

**PURDUE UNIVERSITY College of Engineering
Faculty Affairs Committee (FAC)
Meeting Minutes
October 25, 2022, 11:00 - 12:00, ARMS 3041 & Zoom**

Member	Title	Representing Unit	Term ends	Present?
Dengfeng Sun	Professor	AAE	2024	Y
Arvind Raman	Executive Associate Dean (Dean's Rep)	COE	N/A	Y
Kingsly Ambrose	Professor	ABE	2023	N
Mark Bowman	Professor	CE	2023	Y
Phillip Dunston	Professor	CEM	2025	N
Susan Hunter	Associate Professor	IE	2025	Y
Chan Choi	Professor	NE	2023	Y
Amisha Shah	Associate Professor	EEE	2025	Y
Marcial Gonzalez	Associate Professor	ME	2023	Y
Andrew Brightman	Professor of Practice	BME	2025	Y
Joyce Main	Associate Professor	ENE	2024	Y
Chelsea Davis	Assistant Professor	MSE	2024	Y
Timothy Rogers	Associate Professor	ECE	2025	Y
Jeffrey Miller	Professor	ChE	2025	N
Marsha Freeland	Director, Faculty Success Programs	COE	N/A	Y

Purpose and Charter of the FAC

https://engineering.purdue.edu/Engr/AboutUs/Administration/AcademicAffairs/Policies/engineering_faculty_bylaws.html

Engineering Faculty Affairs Committee: Members of the committee shall consist of one representative each from the voting members of the faculties of the schools, departments and divisions of engineering, plus the Dean of Engineering or the Dean's designated representative. Members representing the schools, departments and divisions shall be elected by ballot by the voting members of their respective faculties, except that Heads of engineering schools, departments and divisions shall be ineligible for membership. Each member shall normally serve for three years beginning with the start of the fall semester. No member shall serve continuously for more than six years.

This committee shall:

- a) *Advise the Dean on issues regarding faculty affairs.*
- b) *Suggest and provide ways and means for effective communication among all members of the engineering academic community.*
- c) *Obtain nominations for and supervise elections to engineering committees as required by these bylaws or by University Regulations.*
- d) *Review appointments to engineering committees which require a vote for the election of the members.*
- e) *Advise the Dean relative to the agenda of faculty meetings, matters relating to membership of various committees, and other matters affecting committee and faculty activities.*
- f) *Serve in other capacities as requested by the Dean or the faculty."*

FAC Members

https://engineering.purdue.edu/Engr/People/Committees/ptPeopleListing?group_id=23820

Agenda and Discussion Leaders

1. Meeting Administration
 - a. Meeting called to order at 11:01
 - b. Agenda reviewed and approved by consensus
 - c. [09.27.2022 Minutes](#) reviewed and approved by consensus

2. A. Raman provided an update on the IUPUI restructuring

Current focus is aligning faculty & staffing to correct units.

Tenure/tenure-track faculty

- Tenure/tenure track faculty at IUPUI given option of providing preferred school and 2nd choice. They submit research statements expressing their interest in tenure home choice.
- Offering long-term option of FEP if they don't meet the tenure criteria in preferred school
- Last option is securing tenure at university level for faculty who don't meet the tenure requirements of their preferred schools. Would report to Vice Provost of Faculty Affairs. Exercised with abundant caution – last resort.

Non-tenure track instructional staff

- Lecturers are considered faculty in IU system but instructional staff here. Discussion on how to map them to units here.
- IUPUI's Engineering Technology has large number of adjunct faculty who are paid. Different from PU which does not consider them employees and does not pay them. At IUPUI there is a mix of appointments: courtesy, similar to grad faculty. Sometimes part-timers who teach and are paid.
- Question: How are non-tenure and instructional faculty aligned – where does that happen since it wouldn't be in pcs like for tenure track? HR and Will Sondgerath are using position descriptions to make recommendations that will be forwarded to units.

Question: What are teaching responsibilities of faculty tenured at Provost level? Determining this can be very complex. Likely to use some type of framework like an MOU to lay out responsibilities between the units.

Question: Is there a possibility of WL faculty moving to Indy? For the short term, IUPUI faculty will continue teaching students in Indy. As time passes, some IUPUI faculty might wish to move to WL. If that happens, the reverse could be true, especially if we start new programs/initiatives.

3. Running elections

J. Main shared CoE guidelines and ENE's process for holding elections and encouraged members to share their schools', if they exist. Questions/discussion followed:

- FAC responsible for holding elections for University Senate, ECC, FAC, EAPC & Grade Appeals
- Election process intended to be done independently of the head/school administration. School admins may support the election with oversight from FAC member.
- FAC members may suggest changes to election processes through discussions that take place within their units
- Members often use processes in place that can be amended as needed, e.g., options for online voting.
- Tip from M. Gonzalez: It's beneficial to provide description of committee responsibilities. CoE has this and shares it with members. **Action: M. Freeland** share document for members' review and possible updates. [Link to Committee Descriptions](#)

4. Report/update on research productivity actions by guests, Brittany Vestal and Jason Dietz

J. Dietz made presentation to FAC in April 2022 on what had been done to date. Similar presentation today with new completions and on-going efforts.

Highlights of activities completed over past 2 years

- Added staff to pre- post-award
- Pre-award specialists assigned to faculty who submit 5 or more proposals per year
- Post-award now has specialists assigned to specific processes
- CoE finally has returned to full staffing capacity since covid
- Staff received account management training.
- Continuous improvement survey. 360 reviews reviewed weekly in leadership teams.
- Improved communication methods.
- Travel/procurement improvements
- Travel cards restored to pre-covid levels, with ability to increase levels as needed. Cost comparisons not always required.
- Trip requests eliminated. Previously required to book through concur.
- Airport parking restrictions eased

Questions

- Were you able to hire staff with same level of experience? Fortunate to have had strong applicants – just not at the same pace. But those recruited are of good quality.
- Where is 360 feedback collected? Finance team members have survey links in all of their signature blocks. Reports generated in Qualtrics on weekly basis. Feedback has been mostly positive.
- Do you have an idea of the response rate? B. Vestal can research, but she feels that the site is not heavily used. FAC members can remind colleagues to use this link.
- S. Hunter shared that she tends not to respond to vague questions. Requested specific metrics, e.g., *I received a response in 24-48 hours, yes or no*. Easier to respond.

Research administration process review taking place with consultants, Fisher & Associates, April 2022 – December 2022

- Met with SPS, EVPRP directors, ADRs
- Held faculty listening sessions – 78 faculty were asked to identify pain points.
- Compliance, regulatory, included. Wholistic approach. Pre-award, post-award, account management. Customer centric focus, including faculty and sponsors.

Questions

- When was there a transition to centralized functions? CoE, procurement and employment centralized. Schools still maintain their own account management staff.
- Are staff shared by schools? Minimally.
- Finance is assessing workloads between the different units, independent of Fisher review. Started in October. Should be done by December. Benchmarking to ensure loads are comparable to units outside of CoE. Leveling playing field in an effort to preclude staff leaving for positions in other schools with lesser loads.
- Are staff working remotely? It's encouraged for finance staff in order to address space shortages on campus. Has enabled retention & recruitment efforts. Most business managers have a campus presence.

B. Vestal will share slides and offered to meet individually with members. [Link to Presentation](#)

J. Main thanked the speakers for their work and improvements.

5. Meeting adjourned at 12:02

Next Meeting: Nov. 29 @ 11:00, ARMS 3041
Dec. 13 @ 11:00, ARMS 3041