



## College of Engineering and Computing

### Faculty Council Meeting

February 25, 2021

**Committee members in attendance (Zoom):** Joshua Hutcheson (BME), Trina Fletcher (SUCCEED), Vladimir Pozdin (ECE), Jessica Ramella-Roman (BME), Mohamed El-Zomor (MSCIS), Ibrahim Tansel (MME), Albert Gan (CEE), Xia Jin (CEE), Alexandra Strong (SUCCEED), Xuan Lv (MSCIS), Masoud Sadjadi (SCIS), Ning Xie (SCIS), Charlie Lin (MME)

Meeting called to order at 2:05pm by Dr. Jessica Ramella-Roman

#### **1. Evaluation of College of Engineering and Computing administration.**

The meeting began with a discussion on the evaluation of CEC administrators as charged to the FCOG in the bylaws. The survey created by the FCOG will be sent to all full-time research, teaching, and tenure/tenure-track faculty with a unique link per faculty member. Each faculty member will have the opportunity to evaluate administrators in her/his own department/school and all CEC administrators. Given that the Provost's office recently sent evaluation surveys to all faculty, FCOG members discussed whether we should delay our evaluation to avoid confusion. After discussion, FCOG members agreed that we should proceed to distribute the survey as soon as possible in order to not delay tabulation and reporting of the results. FCOG will describe the difference between this evaluation and the one established by the Provost's office. Namely, the results from the FCOG moderated evaluation will be tabulated and shared in a repository, whereas the results from the Provost office's evaluation are not reported.

FCOG members also discussed whether we should include interim or newly appointed administrators in the evaluation. The bylaws do not specify a time period for which an administrator must serve before evaluation; therefore, FCOG members decided to include all administrators regardless of service time to avoid establishing any precedence not included in the bylaws. It was suggested that the "No Opinion" option provided on the survey may be especially appropriate for administrators who recently began in a certain position. This gives the option of providing feedback but also a mechanism for faculty who feel that they do not have enough information to rate an administrator at the time of the survey.

Given the unique situation of SUCCEED (relatively small size, consisting mostly of junior faculty and recently established school), FCOG members agreed with SUCCEED representatives that SUCCEED faculty would opt out of this round of evaluations. FCOG members believed that other departments/schools are well-established and were well-represented in FCOG when the bylaws outlining the evaluation process were set. Therefore, all other faculty should have the option to participate.

FCOG members agreed that only the tabulating ratings from the evaluation will be shared in the repository. Comments provided in the evaluations will not be shared with all faculty. All data will be de-identified such that the evaluator's identity is protected.

Dr. Ramella-Roman will draft a letter to all faculty to explain the process, including data collection and reporting. FCOG will review this letter via email before it is distributed to the faculty list. Evaluations will be performed every four years as stated in the bylaws.

## **2. Discussion on courtesy appointments.**

FCOG discussed CEC-wide policies regarding courtesy appointment procedures. Given that each department/school may use these appointments for different purposes and to collaborate with different types of professionals (e.g., K-12 teachers in SUCCEED and clinicians in BME), FCOG members agreed that the policy should provide an overall framework but also flexibility to recognize the different needs across the College. FCOG reviewed language from the Provost's letter and guidelines, which seem fairly general and to not be in conflict with BME policies that had been discussed as a possible foundation for the CEC policy. The Provost office's documents discussed can be found using the following hyperlinks:

<https://policies.fiu.edu/files/811.pdf>

[https://academic.fiu.edu/AcademicBudget/www/offerletters/FACULTY LETTER OF OFFER COURTESY 01122016.docx](https://academic.fiu.edu/AcademicBudget/www/offerletters/FACULTY%20LETTER%20OF%20OFFER%20COURTESY%2001122016.docx)

Based upon discussion of these documents, FCOG members proposed the following language in the CEC policy: "A courtesy appointment may be extended by an academic unit to persons who meet the unit's professional qualifications but whose primary assignment is outside the unit. Courtesy appointments, upon approval by the department chair and dean, do not include compensation, and are made in accordance with normal general faculty qualifications."

FCOG members proposed to add that the nomination for a courtesy appointment for a particular department/school must be made from current faculty within that department/school. Appointees will be required to submit a resume/CV. Further qualification requirements and procedures may be required and implemented by each department. The approval must be in accordance with departmental/school bylaws and approved in consultation with the chair/director and the Dean. Courtesy appointments will require renewal/re-evaluation every 4 years unless otherwise stated in departmental/school policy.

Dr. Ramella-Roman will draft a document based upon this proposal for review prior to next FCOG meeting.

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Meeting closed at 3:15 PM