

Meeting Minutes
Executive Committee of the AFSE
September 4, 2025

Present: Avi Wiezel (SSEBE), Hyunglae Lee (SEMTE), Olivia Burnsed (secretary-SBHSE), Nancy Cooke (TPS), Brian Atkinson (TPS), Yanchao Zhang (ECEE), Treavor Boyer (SSEBE), Barbara Smith (SBHSE), Shaopeng Wang (SBHSE) Yong-Hang Zhang (ECEE), Ted Pavlic(SCAI), Guoliang Xue (SCAI), Xiangyu Guo (MSN), Xi Yu (MSN)

Via Zoom: Ron Calhoun (SEMTE)

Guests: Kelli Haren, Kyle Squires

1. Introductions & Discussed role of EC & chair
 - a. Executive Committee is a primary vehicle for faculty to speak directly with the Dean & Dean can solicit feedback from faculty in each department who act as liaison

2. Approval of minutes

Motion: Approve minutes from April 4, 2025. The motion was unanimously approved.

3. Discuss voting for new Chair of Executive Committee

- a. Chair selected from current committee members
- b. Anonymous google form will be used for voting
- c. Responsibilities: curate conversations, pre-work, facilitate meetings, ensure follow-ups
- d. Process: members reflect on capacity, may opt out if needed
- e. Interested faculty email Olivia; voting follows

4. Update on Teaching Professor Promotion Criteria

- a. Reviewed proposed changes and latest amendments from previous meetings
- b. One more proposed change that will be voted on via email from Kelli
 - i. Under "Levels of Evaluation": "1. A school or unit level committee consisting of faculty from the school or unit in which the applicant is appointed, augmented by at least one teaching professor if there is at least one currently appointed in the unit at **or above** the rank for which the applicant is applying (Academic and Student Affairs (ASA) is considered a unit for this purpose)."
 - ii. The committee help a discussion on if the unit only has one (or few) teaching professors at or above that rank, then the priority for that professor's service should be evaluating promotion criteria as opposed to other service opportunities within the unit

5. Timeline & Process for Dean's Dissertation Award

- a. Timeline reviewed & discussed that Dianne Hansford to take over process for Olivia as Secretary during maternity leave

6. Instructor Promotion Criteria

- a. Growing number of instructors; ranks will be: Assistant, Associate, Principal
- b. Committee to develop promotion guidance (similar to teaching professors)
- c. No service obligations for instructors

- i. Instructors sometimes hired just to teach with no service obligation for instructors, so we can't ask them to be on committees, other service, etc, so only promotion criteria is based on teaching requirements
- ii. Will allow people to teach within appropriate level but have path for promotion
- iii. Committee discussed how traditionally instructors are 5/5 teaching load, but would student mentorship (honor's thesis) be considered part of teaching load/service load that could show doing more than just showing up for classes
- d. Career pathway: teaching with terminal degree, promotion possible
- e. Distinction between Instructors (faculty, full teaching role) vs. FAs (part-time, one-off)
- f. Considerations:
 - i. Student mentorship as part of teaching load
 - ii. Professional development as evidence of teaching quality
 - iii. Questions about multi-year contracts and progression to teaching professor (university level not FSE level)
 - iv. Eligibility to teach graduate courses requires PhD (accreditation)
 - v. Hiring processes differ for Instructors vs. Teaching Professors & will require different postings for hiring each
 - vi. Promotion criteria should be simple, equitable, and measurable
- g. Next steps: provide more structure to the process
- h. The new chair will work with Kyle to do front-end planning about these criteria to draft for committee in future

7. Faculty Service

- a. Norm: 20% (1 day/week) for tenured faculty, 10% (.5 day) for untenured
- b. Mix of internal vs. external service:
 - i. TT faculty: external service emphasized (networks, visibility)
 - ii. Tenured faculty & teaching professors: more internal service
- c. Discussion points:
 - i. Need clearer structure and standards
 - ii. Examples: applied projects counted differently across units
 - 1. One school uses PIE agreement where faculty account for how many applied projects you're doing and it can alter workload agreement since applied projects falls under mentoring in other department
 - iii. Importance of clarifying priorities and impact of service
 - iv. ASU 101: teaching vs. service assignment
 - 1. If credit bearing, does it count as teaching?
 - 2. Generally treated as service obligation
 - 3. Concerns about consistency, sustainability, and credit-bearing revenue
 - a. can't sustain FSE paying excess to teach ASU 101 long term
 - 4. Concerns if taught by instructors but no service required of them
 - v. Graduate seminars and mentoring PhD students: blurred lines between teaching/service
 - vi. Question of defining teaching load (by classes, enrollment, or sections)
 - vii. In annual review of service could request hours of commitment
 - viii. Proposed evaluation should consider how and what faculty service priorities should be weighed appropriately

- d. Next steps: Kyle to work with chair on structured plan for engaging the topic of service expectations
- 8. No other items from EC members
- 9. Adjourned

Next Meeting

Friday, October 3, 2025
12:00 - 1:00 pm via [Zoom](#)