

**MINUTES**  
**Faculty Affairs Committee**  
**December 10, 2018**  
**1:30 p.m. 901D Axinn Library**

1. The November 26, 2018 Minutes were unanimously approved.
2. Discussion on criteria for pilot program
  - selection amongst all the schools
  - preferably 10% of faculty in each school
    - will have different numbers depending on size of school
    - 1 course per faculty member
  - faculty members who are willing to offer up one course for which we have at least one semester of historic data within the last 2 years
  - doesn't have to be tenured faculty, but will be marked as not tenured faculty
  - evaluations will be protected during reappointment and tenure proceedings
  - adjuncts included
    - must teach more than one section of the same course or more than one course
3. Special Leave Applications
  - Caroline will scan all Special Leave applications and 6.19 Load Reduction applications and upload to a site on Blackboard titled "FAC- Special Leaves"
  - only faculty members of Faculty Affairs Committee are included
  - meeting to approve all leaves will be held on Thursday, January 3 at 9am