



Jan. 15, 2021

11:00 am

1. Call to order
Voting members present: Peter Sunderland (FAC Chair), Calvin Burns, John Cumings, Metecan Erdi, Jiazhen Ling, Amir Riaz, Matthew Sinclair
The FAC quorum of 4 is met.
Ex officio member present: Robert Briber
2. Approval of the minutes of the previous regular meeting and any other intervening special meetings(s)
Not applicable.
3. Report of the Chair (including any report from the FAC)
Brief summary of the members and mission of the FAC.
4. Special orders of the day
Five proposals are ready for voting at the Engineering Senate meeting on 22-Jan, 2021.
 1. New Policy for Appointing, Evaluating, and Promoting PTK Faculty for the Dean's Office
Strengths: This is a clear and comprehensive policy. It should serve as a model of what departments should include in their PTK policies. It has good hyperlinks to related policies.
Suggestions and questions: none.
Vote: The FAC voted unanimously in favor of recommending that the Engineering Senate approve this proposal.
 2. Revised Plan of Organization for the Fischell Department of Bioengineering
Suggestions and questions:
 - i) Appendix C (AEP of PTK) is longer than that of some other departments. There may be opportunities to streamline and shorten this.
 - ii) Parts V.B and C. and VI.B and C. (page 7) are somewhat unclear. How is an evaluation different from an annual review? Are annual reviews conducted for every faculty every year? Do all faculty get all the reports?
 - iii) The previous version had a table of contents, which was helpful.
 - iv) Why is a staff member defined as a full-time employee, whereas an undergraduate is defined as a full-time undergraduate or a special student part-time undergraduate?Vote: The FAC voted unanimously in favor of recommending that the Engineering Senate approve this proposal.
 3. Revised Policy on Appointment, Mentoring and Promotion of PTK Faculty for the Department of Chemical and Biomolecular Engineering
Suggestions and questions:
 - i) AMP is unconventional. Most policies refer to AEP (Appointing, Evaluating, and Promoting).
 - ii) When is it appropriate for the faculty supervisor to have discretion over entry-level PTK appointments (page 2)?
 - iii) There is a reference to "second and third level" PTK positions on page 10. These are not defined or used elsewhere. It would be better to call these non-entry-level or something similar.

- iv) There is one ambiguous mention of a majority vote (page 3). We assume this is a simple majority (not a 2/3 majority), but the word simple should be added.
 - v) We recommend single line spacing for improved readability.
- Vote: The FAC voted unanimously in favor of recommending that the Engineering Senate approve this proposal.
- 4. Revised Quorum and Balloting for the APT Review Committee for the Department of Chemical and Biomolecular Engineering
Suggestions and questions: none.
Vote: The FAC voted unanimously in favor of recommending that the Engineering Senate approve this proposal.
 - 5. Revised Plan of Organization for the Department of Civil and Environmental Engineering
Suggestions and questions:
 - i) Can part of section B.3 (page 4) be copied to section A (page 3)? Being the faculty assembly chair is an important responsibility of the department chair.
 - ii) Pdf format is preferred over docx.Vote: The FAC voted unanimously in favor of recommending that the Engineering Senate approve this proposal.
- 5. Unfinished business
Not applicable.
 - 6. Reports of committees
Not applicable.
 - 7. Other new business
Not applicable.
 - 8. Action items
 - i. Prepare TurningPoint polling software for voting and attendance at the Jan. 22 Engineering Senate meeting (Cumings).
 - ii. Notify the Points of Contacts for the five proposals of the above votes and suggestions and questions. (Sunderland).
 - iii. Nominate John Cumings as Parliamentarian (Sunderland).
 - iv. Contact Jim Zahniser about a website for the Engineering Senate (Sunderland).
 - 9. Adjournment