



Department Faculty Meeting
Friday, May 7, 2021, 3:30pm
Location: Zoom, <https://washington.zoom.us/j/98405981736>

Minutes

- I. Call to Order at 3:33pm
In attendance: Atkins, Bhowmik, Bi, Cao, Carlyle, Cho, Dubrow, Hamm, Handel, Iwata, Jesty, Kim, Lu, Mack, Marino, Matsuda-Kiami, Nguyen, Nishikawa, Ohta, A., Ohta, K., Pahlajrai, Pauwels, Salomon, Sandaja, Schnell, Takeda, Turner, Wang, Yoon, Yu
- II. **Vote:** Approval of Minutes (*standing item*; Mack); approved unanimously
- III. **Update:** Brief Announcements (*standing item*; Handel)
 1. Department Awards/Convocation: still seeking a student speaker
Date and time? June 11, 3:30-5
 2. New summer course model
College has set aside money to backstop departments this year. Numbers surprisingly low this year. Will decide which courses to run in 3-4 weeks. 10 students are not enough. Minimum number of students is unclear because the calculations are complicated. Please promote classes; Anna can help. She also has a slideshow. Cancelling language classes might impact summer FLAS recipients and Flagship students.
 3. Southeast Asian hire
Dr. Bahrawi has accepted the position and will come in the Winter quarter.
 4. Language Learning Center (LLC) hires
Desktop support team member Cecile Kummerer is leaving, but a replacement hire has been approved. A 50% LLC/50% Dean's Office new position has also been approved.
 5. College Council election (May 19, <https://catalyst.uw.edu/webq/survey/mhr/407077>)
Chris Hamm is on the ballot.
 6. Dean of Arts & Sciences search (<https://www.washington.edu/provost/leadership-searches/dean-of-the-college-of-arts-and-sciences/>) - for faculty meetings with candidates, see 4/30 email from mhr@
Bob Stacey will stay on through the summer. Five finalists.
 7. Faculty office policy (see *appendix 1*)
 8. Merit reviews (May 14, May 21)
Things are looking better for the WA state and University budgets. No hiring or budget increase freezes. The College of A&S is in the black and is advocating for the 2% raise. The University may choose not to, however, in order to shield units that would require layoffs if a raise were given. College Council has announced that standards for merit will not be the same as during a typical year.
 9. Bich-Ngoc Turner colloquium (May 28)

10. Minutes will not attribute questions or comments to specific individuals
Decision made at an earlier meeting and re-affirmed today.
11. Items for future faculty meetings (not today) (listed here so we won't forget)
 - i. Reconsider role of ASIAN-prefixed courses
 - ii. Discussion of teaching-load reduction proposals
 - iii. Revision of five-year hiring plan (due in October)
 - iv. Debrief of merit review processes

IV. Update: Faculty Senate (*standing item*; Jesty)

Class A legislation previously mentioned will be voted upon. Statement of divestment from fossil fuel and calling for police oversight.

College Council election. People choose up to two candidates out of the four. Please vote.

V. Update: User Authorization Agreement for accessing UW web pages (Jesty and Handel)

Jesty had a conversation with a university lawyer Peter Denis and plans to meet with the university ombudsman.

Individual faculty members can express their hesitations by email as a way of forming a paper trail, but this is not essential. It is likely not enforceable. You may also contact the chair to try to find a work-around.

VI. Update: Five-year Hiring Plan revision (Handel; *appendix 2*)

New schedule put in effect two years ago. Tight Autumn schedule for proposing and approving departmental hiring plan. We are currently waiting on the Korean position. We will probably hear next week. A dramatic reduction in retirements is impacting the ability to make new hires.

VII. Discussion: Autumn Quarter teaching (Handel)

We are waiting for direction from the governor, who is waiting until June. The current thinking is that masks will likely be required; students are going to be required to be vaccinated; faculty and staff may not be required because of legal limitations to what the university can require. Plan to be in the classroom and take advantage of the option to have hybrid courses. University wants to assign classrooms on the assumption of maximal in-person teaching, so as to avoid last-minute classroom requests.

VIII. Discussion: Search/hiring procedures (Handel; *appendix 3*)

A gap can potentially exist between the description of a position in a hiring plan and the job ad and evaluation rubric that are later created by a search committee. We might have the faculty meet after a position is approved into a specific job description to guide the search committee. It could be done at a department meeting, at a meeting of eligible voting faculty, or at the discretion of the chair and search committee. There is also the question of when a committee should check in with the faculty as a whole. Discussion involved level of deference to the search committee, role of the programs in determining precise job description, importance of program faculty being involved with any grant gifting organization that might be involved.

IX. Adjournment at 5:00

Appendix 1: Faculty Office allocation policy

AL&L faculty office space allocation
Department of Asian Languages and Literature
Spring 2021
Approved by Executive Committee April 27, 2021

When a faculty office becomes available, it will be offered to current department faculty based on seniority. Seniority is defined by title and rank in the order listed below. Within each category, faculty who have held that title and rank for the longest number of years have higher seniority. Faculty who have been approved for promotion but have not yet formally attained the promoted rank will be considered already promoted for the purposes of this hierarchy.

1. Full professors
2. Full teaching professors
3. Associate professors
4. Associate teaching professors
5. Assistant professors
6. Assistant teaching professors
7. Full-time lecturers
8. Part-time/temporary lecturers

Appendix 2: Timeline for hiring process

FALL QUARTER

- Faculty within departments conduct discussions about hiring, near and longer term.
- **Mid-December deadline** for departments to submit their updated five-year hiring plans and initial hiring requests for the upcoming year to the divisional dean.

WINTER QUARTER

- January: College level discussion of hiring across all four divisions. Divisional deans confer with departments as needed.
- February 1: College submits its updated five-year hiring plan to the Provost, along with the initial draft of the upcoming year request.
- February – March: ongoing College discussion with the Provost about its five-year hiring plan and upcoming year request; departments will be consulted as needed, e.g., asked for new information on retirements, resignations, retentions, and failed current year searches.

SPRING QUARTER

- April: College revises its draft hiring plan and notifies the departments with searches that appear on this revised draft.
- April: These departments prepare and submit search request information in Interfolio.
- May: **Departments appoint search committees for College-approved searches.** These committees meet with the divisional dean and the Associate Vice Provost for Faculty Advancement; design rubrics; decide on application materials; and write job ads.
- May: The current year's hiring report is due to Provost (covering searches in 2020-2021).
- June: The upcoming year's hiring plan is submitted to Provost (covering searches in 2021-2022).

SUMMER QUARTER

- July: **The upcoming year's hiring plan is approved by Provost and relevant departments are notified.** Job ads can then be submitted via Interfolio and searches begin.

Question for Discussion: Given the need to submit our revised hiring plan in mid-December of next year, should we begin discussion at our June meeting, which will allow some of us to work on putting together proposals over the summer for autumn presentation to faculty? Or should we begin the process at our first faculty meeting in Autumn?

Appendix 3: Discussion Questions for Conducting Future Searches

Bullet points with blue shading are from the [Office of Faculty Advancement's Best Practices Guidelines](#)

1. Search committee composition

- Keep in mind that **how you form search committees signals what you value and how power works in your unit.** [Sample search committee models.](#)
- Make sure the search committee is diverse and inclusive, since the committee will likely be the first point of contact for potential applicants. **The committee's composition sends a message to potential applicants about the unit's climate.**
- You may want to invite **at least one person from outside the unit** to serve on the committee. You may also want to include a **graduate student representative**; many units always include a student representative as a best practice.
- It is helpful, for instance, to **balance senior and junior faculty** who are close to the specific subfield of the search with **at least one faculty member who is outside the specific subfield.** It can also be helpful to have a member of your unit's **leadership** team (e.g., an associate or vice chair) serve *ex officio* on all search committees to make sure the unit's broader interests—including its commitments to diversity, equity, and inclusion—are represented at meetings.

Q1: *Should we include graduate students as a matter of course? outside members as a matter of course? or should we stick with three department-internal professorial committee members?*

2. Faculty guidance to search committee

- At what point(s) will it be appropriate to inform the unit of the committee's progress and recommendations?
- At what point(s) will it be appropriate or necessary to gather the unit's input, and in what form(s)? For instance, will the unit as a whole discuss and/or vote on which candidates from the short list are invited to campus, or will the search committee make such decisions on its own?
- **At which points in the process will it be useful for leadership to check in with the committee chair, request relevant data, or require a written report?** Before the job ad is posted? Before the committee begins to assess applications? When the committee creates a "long" short-list for preliminary interviews? When the committee creates a short list of finalists for campus interviews? Before the chair reports to the larger unit?

Q2: ***The Executive Committee has recommended that after a position is approved by the College, we hold a full faculty meeting to translate the position description in the hiring plan into guidance to the committee for defining the position, writing the job ad, and creating the evaluation rubric.***

What additional steps (if any) should be taken in terms of faculty oversight of the committee's work? For example, should there be a vote to approve the job ad that the committee has written? Should there be a review of the long-list candidates?

3. *Campus visits*

- Providing venues for finalists to ask questions they might not feel comfortable asking members of the unit (e.g., about partner hiring, family or medical leave, stopping the tenure clock, disability accommodations, resources for childcare or eldercare, unit or campus climate toward women and minorities). The meeting with a dean can be an opportunity for these kinds of questions if it is clear they can be asked in confidence.

Q3a: During campus visits, should there be on-one-on meetings between candidates and faculty, or should all meetings be in groups (even if small) to ensure that no improper questioning takes place?

Q3b: Should we continue the practice of having meetings where candidates can get the “real scoop” on life at UW and in Seattle in a safe and confidential setting?

Q3c: Should we provide a setting immediately after the job talk or the candidate visit for faculty to take stock of that candidate and exchange impressions?