

MINUTES
Faculty Meeting
Thursday, December 10, 2015
Meeting at 9:15 a.m.

Academic Program Review

Date has been confirmed for April 2-5, 2017.

The deadline for submitting Review Team nominees has been extended to February 1, 2016. Please send your top 10 rankings to Debbie by January 8 (Attachment A). We will go over our proposed list at the January 11, 2016 meeting.

Several asked about the Charge to the External Review Team. That document is attached (B).

Faculty Senate

Speculation that new categories will be used in proposal categorizing. Possible use of the terms Funded and Unfunded Faculty. Funded would include grants in the highest level of IDC. The next Faculty Senate meeting is on Monday. Both Drs. Harlin and Strong serve as Senators. Much conversation. Harlin and Strong will keep us informed as the new plan takes shape.

Discretionary Funds

Dr. Elliot and Dr. Dunsford explained the AGCJ development discretionary fund. It was established in the early '90. The AGCJ program area uses it for equipment purchase and travel for not only faculty, but graduate and undergraduate students.

Dr. Elliot announced that similar development funds have been established for AGSC (\$29,000) and ALED (\$30,000). Details on these funds and their usage will be on the agenda for the January or February meeting.

New Law School

Both AGEC and ALEC have been approached by the Vice Chancellor's Office to explore ways that we might develop joint positions as the new law school is being considered.

New Position Possibility

There is an opportunity for new faculty positions. There is a specific form (Attachment C) to be completed. We must be careful in how these requests are worded. Should not use that they will fill empty positions or only satisfy teaching demands. Specify how they will add to department vision and the grand challenge.

Research

Dr. Nessler has agreed to continue providing partial summer salaries of new faculty for their first two to three years.

If you have a history of grantmanship Dr. Nessler will also consider funding one to two summer months of funding. Grant salary savings can then be used for items like graduate assistants.

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel February 1, 2016 due by January 1, 2016
International (60 days prior to trip): e.g., travel March 1, 2016 due by January 1, 2016

Upcoming Events

SAAS, February 5-9, 2016
OMEGA II, February 16-19, 2016
AIAEE, April 4-9, 2016
ALEC Academic Program Review, April 2-5, 2017

Upcoming Departmental Meetings

(All meetings in 129 AGLS)

January 11 @ 9:00 am
February 11 @ 2:00 pm
March 9 @ 9:00 am
April 12 @ 2:00 pm
May 11 @ 9:00 am

	A	B	C	D
1	LN	FN	Location	Rank 1 through 10)
2	Ball	Anna	Missouri	
3	Balschweid	Mark	Nebraska	
4	Barrick	Kirby	Florida	
5	Birkenholz	Robert	Ohio	
6	Bowen	Blannie	Pennsylvania	
7	Cheek	Jimmy	Tennessee	
8	Clark	Richard	Tennessee	
9	Croom	Barry	Oregon	
10	Cross	Tim	Tennessee	
11	Dillman	Don	Washington	
12	Edgar	Leslie	Arkansas	
13	Edwards	Craig	Oklahoma	
14	Flowers	Jim	North Carolina	
15	Fritz	Susan	Nebraska	
16	Graham	Donna	Arkansas	
17	Hoover	Tracy	Pennsylvania	
18	Irani	Traci	Florida	
19	Jones	Ed	Virginia	
20	Kirby	Barbara	North Carolina	
21	Martin	Linda	Ohio	
22	Newman	Michael	Mississippi	
23	Osborne	Ed	Florida	
24	Place	Nick	Florida	
25	Roberts	Grady	Florida	
26	Rodgers	Michelle	Delaware	
27	Rudd	Rick	Virginia	
28	Seevers	Brenda	New Mexico	
29	Smith	Keith	Ohio	
30	Stephens	Carrie	Tennessee	
31	Swanson	Louis	Colorado	
32	Telg	Ricky	Florida	
33	Terry	Rob	Oklahoma	
34	Torres	Bobby	Arizona	
35	Wardlow	George	Arkansas	
36	Washburn	Shannon	Kansas	
37	Whittington	Susie	Ohio	

Charge to the External Review Team

**Texas A&M University
Academic Program Review (APR)
Charge to the External Review Team
Department/Program Name**

The Academic Program Review (APR) process at Texas A&M University provides the occasion for academic units to plan strategically, assess the quality and efficacy of their programs, and determine the best courses of action for ongoing improvement. The APR is at the heart of our institutional commitment to excellence, and we sincerely thank you for assisting us. This letter provides you with the charge to the external review team and a brief overview of the department.

External Review Team Charge

Please examine the department and its programs and make recommendations that will help in planning improvements. Your resources are a self-study report prepared by the department, copies of materials from the program's last review, information you gain through personal interactions while visiting Texas A&M University, copies of strategic plans and goal-setting documents at the department, college, and/or university level, and any additional information requested by you or by the department. Within the broad charge of recommending ways the department can continue to improve are some specific questions that we would like you to address:

Reinforce in narrative

- Based on the data / information provided in the self-study report or gathered by the external review team, what are the department's overall strengths and weaknesses?
- How well do the department's strategic goals align with those of its college and with those of Texas A&M University?
- How would you compare this department with its peers?
- What improvements (including student learning and faculty development) has the department made since the previous program review?
- With only current resources or a modest infusion of new ones, what specific recommendations could improve the department's performance, marginally or significantly?

Overview of the Program

needed

[Provide an overview of the department and its programs, along with a chart (using DARS data) indicating the number of graduates per degree program for the previous five years.]

We look forward to meeting with you during your time on campus. If you have any questions or require additional information prior to your visit, please contact Ms. Bettyann Zito, the APR Program Coordinator, at apr@tamu.edu. Thank you.

Request for Faculty Position

I. Department/Unit:

- A. **Position Title Proposed:**
- B. **Rank:** Assistant, Associate, Professor (& Extension Specialist) or Program Specialist I, II, III
- C. **Percentage expectations for teaching, research, extension.**
- D. **AdLoc:** College, AgriLife Research, AgriLife Extension
- E. **Tenure/Tenure-Track:** Yes / No
- F. **Physical Location:**

II. Position is designated as (choose one):

- Vacancy due to retirement or resignation – 10% of funds remain with the unit
- Vacancy due to performance/personnel - 100% of funds returned to unit
- No vacancy; request for a new position – unit may or may not have funds available

III. Position Justification is for (choose one):

- Refill of a vacancy in same subject matter area, same location
- Refill of a vacancy in same subject matter area, different location
- Refill of a vacancy by realigning priorities to a different subject matter area, same location
- Refill of a vacancy by realigning priorities to a different subject matter area, different location
- Request to create a new position not related to a vacancy

IV. Subject Matter Support/Focus

- A. Area(s) of focus and the relevance of this position to organizational priorities such as strategic plans, roadmaps or grand challenges
- B. Identify the 3 to 5 primary roles/responsibilities of this position or attach a DRAFT Position Description if available
- C. For Extension, define focus on rural and/or urban audiences as well as any emphasis on youth audiences with programs, activities and subject matter resources.
- D. Indicate whether any potential opportunity exists to fill such a position jointly between two units or agencies.
- E. Existing and future opportunities for this position to collaborate with other faculty, departments, units, institutes or agencies to support integrated systems-type approaches.

V. Geographic areas to be primarily covered in support of center and county programs, industry, groups and individual clientele. Include explanation of how the location and position complement other positions in terms of statewide coverage for significant priorities (This is mainly for 06 and 07 adloc's).

VI. Financial

- A. **Expected salary range appropriate to competitively recruit candidates**
-Note – do not request a waiver or a return of the 90%
- B. **Department/Unit funds available to support salary from various sources:**
-Appropriated funds and/or designated/soft source (non-appropriated) funds
- C. **Operating**
-Availability of funds and source to cover start-up and operations

VII. Routing of Justification

- Send to Associate Director for State Operations with cc to agency Director for 07 adloc
- Send to Director for 06 adloc
- Send to Executive Associate Dean for 02 adloc

Submission of requests continues all year and prior discussion with appropriate AgriLife Leadership is highly encouraged.

Faculty Teaching Workload Reporting
Request for Distance Education Differential Tuition Allocation or Incentive

I, _____, am requesting the approval of DE allocation/incentive funds for
_____ Semester.

Option	Example	Course/section
Program Area allocation:		
1. Graduate assistant funding	DE fund from three courses offered during 2015 will be pooled to hire new GA for FY 16	
2. Adjunct/temporary faculty funding	DE funds from Spring 2015 will be pooled to hire temporary faculty member for Fall 2015.	
3. Hire hourly student grader	DE funds from Spring 2015 will be pooled to hire grader for Fall 2015 W course.	
Individual incentive:		
4. Faculty incentive		

Allocation Options:

- Option 1. A program area may consolidate funding from several courses to support a graduate assistant. This requires a minimum 12 month commitment (~\$13,000/yr. M.S., does not include tuition).
- Option 2. A program area may consolidate funding from several courses to hire adjunct/temporary faculty on a semester basis (wage based on department approved temporary teaching position policy – see below). Approval must be a minimum of 120 days prior to first class day (university paperwork processing time).

ALEC Adjunct/Temporary Teaching Position Pay Scale

Class size	UG Class w/Masters	UG Class w/Doctorate	Grad Class w/Doctorate
10-19	\$3,000.00	\$4,000.00	\$4,000.00
20-40	\$3,500.00	\$4,500.00	\$5,000.00
41-80	\$4,000.00	\$5,000.00	\$5,000.00
81+	\$5,000.00	\$6,000.00	\$5,000.00

- Option 3. A program area may request funds to hire a grader (~\$10-\$15/hour, max 20 hours per week).

Incentive Option: Individual faculty members may request an amount equal to 15% of DEDT net revenue from the course to be transferred to individual faculty member's account (spring 2014 range: \$11.00 - \$1,200).

I certify that all conditions set forth in the department policy are met.

- The faculty member meets ALEC faculty teaching load compliance (minimum 9 credits/semester)
- The DEDT course is not a variable credit course or a 1 credit seminar.
- The DEDT course has a minimum of 30 undergraduate or 15 graduate students enrolled on census day.
- The DEDT course, and the allocation/incentive option, are approved by the appropriate Associate Head (Undergraduate or Graduate) in writing.

Date _____

Faculty member signature (submission)

Date _____

Department Head signature (approval)

FY'16 ALEC hourly grader positions

Hourly grader position requests must be made in writing to the Department Head and Associate Heads a minimum of 8 weeks prior to the beginning of a semester.

Priority for approval of grader hires, if funding is available, will be based on C or W course designation, identification of assignments with rubrics, and available funding source.

	Classification of grader	
U4/U5/G6 student	G7/G8	Non-student employee w/Masters
\$10.00/hour	\$13.00/hour	\$15.00/hour

W/C courses require 1:25 instructor to student ratio. The ratio is determined by including the instructor plus any aides, graduate or undergraduate. Undergraduate aides are not allowed to grade more than 10% of the writing portion of the final grade.

Graders per week hours will vary over the course of a semester. Request to hire a grader must include an average weekly workload. It is estimated that a grader work week would average 2-4 hours per week per 25 students up to a maximum of 20 hours per week. Grader positions are temporary hires and require a new request each semester. These are non-benefits eligible positions.

Undergraduate grader must have completed the course and received an A to be considered for a grader position.