

ARTS & SCIENCES SENATE MEETS MONDAY, March 15th, 1999 at 3:30 PM SHARP

The fifth meeting of the 1998-99 Arts & Sciences Senate will be held on Monday, March 15th at 3:30 p.m. SHARP, in Javits Room (2nd floor, Melville Library).

All Arts and Sciences Departmental and At-Large Senators are expected to attend.

The meetings of the Arts & Sciences Senate are open to all interested members of the University community.

TENTATIVE AGENDA

- I. Approval of the Tentative Agenda
- II. Approval of the Minutes of the Senate Meeting of February 15th, 1998 [Attached].
- III. Report of the Arts & Sciences Senate President (Hugh J. Silverman) Arts and Sciences Senate Constitution and By-Laws Revisions
- IV. Report of the Dean of the College of Arts and Sciences (Paul Armstrong)
- V. Revisions to the Arts and Sciences Senate Constitution and By-Laws:
- VI. Old Business
- VII. New Business

**HUGH J. SILVERMAN
PRESIDENT OF THE ARTS & SCIENCES SENATE**

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ARTS & SCIENCES SENATE CALENDAR (Remaining Meetings)
Monday, 15 March 1999
Monday, 19 April 1999

All meetings are at 3:30 p.m. SHARP, in the Javits Room, 2nd Floor, Library

College of Arts and Sciences Senate
Minutes of February 15th, 1999 Senate Meeting
Secretary: Robert Bloomer

The Meeting was called to order at 3:35 p.m.

- I. The tentative Agenda was approved.
- II. The Minutes from the CAS Meeting on December 14, 1998 were approved.
- III. Report of the CAS Senate President (Hugh J. Silverman)

The President gave an overview of the three issues to be dealt with in the Meeting. These were:

1. Conflict of Interest Policy for all CAS Senate Standing Committees
2. Revisions of PTC Guidelines Regarding: a) Teaching Effectiveness Evidence in Files Submitted to the PTC; b) Conflict of Interest Policy
3. CAS Senate Constitution and By-Laws Revision

IV. Report of the Dean of the College of Arts and Sciences (Paul Armstrong)

The Dean first announced that George C. Williams, Professor Emeritus in Ecology and Evolution has been awarded the 1999 Crafoord Prize by the Royal Swedish Academy of Sciences. Professor Williams shares the \$500,000 prize with Don Maynard Smith of the University of Sussex and Ernst Meyer of Harvard. Congratulations!

The Dean then announced the establishment of the Dean's Award for Departmental Excellence in Teaching. This new award is outlined in a one-page description prepared by the Dean. The Dean noted that a winner of the award would be required to wait three years before being eligible to participate in the competition again.

The Dean also announced the formation of the Dean's Council consisting of a group of successful alumni who will have a twofold purpose. One is to give the College advice about how its programs can be more efficient, and the other is to play a leading role in the fundraising efforts in the College.

V. Conflict of Interest Policy on CAS Senate Standing Committees

The CAS Senate passed the MOTION to introduce the "conflict of interest" rule in all CAS Senate Standing Committees (except the PTC). This means that: Whenever a department, program, issue, or student is under review by a Senate Standing

Committee, all voting members from the department or program whose department, program, issue, or student is under review shall absent themselves from the room during the official discussion and vote. The committee member may be available for questions or comment prior to the official discussion and vote.

VI. Revisions of Promotion and Tenure Committee Guidelines

A. Teaching Effectiveness: The CAS Senate unanimously passed the MOTION to revise Section 2.4.4.2 of the PTC Guidelines concerning teaching effectiveness. Although these changes will be added now to the PTC Guidelines, only newly hired faculty beginning in the 1999-2000 academic year will be expected to fulfill these criteria. The wording in Section 2.4.4.2 has been replaced with:

[Note: Only newly hired faculty beginning in the 1999-2000 academic year will be expected to fulfill the following formulation. Candidates for continuing appointment and/or promotion hired prior to 1999-2000 may choose to have these criteria applied if agreed upon by both the candidate and the department. For those hired prior to the Fall of 1999, the PTC Guidelines in effect as of the Fall of 1998 apply.]

This division of the file will also contain a comprehensive evaluation of the candidate's teaching effectiveness, based on material gathered annually for all faculty members and including both undergraduate and graduate opinion, if applicable. The department should also make a periodic and detailed inquiry into students' perceptions of the candidate's teaching, including their sense of what they learned, its relation to their other skills, work in the field, or personal growth.

To this end, the documentation of teaching should include the following:

1. Numerical summaries of all op-scan forms for courses taught since the faculty's hiring or last promotion. These summaries should be clearly labeled with the course number and title, the semester in which the course was offered, the number of students enrolled in the course, and the number of responses to the questionnaire. A list of the course evaluations provided in the file should include a brief description of each course and its place in the program; whether it is required or elective; whether it draws majors, non-majors, or both; whether the candidate taught the whole course or only part of it; whether there was TA assistance and in what form.
2. Copies of individual op-scan forms with student comments. For small courses, all available copies should be provided. For large classes, representative samples should be taken.
3. Syllabi and other sample course material, such as exams and projects.
4. At least two reports of peer observations of classroom teaching. Both observers should be acceptable to the candidate.

5. Written reports from present and former students. Solicited signed letters on teaching will be placed in the Special Evaluative File.

B. Specification of Policy Concerning Participation of PTC Members in Discussion of Candidates from Their Own Department or Program: After a call to determine whether a quorum was still present and by a small margin, the CAS Senate failed to pass the "conflict of interest" MOTION to request that:

Members of the Promotion and Tenure Committee shall not review the file, be present for the official discussion, or vote on any candidate from a department or program in which that person is a voting member. The Committee member may be available for questions or comment prior to the official discussion and vote.

Therefore the PTC Guidelines shall remain as currently formulated with respect to this issue.

VI. Revisions to the CAS Senate Constitution and By-Laws

The CAS Senate unanimously passed the MOTION to accept the principle that: All members of the CAS Senate are thereby members of the University Senate (and not the reverse as currently formulated in the Constitution of the CAS Senate). Hence all future elections for CAS Senators and for CAS Standing Committee members shall be conducted by the CAS Senate Executive Committee. Detailed wording for revision of the Constitution and By-Laws on this and several related topics will be taken up at the next CAS Senate Meeting on March 15, 1999. Copies of the proposed revisions were distributed at the February 15 Meeting.

VII. No Old Business

VIII. No New Business

The Meeting was adjourned at 5:30 p.m.

