

Governance Council
University at Albany, New York
November 1, 2005
Emergency Meeting Minutes. CC370 2:45pm to 4:15pm

Present: E. Bell, S. Birge, R. Collier, D. Dewar, R. Hoyt, A. Israel, R. M. Range, H. Strother, S. Turner, S. Wood

Guests: R. A. Bosco, W. Hedberg

The Council convened an emergency meeting in an effort to avoid further delays in the composition of a selection for the distinguished teaching and service ranks.

Guests R. A. Bosco and W. Hedberg joined the meeting. Professor Bosco noted that he was not there in an official capacity. He was willing to answer questions regarding his knowledge of the past committees, their progress and procedures for selecting members and nominees. Professor Bosco has chaired this committee from its outset in 1999. The committee was charged by Karen Hitchcock to screen and nominate University at Albany Faculty for the Distinguished Teaching and Distinguished Service Awards.

Prior to 1999, the process was ad hoc for many years and often no nominations went forward, or only one of the categories went forward. The reputation of our campus was not being served in that process. The Senate Executive Committee came up with a process with Governance Council and created a set of campus guidelines. This process has the intention of soliciting regular calls for nomination from the University community. Professor Bosco, stated that creating a list of candidates that can become a rolling list for the next year could ease the process. It would be in effect a pipeline of deserving candidates. Since the committee was formed it has vetted approximately thirty or more nominations for distinguished service and teaching professors. Each campus is allowed to nominate two people per rank per year. The University has had seventeen successful nominations. All the nominations put forward have been successful. Professor Bosco stated that the committee in the past has recognized very deserving people. And it has been a wonderful committee to serve with.

R. Farrell and Professor Bosco met with the Executive Committee last year and approved the list of members for the selection committee. However, it was just realized that the Executive Committee approval was for one year only. Therefore the first list submitted for review has no authority. The discussion continued regarding the guidelines set forth by SUNY Central, and the guidelines used at our Campus. The current Campus guidelines exceed the minimum requirements by SUNY Central in many ways. We have steps built in that are not mandated in SUNY Central guidelines. Professor Bosco suggested that the success rate, by and large were the result of the guidelines used at this campus.

Discussion continued regarding the composition of the members. The question was raised as to the possibility that the committee as constituted is top heavy, and the implications for having junior faculty on the committee was discussed.

This process of nominations is often compressed in the fall. The University at Albany is already behind in the process. Further, SUNY Central's most recent guidelines are not out yet. The deadline for nominations is as early as the end of January. The nominations should be ready for the Presidents signature around Christmas or New Year. In the past SUNY Central has made changes in the guidelines, even after the documents were submitted. One year, a new outline was required by SUNY Central and the nominations were returned to the Campus committee, and given four business days to bring the documents into conformity.

Questions arose regarding our guidelines exceeding requirements, and category 5 concerning the inclusion of Collins Fellows on the selection committee.

W. Hedberg handed out the current guidelines for nominations, and a list of who is presently appointed to the rank. This list is on the faculty and staff website of the University. W. Hedberg noted that a change in the last section headed "time table" can be seen. The schedule of deliverables has been adjusted to make it reflect dates in the notice, for this year only, to take into account the delayed effort, and get the information out to the campus to make the nominations.

Prior to formation of committee, calls for nominations were often unheeded, since the average nomination dossier consisted of two banker's boxes of materials that needed to be put forth for review. Therefore at the Vice President's level it was decided to convene a committee of 3 or 4 persons to review and recommend if a nomination goes forward. The price the campus paid for not having a committee in place was that serious candidates never got off the ground.

The committee does not make nominations or prepare packages. It takes three to five weeks to prepare a full nomination package. A rolling list of nominees is recommended. At least two persons in the department with the prospective nominee's are alerted to this, resulting in nominations that can go forward.

There are actually several categories, including distinguished service/teaching/professor/librarian. This committee deals only with distinguished service and teaching professors. The proposed committee membership as on the table, was rolled over from last years members, just to get the conversation going. When the committee learned that the Executive Committee only approved the members for one year, Professor Bosco and W. Hedberg went back to constitute another list. Arrayed on the proposed committee handout are various categories without reference to specific members, except for some members with prior experience with this committee. Although it seems unbalanced toward service, the committee can use those appointments to create a more representative balance. The membership has also been swayed to professional schools, in prior years.

Discussion continued regarding the make up of the members, and also the terms of appointment. It was suggested that staggered terms be considered. Since this is the first year this committee's roster has passed through the Governance Council, the Council can consider a detailed review of the roster. In the past, the committee's membership has been reviewed by the Presidents Office and by the Executive Committee of the Senate.

It was noted that the list can quickly be narrowed down, when the retired and deceased faculty are eliminated. Also, a person in an administrative position would not be appropriate for this committee. If it would seem likely that someone in the Collins rank that is in the process of being nominated, should not be on the list.

Discussion regarding a pre-select list, such as members with service on the committee in previous years, continued. Considering the most eligible are distinguished faculty, if members are only distinguished faculty they don't have to be nominated again. According to Professor Bosco, the original list was created at a time when there were very few distinguished faculty available. Collins fellows were added. Also, Chancellor's Awardees were discussed. The Governance Council would like to see the philosophy behind the choices, and to understand where the consistency is.

The structure of the members is now in the Governance Council, and they can consider other possibilities with more understanding. Professor Bosco stated that the Collins fellows were considered to have a much broader experience of the University and its history and Service components, unlike teaching awards. Collins Fellows have been around a lot longer than distinguished teaching awardees. Professor Bosco continued, in the early eighties, associate professors that were facing retirement, without the likelihood of being promoted to full professors, were at times selected to be Collins Fellows. However, the University is in a different place now,

there are more people in the Distinguished Teaching and Service ranks. W. Hedberg encouraged the Council to ensure that a committee be in place so that they don't jeopardize the opportunity of some number of our colleagues to get brought forward for this promotion.

Some confusion in the wording of the guidelines from SUNY Central was discussed. According to Roberts Rules, this particular wording, involving the President's designations, should mean that the President may only designate one Ex Officio member to the committee. Therefore, category two was not in compliance. The President can suggest names, but not appoint additional faculty to the committee. However, with Governance approval, the procedure has been in effect from the beginning -- but can be reviewed by the Council again. Another area in which this Campus's process exceeds the minimum stipulated requirements with SUNY Central is within category 2 and category 5, the two Collins Fellows. Professor Bosco suggested re-wording of category 2, to say "two full time teaching faculty appointed with the President's concurrence"

Security of the list of nominees was brought up. The confidentiality of nominees names was assured, they are currently located in the Presidents Office, with the Administrative staff. The list of names and materials may soon be moving to the Provosts Office.

Professor Bosco, suggested that the new committee would have a first task of revisiting all persons eligible, and start that rolling list again. A question about persons who made nomination that may no longer be on faculty might miss the new nominations, but with the creation of a rolling list this could be alleviated. Also, the department should still be aware of the persons nominated. The committee could notify the Dean and/or Chairs that this nomination existed. No nomination has been made to die unless it was turned down. Nominator's are apprised of the disposition of their nomination.

The discussion with the guests concluded. The guests where thanked by the Chair of the Governance Council for all of their work, and for talking with them today. W. Hedberg again asked that a committee be constituted soon.

The Governance Council continued its discussion after the guests left:

The current list is not in compliance with the SUNY Central guidelines. Regarding Ex Officio, a single Ex Officio was thought to mean staff. There is a need to clarify Ex-Officio. They can make the two full time teaching faculty appointments by the committee in consultation with the president.

There was a discussion regarding the Collins Fellow and Chancellor's slots Also, junior faculty, associate professors and Full Professors where discussed. The urgency of this membership was discussed, and assuring that it is resolved prior to the Executive Committee Meeting on Monday, November 7th.

There is currently no consistency in the committee members. A balance within the University in terms of the colleges and departments is needed. The Council would like to propose the changes they deem possible, back to R. Bosco and W. Hedberg, and to the Executive Committee. It would be a disservice to hold up the creation of this committee. The broader issues can be revisited in future meetings, to attain general guidelines to put in place for the next year. They could go with the categories as they are now, just for expedience. It was noted that there was no student representation on the committee. They are not needed for the teaching rank but for the service rank, they are. The Council proceeded to go through the list given by W. Hedberg.

The Council would like to propose to eliminate category 2 from the selection Criteria to the Executive Committee. The Council would also like to eliminate category 5, from the Selection Criteria. There should be no Deans or Management confidential in the membership. The membership should be adjusted such that the Campus representation is appropriate. The membership should be in consultation with the President.

The Council came up with the following proposal.

- 1 Chair of the Senate
- 1 Ex Officio, selected by the President
- 3 Distinguished Teaching Faculty
- 3 Distinguished Service Faculty
- 1 Undergraduate Student
- 1 Graduate Student

The Committee will be charged with electing its own chair. The 3-year terms of each member should be staggered, with 1 serving for 1 year, 1 for 2 years and 1 for 3 years for the first year that the new committee is constituted. The list should be fairly represented by the different disciplines, considering the size of each.

The Council reviewed the list, and is putting forth two motions to the Executive Committee on November 7th. One motion includes the changes in the composition of the committee in general, and the second motion includes the list of proposed committee members, including possible alternates. . The Chair of the Council will check to see if the people are willing to serve as soon as possible before putting their names forward for approval by the Executive Committee.

The Council determined that they will need to talk about what to do if the committee cannot be filled as such. The council determined that at least the minimum guidelines but forth by SUNY Central should always be met. The committee would like to acknowledge the historic importance and memories of Professor Bosco.

Meeting adjourned