

CAS Policy Committee and Steering Committee

October 29, 2018

The Steering Committee: 2:30 – 3:30 pm

The Policy Committee: 3:30 – 5:00 pm

Meeting Location:

CAS Conference Room, 830 Clemens Hall, North Campus

AGENDA

1. The approval of Ruth Mack to the CAS Awards Committee effective Spring 2019. Susan Cahn is stepping down from the committee and Ruth will replace her.
2. The approval of Carine Mardorossian to the Faculty Senate.

3. The approval of **the College of Arts and Sciences By-Laws suggested revision (showing revised language)**

The Curriculum Committee shall consult, review, report, and recommend to the Policy Committee matters concerning educational programs within the College of Arts and Sciences, including **programs sponsored jointly with other schools and colleges at the University at Buffalo. These matters include (but are not limited to)** admission standards, degree requirements, and course development and approval. Update on activity of the Committee for Mentoring Clinical Faculty, updates presented by Lara Hutson

4. Report of the approval of the revised final draft of the **College of Arts and Sciences Publication Subvention Fund Policy from September 10, 2018**

Following an introduction by the Dean and discussion centered around subvention for creative projects, the committee approved the following amended language by unanimous consent:

“Publication subvention is intended to assist in the publication, dissemination, or exhibition of an already accepted, peer-reviewed work. Examples of acceptable costs may include extra fees for reproduction of artwork, manuscripts, maps, photographs, graphs, and charts; rights for use of music, film, or video clips; or other special permissions or requirements. Funds may not cover self-published works, or the entirety of publication costs. Researchers and endowed chairs utilizing funds for such subvention expenses need advance approval from an appropriate supervisor (e.g., department chair or associate dean), and must present evidence of peer review and contracts for transparency regarding revenue. Authors must acknowledge the subvention support by naming the endowed funds, their department(s), and the College of Arts and Sciences.”

5. Report: update on procedures of approval of undergraduate course development and approval for courses offered by programs sponsored jointly with other schools and colleges at the University at Buffalo, Dean Robin Schulze will present update during the next policy committee meeting.

6. Proposed draft of policy language reflecting the best practices for Policy committee to consider so that department activities surrounding promotion and tenure mirror the order of activities at the level of APT and PRB (i.e., review of dossier, meeting, closed ballot vote). The current faculty/staff handbook policy specifies that each of these activities should occur, but there is not a recommended order of activities.

1) Dossier made available to eligible voting faculty at least a week prior to department meeting. The physical dossier, as a confidential document, should be kept in a secure location for eligible faculty to review and/or made accessible for viewing electronically via a closed secure UB Box folder.

2) Department meeting to discuss the case/dossier

3) Blind ballot vote

7. Formation of the Department of Environment and Sustainability: Response to Dean's introduction of an early draft of the proposal for the new department with understanding that a later draft would be brought to the committee.

Proposed modifications/addition/comments by the Policy Committee regarding the new **the Department of Environment and Sustainability:**

- a) add humanities, and social science disciplines as potential contributors to this disciplinary department
- b) split lines of regular faculty members with the department as $\frac{1}{4}$ line (teaching a regular course for the new department) –
- c) avoiding duplication of courses that are regularly offered by existing department
- d) consideration of tenure –track appointment of some faculty from RENEW on partly soft lines (using current grants that RENEW has)
- e) creation of the new department not completely based on clinical faculty (clinical faculty lines) to protect sustainability of the department

8. Report of the Committee for Mentoring Clinical Faculty: updates presented by the subcommittee chair:
Prof. Lara Hutson