**Minutes: Faculty Issues Committee**

**October 15, 2014**

**Archer 114**

**Call to order: 3:38 pm.**

Attending: Cristian Bahrim, Ricardo Tovar-Silos, Jennifer Daniels, Nicki Michalski

1. It is hoped that at the next executive committee meeting to hear a date for when the academic affairs website will have a link for faculty to use for their syllabus general policy information.
   1. Mrs. Vicki Farrow has updated the SACS page with the new information.
2. We are still waiting for our tech person to let us know the Piper vote is set up for use.
3. We are tabling the issues from last meeting’s new business because Dr. Cooper who brought the issues is not here.
4. We are unable to approve the minutes from the last meeting because we are lacking a quorum.
5. Discussions focused on the Piper Award Nomination procedures in other universities.
   1. The Piper official nomination form is now available via the Senate website.
   2. **The University of Houston** uses the teaching excellence award committee to nominate. The provost approves the nominee.
      1. There is a minimum of 5 years’ service.
      2. The nominee must be a recipient of a university level teaching excellence award.
      3. Community engagement and service are also considered.
      4. The nominating committee conducts classroom observations.
      5. The nominee cannot be a previous winner.
      6. 5 letters of recommendation are required.
      7. U of H has 11 former winners.
   3. **The University of Texas San Antonio** uses a selection committee.
      1. Candidates submit the form, their CV, syllabi and the names of 5 people who are willing to write letters of recommendation.
      2. The faculty development center reviews and advises the applicants.
      3. Peer observations, using rubrics for evaluation, are conducted.
      4. The committee votes for the nominee.
      5. UTSA has 2 former winners.
   4. **The University of Houston Clear Lake** is much like the others. The significant difference is that graduating seniors are given forms for nominations during their exit interviews.
      1. The short list is ordered by number of nominations from the previous year and by number of credit hours generated. People in the top five positions of one or both lists are finalists.
      2. A committee will work with nominees to polish their portfolios.
      3. The Piper nominee is selected from a group of 3 recipients of the University Teaching Award.
      4. They have had one winner.
   5. **The University of Texas Austin** uses a teaching award submission packet that is reviewed by a committee appointed by the provost.
      1. There are 2 nominees per college.
      2. To be eligible, faculty must have a continuing appointment in the subsequent year, submit their packet, 5 letters of recommendation, and their Dean must complete section 1 of the application form.
      3. Criteria used are the student learning outcomes and the evaluation of how the individual met those outcomes, the letters of recommendation, their syllabus, a statement of commitment and a statement of teaching innovation.
      4. They have had 32 winners.
   6. One commonality among all of these schools is that they all have significant administrative oversight of their process.
6. Information was handed out about promotion policies.
7. **Adjournment:**

4:30 p.m.