



Department Faculty Meeting
Friday, February 4, 2022, 3:30-5:00pm
Location: Zoom, <https://washington.zoom.us/j/93820816576>

Minutes (final)

Call to Order

I. **Vote:** Approval of Minutes (January) (*standing item*; Handel) 3:30-3:35

Minutes circulated by email. No objections. Minutes are approved.

II. **Update:** Brief Announcements (*standing item*; Handel) 3:35-3:55

1. Adjunct Faculty renewals – this year's votes and future process

We need to update our process for annual reappointments of adjunct faculty: the entire faculty has to vote every year on them. Adjunct renewals cannot be delegated to the chair. In talking with other departments has learned that some departments do an email or catalyst ballot once a year for these pro forma votes. Feb. 25 deadline for this year. Will set up an online ballot.

2. Chair's sabbatical leave in spring quarter

Chair will be on sabbatical this spring. Chris Hamm will serve as interim chair. Formal announcement soon. Heekyoung will continue as associate chair.

3. College Council

The decision to create a consolidated advising center and remove the adviser from our department was one that our department objected to strongly both in substance (we value close departmental involvement with our adviser) and process (we were not included in any discussions leading up to the decision). The chair at that time approached the College Council about the issue. The body is in some way representative of us: we vote for two reps on the Council.

Chair has reached out to CC chair to ask if they and/or one of the humanities representatives might be willing to come to a faculty meeting to talk to us about what they do.

4. DL designations

Will talk to program coordinators next about DL courses and process and then bring that back to the department.

5. Faculty Activity Report

Normally due early April: this year April 4. Has been later getting to us this year because there are some changes to the form. There is a new introductory paragraph explaining what the form is for and how it should be used. Wording on some items has been adjusted for clarity, and examples added for some. One big change is that there will now be a DEI segment on the form that asks us to comment on DEI-related activities.

6. Reminders: TA selection

TA applications have come in and soon the info will be sent out. Ranked TA lists are due on Feb. 21 to chair. Tight deadline, as always.

Faculty Member: The application deadline is our internal deadline: students can apply late if you want to allow them too. In Japanese program we like to have as deep a list as possible so generally try to accommodate everyone who shows interest, even if they're late. Better to accept late apps than to potentially need to do another round of search in the spring. If programs are open to it, they should contact department adviser to let him know if it's OK.

Adviser: Has so far been assuming it's the case. Send anyone who is interested.

7. Covid/teaching update

Chair believes that we will stay in near-normal in-person classes from now on. Should not be any further disruption.

8. New workstation initiative

Have increased the budget this year. College wants faculty to update equipment.

III. Update: Korean search (Cho) 3:55-4:05

All visits completed. Job talks were announced to other relevant units too. All events—especially job talks—were very well attended. Received positive feedback from faculty in other departments.

Search Process Debrief

Chair: We did a debrief after the Southeast Asia search last year. One thing we did this year was to make sure the job ad and rubric were done with feedback from the whole faculty. Solicited feedback in written form rather than through phone calls. Recorded both job talks and the faculty interview.

Right now, gathering ideas and impressions. Not making any decisions at this point, just beginning the process of gathering feedback.

FM: Question about the social half-hours. Were they longer in a previous search? Is that long enough?

Chair: Would prefer to agree on a structure to gather feedback before getting to the actual feedback.

FM: Do we have a mechanism to ask candidates about what they thought about the interview process?

Chair: That's an interesting idea. Can be a useful thing to do.

Chair: Has created a Google doc with some topics. Link in chat:

<https://docs.google.com/document/d/1USbxYwQNaHHrKOJR2WvW7eutkE7sFmlyDi2CokCTIPI/edit>

We will go into breakout rooms for 20 minutes.

Will have record of breakout room discussion in the Google doc rather than minutes.

--- back from breakout rooms 4:45 ---

FM question: Are we going to go back to in-person interviews/visits? Thinks in-person is better.

Chair: Not clear yet. Agrees there are advantages to in-person visits. But also a lot of disadvantages, like jetlag for candidates from Asia, etc. We will have to see how things go.

Will read the comments on the Google doc to share with everyone.

Will leave doc available. People can keep editing for a couple of days. Chair will clean them up and make them available.

IV. Adjourn.

Attendees: Ahmad, Atkins, Bahrawi, Bhowmik, Bi, Cao, Chesbro, Cho, Dubrow, Hamm, Handel, Iwata, Jesty, Kim, Lu, Mack, Marino, Matsuda-Kiami, Nguyen, Nishikawa, Ohta, A., Ohta, K., Pauwels, Sandjaja, Van Scoyoc, Takeda, Wang, Won, Yoon, Yu

Search Process Debrief

- I. *This debrief is concerned only with process, not with the merits of individual candidates or the content of their meetings and talks. Please respect the confidentiality of those details in this public faculty meeting.*
- II. It is considered best practice for department leadership to carry out a debrief after each search so that the process can be improved for future searches. UW Faculty Advancement's [*Handbook for Best Practices*](#) (Section 2.8) recommends that the debrief be carried out with the search committee members, but for us (at least this year) the debrief will be more effective and inclusive with feedback from all faculty who participated.
- III. The Handbook notes:
- IV. [The debrief] is **an opportunity to assess the effectiveness of the unit's hiring process**, as well as an opportunity to learn from both successes and any difficulties that arise.
- V. During the coronavirus pandemic, for instance, search committees learned a great deal about **how to successfully navigate faculty hiring in a virtual environment**, including how to streamline their processes and better focus on those activities that are essential for evaluation and selection. Search committees also learned a great deal about **how to work with candidates** to ensure they are able to present their best selves and to participate fully in hiring activities. Many of these lessons are transferrable to in-person processes as well.
- VI. Although the pandemic will eventually end and allow us to conduct in-person visits again, we should also be prepared to conduct more virtual searches in the future, which have certain advantages when it comes to cost and convenience. **So in thinking about how to improve our process for future searches, we should be considering both virtual and in-person meetings.**
- VII. Among the issues we can discuss are the following (this is not intended to be an exhaustive list):
 - Faculty involvement in vetting the job ad and the rubric for evaluating applications
 - The number and type of scheduled meetings

- Job talk
 - Faculty interview
 - Social (half-)hours
 - Meeting with extra-departmental faculty/staff (e.g. Korean Studies)
 - Should there be other types of meetings?
- The length and format of meetings, including the degree of moderation
 - Availability and timing of recordings of job talks and faculty interviews
 - Mechanism(s) for search committee to collect feedback

Scheduling of personnel meetings to discuss candidates