students with needed support and resources.

*Key Issues:* Providing students with disabilities information about accessing reasonable accommodations in a classroom.

*Action required:* We are asking faculty to adopt a statement (already provided on the Student Accessibilities Services website) into their syllabi. Essentially, copy and paste.

*Further Information:*  
http://students.tufts.edu/student-accessibility-services/faculty-members

Discussion of Proposed Bylaw Change for the Committee on the Library

*Speakers:* Daniel Abramson, Chair, Library Committee, and Laura Wood, Director of Tisch Library

*Summary:* The current bylaws are very specific regarding the title of the “Associate Director for Teaching, Research, and Information Resources.” This title is no longer in use. With Laura Walter’s retirement in December, we propose revising the description to be flexible for evolving library roles/titles and to include the option of designee which is used in other committee bylaws. The request is to change the title to “Associate Director or designee.”

*Key Issues:* Keeping bylaws accurate.

*Current version:*  
A Committee on the Library, consisting of four or more members, at least four of whom have professorial rank, with no more than one member from any one department; the Chair of the Committee on Budget and University Priorities; two undergraduate students designated by the TCU Senate; one graduate student designated by the Graduate Student Council; and ex officio members with voting privileges: the Director of Tisch Library and the **Associate Director for Teaching, Research, and Information Resources, Tisch Library.** The committee shall study and make recommendations concerning library policies, budget, collections, and services. It shall also assist in the dissemination of information about the library to constituent groups.
Proposed Version:
A Committee on the Library, consisting of four or more members, at least four of whom have professorial rank, with no more than one member from any one department; the Chair of the Committee on Budget and University Priorities; two undergraduate students designated by the TCU Senate; one graduate student designated by the Graduate Student Council; and ex officio members with voting privileges: the Director of Tisch Library and the Associate Director for Teaching, Research, and Information Resources, Tisch Library an Associate Director or designee. The committee shall study and make recommendations concerning library policies, budget, collections, and services. It shall also assist in the dissemination of information about the library to constituent groups.

Action required: Discussion so that a vote may be taken at the next AS&E meeting.

Discussion of Proposed Bylaw Change for the Committee on Committees

Speakers: Ioannis Evrigenis, Chair, Committee on Committees

Summary: Changing the bylaws to allow those replacing members on elected committees for more than half but less than a whole term to be able to stand for election in the next cycle.

Key Issues: Allowing those who have served less than a full term to do so if they are interested and have already acquired knowledge of the work involved, ensuring continuity and minimal disruption, as well as robust lists of candidates.

Current version:
(b) Re-election. An individual who has served either a full term or a partial term amounting to a half term or more shall be ineligible for re-election to that committee for two years.

Proposed version:
(b) Re-election. An individual who has served either a full term or a partial term amounting to a half term or more shall be ineligible for re-election to that committee for two years.

Rationale:
According to the Bylaws, "If a duly elected member of a committee cannot serve for any portion of the term, the runner-up for that committee at the most recent regular or special election shall be declared elected if the runner-up is available and is eligible" [3 (d)].
According to the existing version of 3 (b), if such a change occurs before the midpoint of a term, the member who has stepped onto the committee is not allowed to run for a full term for two years, even if he or she is willing to continue on the committee. The Committee on Committees recommends that those who have served less than a full term be allowed to complete one before becoming ineligible for re-election to the committee in question.

Action required: Discussion of the proposed amendment in advance of a vote to be scheduled at the next AS&E Faculty Meeting (December 2, 2015).