



**Minutes of the Meeting of the Massachusetts College of Liberal Arts  
BOARD OF TRUSTEES ACADEMIC AFFAIRS COMMITTEE  
Thursday, March 12, 2015  
President's Office Conference Room**

**Trustees in attendance:**

Dr. Will Dudley, Chair  
Lisa Chamberlain  
JD Chesloff (via phone)  
Mohan Boodram (via phone)

**Others present:**

Cynthia Brown, Interim President  
Monica Joslin, Interim Vice President of Academic Affairs  
Ginger Menard, Clerk

Trustee Dudley called the meeting to order at 8:31 a.m. He noted that two faculty were candidates for reappointment with tenure and each requires a motion to approve from the committee. Promotions and appointments do not require a vote but information is shared to allow the committee to become familiar with the faculty.

**Tenure Recommendations**

Interim Vice President Joslin shared an overview of the tenure process. Faculty must notify the Vice President a year in advance of the intent to apply for tenure. An evaluation is conducted by the Committee on Tenure which includes two faculty who are tenured and elected by all eligible faculty, and one of whom is asked to serve by the faculty member being evaluated for tenure.

The committee evaluation includes classroom observation along with a review of student evaluations, teaching effectiveness, contributions to the field, scholarship, campus service and advising as included in the candidate's tenure portfolio as well as a recommendation from the Department Chair. A recommendation is then made to the Vice President, who in turn makes a recommendation to the President. The President then makes a recommendation to the Board of Trustees which must vote to approve that a faculty member be given reappointment with tenure.

Faculty must apply for tenure no later than their sixth year of service if employed in a tenure-track position. If hired as an Associate Professor they must apply in the third year. As faculty are reviewed each year, with peer reviews occurring every other year, they are aware of any issues that may need to be addressed in advance of their tenure application.

The Committee reviewed the tenure recommendations for the following faculty members:

- Dr. Ingrid Castro, Sociology, Anthropology, and Social Work Department
- Dr. Lisa Donovan, Fine and Performing Arts Department – Arts Management

Upon a motion duly made and seconded, it was

**VOTED** unanimously to recommend tenure for Dr. Ingrid Castro and Dr. Lisa Donovan.

### **Promotions**

As with tenure, promotion recommendations are based on a portfolio review conducted by the Committee on Promotion, separate from the Committee on Tenure. Promotion does not require a vote by the Board of Trustees; however, this information also helps the Board to get to know the faculty and follow the progress of their careers.

Interim Vice President Joslin has recommended and Interim President Brown has approved the following faculty for promotion:

#### **Associate Professor**

- Dr. Ingrid Castro, Sociology, Anthropology, and Social Work Department

#### **Full Professor**

- Dr. Lisa Donovan, Fine and Performing Arts Department – Arts Management

### **Reappointments**

Through the annual reappointment process faculty are evaluated through a full portfolio of work during their second and fourth years of service and a small file of evidence in the third and fifth years. The portfolio provides evidence of their teaching, advising, scholarship, and campus service. Department Chairs are also responsible for the evaluation of all courses taught within that department. Students also submit SIRII evaluations which provide evaluative responses validated against national norms. Reappointment does not require a vote by the Board of Trustees; however, the annual reappointment process helps the Board to get to know the faculty and follow their progress on the path to tenure.

Interim Vice President Joslin has recommended and Interim President Brown has approved the following faculty for, sixth, fifth, fourth, and third year reappointments.

#### **Sixth Year**

- Laura Standley, Fine and Performing Arts Department – Theatre

### **Fifth Year**

- Dr. Liz Hartung, Mathematics Department
- Dr. Nick Stroud, Education Department
- Dr. Ben Wood, Psychology Department

### **Fourth Year**

- Pamela Contakos, Library
- Dr. Justin Golub, Biology Department
- Ryan Krzyzanowicz, Biology Department – Athletic Training

### **Third Year**

- Dr. Mariana Bolivar, Languages, Interdisciplinary Studies, Philosophy Department – Modern Languages
- Dr. Karen Cardozo, Languages, Interdisciplinary Studies, Philosophy Department – Interdisciplinary Studies
- Dr. Carolyn Dehner, Chemistry Department
- Dr. Zack Finch, English/Communications Department
- Dr. Chris Himes, Education Department
- Dr. Duy Nguyen, Mathematics Department
- Dr. Ben Taylor, History, Political Science, and Public Policy Department – Public Policy

Trustee Chesloff noted how the annual reports on reappointments and promotion have allowed him to become more aware of the faculty and their full commitment to the students and campus.

Trustee Dudley requested an organizational chart of academic departments including the number of tenured faculty as a resource for future meetings.

Trustee Chamberlain requested further opportunities for the Board and faculty to interact and get to know one another. The faculty are critical to the College's success and as ambassadors for the College, it would serve the Trustees to have more opportunities to engage with them.

Trustee Boodram agreed and added that it also important for the faculty to understand the full commitment and knowledge of the Board as well.

Interim President Brown agreed to review options for future engagement and also encouraged everyone to attend the Undergraduate Research Conference on April 23. An invitation will be sent to the Board.

Interim Vice President Joslin thanked the Trustees for their questions and feedback and for their commitment to this process and committee.

### **Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 9:49 a.m.