I. Approval of Agenda
The agenda for the meeting on May 7, 2019 was approved unanimously.

II. Approval of April 9, 2019 minutes
The minutes from the April 9, 2019 meeting were approved as amended to reflect the correct spelling of “roles” in section IX, New Business.

III. CFA Committees 2019-2020
S. Ladda presented a proposed membership list for the 2019-2020 CFA Standing Committees. She noted that the vacancies on the Faculty Welfare, Faculty Members Serving Committees of the Board of Trustees and College Curriculums Committees will be decided by a faculty vote in Fall 2019. She will send a follow up email to faculty and reinforce the importance of service and the opportunities to participate on college-wide committees. The motion to approve the list of committee members was unanimously approved.

IV. Faculty Handbook update
S. Ladda reported progress on faculty handbook update. The college attorney is reviewing the suggested edits to the Faculty Handbook recommended by the original faculty sub-committee. Sections have been sent to the Provost for some clarification. S. Ladda will have a meeting with the college attorney in the end of May. There should be some resolutions to be voted by CFA in Fall 2019. There were no additional comments from the CFA on this item.

V. Sub-Committee on Review of Guidelines update
S. Ladda reported that the sub-committee had a meeting on Thursday, April 25th. The major charge of the sub-committee is to review the Promotion & Tenure Guidelines of five schools and library, and to provide recommendations to ensure consistency across schools. S. Ladda reached out to the P&T Committee and asked
their concerns on the inconsistencies of Guidelines across schools. An email was sent out to the deans with a draft outline of the process of updating Guidelines. The general outline is to have senior faculty on a sub-committee to review each School’s Guidelines and make recommendations of changes, and to have an approval process by faculty in each school. Another item in the email was about where the Guidelines should be stored. The sub-committee recommended to store the Guidelines along with the Form A’s and B’s. This recommendation received support from the Provost. At the end of the sub-committee’s April meeting, all five members of the sub-committee were assigned with tasks to complete before the next meeting in the end of May. The tasks include finalization of the timeline of updating Guidelines, a review of the criteria of promotion and tenure across schools, leadership description and examples, a modification of the teaching evaluations in School of Business and a review of unique programs. M. Groarke recommended that the sub-committee should work to streamline Forms A & B. H. Laudien recommended that the sub-committee provide some examples of solid promotion and tenure applications.

VI. P&T Rules Committee Recommendations

P&T Rules Committee made 4 recommendations to CFA.

#1: Change HB Article 2.6.1 for the selection of the person to complete Form B when the candidate is the chair and no senior tenured members of the department exist. Last line of the third paragraph should now read: “If no such faculty member is available in the department, the procedures described above shall be followed to select a senior faculty member from another department in the same School.”

M. Volovski proposed to add a requirement of a senior tenured faculty member from another department in the same School to the recommendation. The paragraph should then read: “If no such faculty member is available in the department, the procedures described above shall be followed to select a senior \textit{tenured} faculty member from another department in the same School.” A question was raised about the designation of the senior faculty. The current handbook states that “The procedures for selecting the senior member of the department to complete form B shall be the same as the procedures presented in the Handbook for selecting a department chair.” The recommendation was approved as amended with 16 votes in favor and 1 abstention.

#2: Modify cover pages of Form A and B to separate the applications for tenure from those for promotion. Specifically, replace “Please mark one below” with “Please mark all that apply” and eliminate option “C ) TENURE & PROMOTION”

The recommendation was approved unanimously.

#3 Clarify HB Article 2.8.3.1c to distinguish between regular promotions and early promotions (e.g., is 4 contract years of employment considered the regular bar?). HB
Articles 2.2.2 & 2.7.2 indicate a 7-year probationary period, while HB Article 2.4.3.1.2 says a 6-year probationary period. Exceptions should be listed in these sections.

Several members expressed concerns regarding how early promotion is used in faculty appointment letters, how it is defined in the Faculty Handbook and how it is executed in P&T applications. Some members raised questions about the timeline of early promotion and inconsistency regarding the requirements of minimum service years before tenure application across schools. R. Kushner shared several tenure application cases P&T committee experienced before and suggested to keep the 7-year probationary period in the Faculty Handbook. A motion was made to charge the next CFA Chair and the Provost to review this section along with the related other recommendation item #3. The motion was passed unanimously.

#4: Each School should anticipate and modify their Guidelines for Promotion and Tenure for unique programs.

S. Ladda reported that this item has been addressed by the sub-committee on review of Guidelines. R. Kushner suggested to include exceptional cases related to early promotion into this recommendation.

In addition to recommendation items #1-#4, P&T Rules Committee made 3 other recommendations.

#1: The P&T Committee should provide feedback to an unsuccessful candidate using specific criteria for tenure and / or promotion as listed in the faculty Handbook.

S. Ladda recommended that the college attorney review this item and make recommendations.

#2: At the P&T workshops, make a sample Form A (with redactions as necessary) available to the applicants as part of the instructions to prepare their own Form A.

No further discussion/additional comments from the CFA on this item.

#3 The P&T Committee feels that letters of appointment to Manhattan College from Provost Office lack consistency when awarding credit for time in rank elsewhere.

The motion to table the discussion of this item with recommendation item #3 above was passed earlier unanimously.

VII. Faculty Dining Room informal survey

I. Gerhardt distributed a survey last month on the faculty dining experience in the two semesters before and after the move of faculty dining from Kelly to Cafe 1853. S. Ladda, the Chair of CFA, encouraged CFA members to contact Ira Gerhardt with feedback.
VIII. CFA Chair 2019-2020

Ira Gerhardt was nominated as the CFA Chair for 2019-2020. The motion was unanimously approved.

IX. New Business

The CFA members expressed appreciation for S. Ladda’s extraordinary service as the CFA Chair in the past three years.

M. Groarke raised a concern on an inappropriate email circulated by a retired faculty last month. CFA chair and members expressed similar feelings and acknowledged the service of members on the Termination of Services committee.

Meeting adjourned at 4:26pm.

Respectfully submitted,
Crystal Xu