Meeting Synopsis:

1) Call to Order
The meeting was called to order by Council Chair Marjorie Olmstead at 12:36 p.m.

2) Approval of Minutes from December 12, 2011 meeting
Minutes from the December 12, 2011 meeting were approved with edits.

3) Mentor Memos
   a) Brainstorm potential topics
   b) Venue for dissemination
   c) Volunteers to draft mentor memos

4) Non-Ladder Faculty (NLF) Survey Follow-up
   a) Potential agenda for meeting(s) with Provost Cauce on NLF survey

5) New Business

6) Adjournment

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3) Mentor Memos
   a) Brainstorm potential topics
Olmstead opened the discussion of potential topics discussed for mentor memoranda, and emphasized that these can be written for women across campus, emphasizing that this would not be limited to faculty, but staff, librarians and otherwise. Deb Raftus briefly provided some topics that the Library was considering drafting memos, such as on Publishing in Research Journals, Copyright, among other topics. It was suggested to use the executive summary of the Non Ladder Faculty Survey to provide direction for some mentor topics such as “Flexible Policies.”

The Council considered whether it should serve as an editing body, or draft the memos itself. Questions were posed on the best approach to organize such memos, and suggestions were to group memos according to the roles that they served to guide. The Council reflected on whether to draft memos to speak to a person’s experiences, or serve as policy and guidelines. The liability of drafting statements policy or process was considered, to protect author liability. If composing memos on policies, it was suggested that one safe approach would be to direct readers to resources rather than provide interpretations or guidance. Examples for topics were discussed as follows:
For Tenure Track Faculty:
- Preparing a Tenure Portfolio
- Preparing for your Merit Review
- Filling out Annual Report of Activities forms
- How to get nominated for awards
- Guidance regarding typical full or part time load (memo could direct towards policy)
- Teaching (methods, resources, support)
- Promotion and Tenure (link to Arts & Sciences’ guidelines regarding promotion to full-time professor; if school has no guideline, suggest to encourage ones’ colleges to clarify policy)

For Personal Development / General
- Managing conflicts of interest in interpersonal relationships
- Leaving and returning to work force
- Pros and Cons of taking time off for leave, and choosing whether to extend tenure clock
- Eligibility for flexible policies
- Where to find people’s salary information / diversity
- How to negotiate, when is negotiation appropriate?
- Career development for non-ladder faculty or staff
- Using networks (women’s professional organizations and other networks)
- Advice on forming a startup company
- Guidance into drafting CVs
- Appropriate timing for “entrepreneurial activity”

b) Venue for Dissemination
The Council discussed potential branding for these memos, not to be too similar to “Mentoring Memos.” Discussion arose on whether to address in more of a general way, or otherwise. Proposed names for these memos were: “Faculty Matters,” “Peer Perspectives,” and “Faculty Perspectives.” The naming was discussed to be general, and focus beyond non ladder faculty and issues that impact women.

Conversation followed on where such memos could be stored. There were suggestions to house these on the FCWA website, or the general Faculty Senate website. Locating memos on the MyUW website was also proposed, for example on the “Resources for Faculty” option of the menu. Another suggestion was to provide faculty members with the location of these memos upon orientation, or investigate orientation processes to determine how to best make available. Another idea was to provide hard copies of memos to Academic Human Resources, Center for Teaching and Learning, departmental offices and/or Deans’ offices.

c) Volunteers to Draft
The strategy was suggested to request for well-known, respected faculty (faculty chairs and senior faculty) and administrators to draft such memos to provide immediate credibility. Discussion followed on potential for Deans or Provost Ana Mari Cauce to write memos, and concerns were raised that they may be reluctant to do so; an option put forward was to co-author or have Deans approve memos
written by others. Judy Howard was suggested as a potential author by Sandy Silberstein. Ann Mescher will approach Matthew O'Donnell to compose a memo. Another potential author for memos suggested was Beth Kalikoff, who could provide insight regarding support for teaching. Also suggested was to approach groups like Office of Sponsored Programs, which already offers Faculty Brownbag sessions for professional guidance.

Raftus offered to provide guidelines on writing memos from the Graduate School’s website, and Olmstead will adapt the guidelines for memo-writing prior to FCWA’s next meeting. Olmstead noted that it would be useful to start to author these within the next month, in order to get more traction behind these efforts.

4) Non Ladder Faculty Survey Followup
   a) Potential agenda for meeting(s) with Provost Cauce on NLF survey
Olmstead will invite Provost Cauce to attend one of the next two FCWA meetings, and will schedule the separate meeting on red flag items. Olmstead asked if there were any specific items the Council wanted to address during the meeting. Suggested items were:

   - Specific items from recommendations and issues from the Non Ladder Faculty Survey
   - Job security for non-ladder faculty
   - Access to seniority for quarter-by-quarter or three year termed faculty
   - Reduction in 5 year appointments to 3 years; potential to reinstate previous term lengths
   - Clarification / standardization of voting and benefits eligibility
   - Ability of faculty to assist with any of Cauce’s initiatives
   - Update on transition of Mentoring to the Board of Deans

5) New Business
Due to teaching conflicts, Olmstead offered for meetings for winter quarter begin at 12:00 p.m. rather than 12:30 p.m. The Council briefly discussed the resignation process for council members. Support Analyst Freistadt mentioned that the Faculty Council on Multicultural Affairs will be presenting Class A Legislation inserting diversity language into the Faculty Code.

6) Adjournment
Meeting was adjourned at 2:02 p.m. by Chair Olmstead.

Minutes by Jay Freistadt, Faculty Council Support Analyst. jayf@u.washington.edu
Present: Faculty: Olmstead (Chair), Mescher, Silberstein, Iarocci
         Ex-Officio Reps: Raftus, Neff, Cook
         Guests: Basu

Absent: Faculty: Habell-Pallán, Paun, Anzai
         President’s Designee:
         Ex Officio Rep: Hanson, Coney