



Department Faculty Meeting
Friday, October 13, 2023, 3:30pm
Location: Denny 213 and Zoom

Attendance in person: Bahrawi, Bhowmik, Cho, Choi, Hamm, Iwata, J. Kim, Ma, Marino, Matsuda-Kiami, Nishikawa, Ohta, Pauwels, A. Ohta, Turner, Wang, Won; Zielonka
Attendance on Zoom: Atkins, Cao, Dubrow, U. Kim, Mack, Rominger, Sandjaja, Takeda, Yu; Van Scoyoc

I. **Call to Order 3:31pm**

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

Minutes approved

III. **Announcements** (*standing item*; Handel) 3:35-3:45

- Welcome to new faculty; April unit adjustment; Markus lecture; ChatGPT; etc.

Zev: Three new permanent faculty members; new temporary lecturers; Khmer is transitioning to our dept; Pauli has taken over the transition management as language program coordinator for the Southeast Asian Program; no course prefix yet but we will apply for **KHMER** soon.

Thank you to SE Asian program for nominating the lecturer for this year's Markus lecture—we have our first SE Asian specialist for the Markus lecture, Hendrik Maier of UC Santa Barbara; Nazry volunteered to organize the planning; more updates in winter quarter.

Another unit adjustment (a pool of money for salary increases from the College); last year the College self-funded a pool to adjust salaries (people with salaries much lower than at comparable institutions and salary compression); College recognizes salary is an important issue; embarked on 3-year program to spend down reserves on salaries; College now applying for permission to undertake another unit adjustment this academic year; if it happens, will take effect on April 1.

Been fielding questions and concerns about ChatGPT; no official UW policy until Provost's email from a few days ago. Two things coming up to help us think about this broader issue: Monday afternoon 10/16 lecture by Emily Bender from Linguistics on how large language models work; recommend attending. Community Standards and Student Conduct Office has asked to come talk to us, they will attend the next faculty meeting and one issue they will address is ChatGPT.

Our June convocation speaker was Robin Leong; his father founded the Seattle Kung Fu Club; held gala party recently for its 60th anniversary; Zev and Nazry attended at the invitation of Robin; part of the celebration is to give money to local organizations; Seattle Kung Fu Club contributed \$3,000 to AI&L.

IV. **Updates** (*standing item*; Handel) 3:45-3:55

- Office staff; Promotion guidelines; Diversity statement; Public records requests; Student Credit Hours and Majors; Finance Transformation; etc.

Zev: We have five office staff positions—four in the main office and a Chinese Flagship PC; 4 of 5 are now filled. Frances Zielonka new administrator. Nathan Loggins starting Monday as Chinese Flagship Program Coordinator. Belle Arkham now Department Coordinator. Ad for administrative assistant position just went up with closing date for late October. Amanda Kristine Burks here as temp through end of the quarter.

Last spring I set up two ad-hoc committees (chaired by Itsuko and Davinder) to work on promotion guidelines from assistant to associate (professor and teaching professor); want to run informally by Humanities representatives on the College Council then bring to all for discussion and approval; Later, perhaps early in winter quarter, I will request permission to establish ad-hoc committees to create guidelines for the higher level promotions.

In June the Diversity Committee brought a draft of diversity guidelines for review; will bring future version to faculty later in the fall.

Public records: Dean Reed told chairs that these are becoming more frequent and therefore taking up more time; remember that if we get a public records request, any *work product* is subject to the request, meaning anything you've created (on paper, in a recording, in a text, email that is related to work must be provided, *even if it is on a personal account*.

A lot of anxiety around the country about the Humanities; but things are good here right now—we are bucking the national trend. Majors and enrollment are stable and healthy. Within our department enrollment is stable and healthy. Our student credit hours seem not to have gone down despite implementation of our courseload reduction—because you are all doing an excellent job in teaching and attracting students. There is no cause for anxiety.

Finance Transformation has happened; top priority was payroll—that's all good. A lot of systems dealing with finance and budgets (vendors) are still not working. Slowly coming online and people slowly learning what to do. What this means for you is that things may take longer (buying equipment or expense reimbursement). Expect it to take several years before everything is working smoothly.

Faculty 1: This is all because of software?

Zev: Yes, it was 40+ year old software. Large scale and complicated transformation and causing consternation all over campus and will continue to do so for a while.

Faculty 2: Does this expand to enrollment software?

Zev: As far as I know this is only for finance; this is all in Workday.

Faculty 2: Is it the case that the reason the Provost has been taking more funds from our summer program is to get money to update these systems?

Zev: I don't know, it's not something I've heard of.

V. **Update:** Search for assistant teaching professor of Hindi (Pauwels) *3:55-4:05*

Heidi: Committee (grateful to Liping and Jameel for getting into action early on); met with DEIA consultant Chad Allen (Associate Vice Provost for Faculty Advancement) early on so we could draft the rubric and ad; ad you should have received over email; thanks to the great example of last year's Korean and Chinese teaching professor ad examples, everything went through smoothly; ad published in Chronicle and sent around our networks around the world; a couple of days ago we only had a handful of applications but confident that we will have a good candidate pool as we approach the November 1 deadline; we were told not a good idea to start reviewing applications until all are in to prevent bias. We have indicated in the ad that we will ask for teaching videos of finalists, so we hope we can get these quickly once we have a long list. Ideally we can then decide on a shortlist during final exams. Unclear if interviews will be on zoom or in person. Depends on what the shortlist looks like.

VI. **Vote:** Delegations of authority to chair (Handel) *4:05-4:15*

- Appendix 1 (Text of motions)

Zev: Every October we vote on two motions called Delegations of Authority to the Chair; these are functions that would otherwise require a full faculty vote, however they often need to be carried out on a short term rapid basis; we've been delegating this authority for a long time and vote on renewing the authority every year; on two things (1) hiring of temporary part time lecturers (often a situation where we need to hire someone to cover a course at very last minute); (2) counteroffers when somebody has been offered a position elsewhere and we need to decide whether to recommend a counter-offer to the dean to retain faculty-if authority is delegated to chair then chair can consult relevant faculty and move fast.

Motions shown in Appendix I is same as previous years; except “Research Associate” has been removed. It’s not in faculty code and I don’t know why it’s been in our motion in previous years.

Brief review of Rules of Engagement: Chair has presented both motions. Discuss and vote on them one at a time.

First motion: Amy seconds

Faculty 1: “Research associate”--do we have visiting researchers at all?

Zev: Visiting scholars yes but that is a separate issue that doesn’t require a faculty vote. We can still invite visiting scholars. we have a page on the website with instructions and criteria.

Faculty 2: We don't pay visiting scholars.

Faculty 1: Is “research associate” a paid position?

Zev: Presumably, except it’s not clear to me what it is. This is not an actual rank or title at UW for faculty.

Faculty 2: ...which we don’t have.

Zev. No, we don’t.

Chair calls vote: first count votes in the room then count votes on zoom (requires just majority of ppl who are present).

Faculty 2: Not possible to just do aye or nay and then go to hand vote?

Zev: I think we are better off just counting votes to make sure this is no uncertainty.

Result of Vote:

Yes: 26 No: 0 Abstain: 0

Motion passes.

Second motion for retentions/recommendations for competitive offers to the Dean:

Chris seconds

Faculty 4: Out of curiosity, when was the last time this happened?

Zev: Beginning of last year; kept confidential except for those I consulted.

Result of Vote:

Yes: 26 No: 0 Abstain: 0

Motion passes.

Faculty 5: This capacity for people to keep competitive cases confidential—is this a decision for the faculty as a whole? I’m not sure if it makes sense.

Zev: I will dig into that a little more. Salaries are public information in WA. If the question is what specifically was the counter offer, I don't know if it's appropriate or possible to keep that confidential.

Faculty 5: There is a difference between telling us a dollar amount offered and notifying us that it happened.

Zev: I will find out what policy is.

VII. Reminder: FERPA guidelines (Handel) 4:15-4:20

Zev: Amy asked me to give everyone a brief update on FERPA rules. Great idea. Won't go into detail, but provide information on resources. FERPA governs rights of students and rights to privacy of their records because we receive federal funding.

You should never send student grades by email because email get forwarded/copied. If that happens it's a FERPA violation. Never put graded materials in a public area. Never release info to anyone even to their parents unless students have provided written permission to the Registrar.

Best practices for how we share information: page at Registrar's office—will circulate link after the meeting. Also a 20-minute training with scenarios; recommend doing that. If something comes up about student information, please remember we are bound by these rules. Please seek guidance from me or Frances.

Faculty 1: I think that applies to students 18 years or older.

Zev: You should assume 18 if you don't know their age.

Faculty 1: We sometimes have high school students who get placement information — can that be released to parents?

Zev: I would consult with someone from the university and seek guidance.

Faculty 2: The same rules do apply for students under 18.

[Note: after the meeting, the chair confirmed that all UW students are subject to FERPA regardless of age.]

VIII. **Discussion:** Five-year hiring plan (Handel) 4:20-4:35

- Appendix 2 (excerpts from previous hiring plans)

Zev: Overview of how hiring works. At the UW, departments do not own faculty positions. If a faculty position ends here for any reason (retires, quits, passes away, etc.), that position disappears. There is no presumption that faculty size will stay the same size; no presumption that the university will grant us the same position. Each December, College of Arts and Sciences departments submit a plan to Deans of the College; propose positions within the context of a five year plan (teaching and research moving in direction; what vision is). Deans look at budget (retirements, slots available), decide which requests they will grant based on how many positions they can afford to grant, and how convincing the proposals are. Deans put together a college hiring proposal. They tell us if any of our positions are part of the proposal; send up to Provost and Provost makes final approval decisions. Takes months to play out, we are told in Spring if we can hire. The hiring process begins in summer, runs through the next winter or spring, and a successfully hired faculty member would then start the following autumn (it's nearly a 2-year process end to end).

This dept has been extremely successful in the last several years in getting hires we have requested (Joe Marino, Kim Nguyen, Nazry Bahrawi, Ungsan Kim, SeaHee Choi, Xi Ma). It's impressive how much our faculty have grown, looking back to the hiring plans from when Paul was chair. We do have a few things we're obligated to do in the next hiring plan. We received a \$2 million endowment for a Telugu Studies position; College has committed additional funds for salary to create the new assistant professor position. We discussed and approved that last year; now the money has come in and we will build that into our hiring plan. The college will approve it.

We lost a Vietnamese instructor when Yen Nguyen resigned, but we still have a robust Vietnamese program; Brian has committed Bridge funding which is how we have hired Diep Le this year; we are in a strong position to get approval for a replacement Vietnamese position.

I will send out email next week to request other position proposals from programs; will collate and distribute in advance of November meeting with hope that we can then discuss and reach consensus. After November meeting, will work with Executive committee to craft consensus into a specific proposal that we can vote on in December.

This afternoon, I received email from Dean Harris on hiring plan instructions laying out what criteria the College of Arts and Sciences will use. We are now at a steady state for overall size of faculty in the college. This likely means number of positions available will be closely tied to number of retirements. Important criteria include: curriculum, demand, research, how is it changing/diverting resources to fulfill shift to new direction, community and public engagement, vision, and space. Cannot enter new hire into the system without saying where they will have office space. We have been growing but we do not get more space unless we can make a convincing space. (I will circulate this email to you all after the meeting.)

Faculty 1: Pauli and I have discussed over the past weeks we would like to propose three new hires: Vietnamese, Khmer, and a second tenure-line position mainland SE Asia (to complement Nazry's work on maritime SE Asia). We will propose digital culture, visual culture, and other fields (open to film and literature). Ties into how we see our department moving forward, part of larger discussion of whether we will remain focused on literature or spread out into media and cultural studies.

Faculty 2: Wanted to note over last two years Jackson School of International Studies may have a possibility of East Asian hire (modern maybe pre-modern) to replace Kyoko Tokuno's position; maybe a way to collaboratively dream up a position. Kyoko Tokuno was an East Asian religions specialist; somebody who could teach those courses but also teach other things that intersect with our departments.

Zev: College looks very favorably on positions that collaborate across units.

Faculty 3: Is our own Buddhist Studies program limited to South Asia? Wouldn't we be a better home than JSIS for an East Asian religious studies position?

Faculty 2: Yes, what you mentioned certainly dovetails with what I imagine to be the future of the Buddhist Studies program. There's potential for that but also creative ways for AL&L and JSIS to work collaboratively.

Faculty 4: Could you share the criteria from the dean?

Zev: Yes, and I will also share our recent hiring plans; will put everything on Google Drive.

Faculty 5: There is a long list of courses and also history or media studies courses that can be counted towards our minor; the course could be counted towards minor and covered SE Asian religion; can we request an adjunct professor to also teach in our program?

Zev: There is a difference between someone who is administratively 50% in one department and 50% in another; adjunct is 100% in one department but recognized as able to perform certain duties in our department; we have the option to invite anyone currently teaching in another department at UW to be adjunct in ours; we can also support another department by making a promise to make their hire an adjunct; in some cases it may be more advantageous to us to support a hire in another department rather than bring someone into ours.

IX. Discussion: Department by-laws (Handel) 4:35-4:50

Zev: Last year a lot of issues came up in the department about how we should go about various tasks of governance (Chair, committees, faculty, administrative...). We realized that we do not as a department have by-laws. We do not have a set of rules that explain how the department is structured administratively. We do have on our website a giant, long collection of policy that we've approved at faculty meetings. Other departments have bylaws, which provide structure for knowing what they do and don't do in the department, and also structure for how bylaws can be revised. We need bylaws. Question is how to put them together (figuring out what to put in them, drafting, revisions, etc.); one way to do it is to set up an ad-hoc committee but we already have several and everyone is stretched very thin. Don't want to put this off until next year. Want to ask your thoughts about what you think might be a workable way to approach this issue.

Faculty 1: You said many depts have by-laws. We may not have to start from zero; we can start by looking at what other departments have in place rather than reinventing the wheel. I'm curious what departments or if Deans know-what departments are known for their shining example of bylaws excellence.

Zev: We would definitely start by looking at other departments. Great idea to speak to Deans. Our department is structured in unique ways, but that is certainly a good suggestion for starting.

Faculty 1: Are Scandinavian and German separate units?

Zev: Yes. And Germanics has a much smaller faculty than we do. So Scandinavian isn't necessarily a good model for us.

Faculty 1: I'm on the Executive Committee so I hate to say this--but is this something the Executive committee can help you with?

Zev: Perhaps, we could start that way for a structure or outline, and then go to the programs to help fill in the content. Maybe the Executive Committee has the bandwidth to do it.

Faculty 2: Could we request external help?

Zev: Like Linda Callecod? Yes, but that costs money. I doubt the College would be willing to pay for this because it is not an emergency.

Faculty 2: Because when it comes to bylaws, it seems like something much more specialized.

Faculty 3: Can you provide a few examples where we as a faculty felt that our hands had been tied because we didn't have bylaws to consult?

Zev: For example, I created an ad-hoc committee two years ago. Some faculty member said, wait, you can't do that. A chair can't create a committee without faculty approval. But we had nothing written down. We ended up having to take up the issue in a series of faculty meetings over many months.

Faculty 4: We have by-laws and policies on our website

Zev: Yes, we have these things we call by-laws but they do not have the actual structure of by-laws. Don't know why they were named by-laws.

Faculty 5: The things passed by our faculty and on the website--do they still have validity?

Zev: Yes, those are department policies that were approved, and some of them will be part of our by-laws. But not all policies belong in by-laws. I've started asking standing committees for lists of their responsibilities. My thinking is those will be integrated into the by-laws so we do have a head start.

Faculty 4: Can we start by updating these outdated "by-laws" on the website?

Zev: I don't know if that is a good use of our time. To start by deleting outdated items I think is a dangerous thing to do. Don't want to spend the rest of the year's faculty meetings going through the old list and figuring out which things are no longer applicable, and voting to rescind them.

- X. **Discussion:** Affiliate faculty policy (Ohta and Handel) *4:50-5:00*
- Appendix 3 (Faculty Code)

Zev: Affiliate faculty have minimal status that reflect they contribute in some way to our department's mission. Grants them UW NetID, allows them to use library system; since I've been here, they've always been instructional faculty. We have one now, Ed Lien. We've not had affiliate faculty who is involved in our research. I have received a request from Amy. I want to have a conversation with you all about whether you're comfortable with this kind of affiliate status. Asked Brian Reed, who said it is common to give research collaborators affiliate status.

Amy: Writing a book with two other ppl, one a professor at Georgia Tech and one is former student. Her faculty position is at a small institution where she does not have the same library access. I end up functioning as her research assistant because she can't pull articles, etc. If she had an affiliate position here, then she can use the libraries, interlibrary loan (the biggest benefit). Also, when we co-author articles she can list UW as one of her affiliations (which have UW will enhance our visibility and prestige in Japanese Applied Linguistics). I understand they are limited term appointments.

Zev: One-year appointments, subject to renewal.

Amy: So, if we are not doing collaborative research, then we don't need the appointment; but she has sometimes taught for us, and for example, if I go on sabbatical, she could step in and cover courses. Zev's initial reaction to this was negative because the collaborative research aspect had never come up in the department.

Zev: This isn't a discussion about this specific former student, but rather a way for us to discuss this topic generally. Does anyone have specific concerns or objections to an affiliate position with research status?

No objections.

Zev: We will pursue this and see how it goes.

XI. Adjournment

4:50pm

Appendix 1: Delegations of Authority to the Chair

Delegation of Authority

We will vote on two motions. The first is an annual renewal. It was most recently voted on and approved in October 2022. The second is a biennial renewal. It was most recently voted on and approved in October 2022. (I recommend that we vote on this renewal every year.)

The Faculty Code explicitly permits delegations of faculty authority.¹ **The justification for these delegations**, common across the university, is that the need to appoint a temporary lecturer or make a competitive counter-offer is often urgent, or takes place over the summer. It is impractical to bring the full faculty together for a vote under these circumstances. The delegation of authority allows the chair to move quickly when needed to staff teaching positions or retain faculty members.

A. Annual renewal of authority to recommend certain appointments and renewals

Motion (changes from the version that was adopted in October 2022 for consistency with faculty code are highlighted):

“The members of the faculty of the Department of Asian Languages and Literature delegate to the department chair the authority to recommend to the dean appointments and renewals of appointments of (1) affiliate faculty; ~~(2) research associates; and (3)~~ **and (2)** part-time lecturers (both annual and quarterly). The chair will consult with appropriate faculty members as necessary or desirable in each individual case. In the case of spousal or other appointments that present a conflict of interest for the chair, the associate chair will exercise this authority.”

B. Biennial renewal of authority to recommend competitive counteroffers

Motion (no changes from the version that was adopted in October 2022):

“The members of the faculty of the Department of Asian Languages and Literature delegate to the department chair the authority to recommend competitive salary offers to the dean. The chair will consult with appropriate faculty members as necessary or desirable in each individual case. In the case of spousal or other appointments that present a conflict of interest for the chair, the associate chair will exercise this authority.”

¹ On appointments and renewals: Faculty Code 24-52.C and 24-53.A. On competitive offers: Faculty Code 24-71.B.3.

Appendix 2: Excerpts from previous hiring plans

December 2022

The Department faculty recommends that our annual five-year hiring plan prioritize the positions of assistant teaching professor of Hindi and assistant professor of Sinophone literature and culture, in that order. Beyond these two positions, we express longer-term interest in three positions (unranked) that will support the future directions of our department: Japanese/Korean linguistics, Classical Chinese, and South Asian cultural studies.

December 2021

The Department faculty recommends that our hiring plan for the next five years prioritize the positions of assistant teaching professor of Korean language and assistant professor of ancient Chinese texts, in that order. Beyond these two positions, we reaffirm longer-term interest in four tenure-line positions, while recognizing that ongoing flux in our department may lead us to revise the specific proposals in future iterations of our hiring plan: Sinophone literature and Hindi language/literature (both carried over from last year's hiring plan), South Asian media/culture, and Japanese/Korean linguistics.

December 2020

The Department faculty recommends that our hiring plan for the next five years prioritize the position of assistant professor of Korean language/literature/culture carried over from our previous hiring plan. We also affirm the importance over the next five years of additional positions in our South Asian and Chinese programs. We propose hires in modern Hindi language and literature and in modern Sinophone literature, without prioritizing one over the other, while recognizing that ongoing flux in these programs may lead us to revise these specific proposals in future versions of our hiring plan. We also affirm the need for further strengthening of the Korean program beyond the currently proposed hire, which may lead us to include another faculty position in Korean in a future iteration of our hiring plan.

Possibilities for next hiring plan

- Assistant Professor of Telugu (we have committed to this, as has the College)
- Assistant Teaching Professor of Vietnamese (to replace Yen Nguyen)
- Assistant Professor of Sinophone Studies (from previous hiring plans)
- Assistant Teaching Professor of Khmer (for eventual permanent position)

Appendix 3: Affiliate Titles at the University of Washington

Faculty Code 24-34.B.10:

An *affiliate* appointment requires qualifications comparable to those required for appointment to the corresponding rank or title. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.

[On qualifications at different ranks, see 24-34.A]

Academic Human Resources: <https://ap.washington.edu/ahr/academic-titles-ranks/affiliate-titles/>

Individuals who maintain principal employment outside UW or UW's academic units may be eligible for an affiliate appointment that would allow them to contribute to the teaching and/or research mission of the University. Affiliate appointments are not intended for regular UW compensation or to be benefits eligible.

Appointments are for 12 months and must be renewed annually.