Dr. Staack opened the meeting and addressed the first item on the agenda (JFAC Bylaws, Website, Agenda Procedures, and Regular Meeting Schedule)

a. JFAC has met twice since the first meeting in November in order to develop by-laws.
   - Those by-laws have been distributed to all members and the Dean’s office for approval.

b. JFAC members have been formally elected as representatives from their respective departments, so the committee is now an elected body (rather than appointed).

c. JFAC members agreed that they would like to have a website similar to EFAC’s website, as a place to post minutes, by-laws and membership.
   - Dr. Banks agreed this would aid in transparency.
   - Arin will contact Communications to get this website set up.

d. JFAC would also like to set up a regular monthly meeting schedule with the Dean’s office.
   - Arin will find a suitable time on both Dr. Banks’ and Dr. Anand’s calendars and relay that information to Dr. Staack.

2. Dr. Staack introduced agenda item 2 [Junior faculty lead internal seed funding to establish interdisciplinary collaborations. Incentive (seed) funding for mid/large (3+ PI) initiatives led by junior faculty]

a. He noted that there is interest in this among junior faculty, such as mentorship and peer relationship opportunities.

b. Dr. Banks asked whether these are initiatives with only junior faculty or led by junior faculty. There were discussions as to the general pros and cons of each.

c. There was discussion as to why, if these funds are available, they are not simply distributed among the junior faculty as part of their start-up or among faculty as IDC return. Is the goal to incentivize certain behavior?
   - Dr. Banks agreed that these are strategic initiative funds, set aside to meet specific goals and to encourage behaviors that contribute towards those goals (i.e. multi-disciplinary collaborations).
   - These funds changed because 2 years ago, we were in jeopardy of losing all of IDC. We didn’t, but we agreed to have a common policy across the university to cover strategic initiatives, SRS and space costs. We are transparent with regards to any other funding we receive and how it is used.
   - Strategic initiatives is an important part of that funding.
A 10% return is by far the largest return in the country. Most of our peers receive less than 2%. The amount you receive indirectly is governed by university and agency.

d. Dr. Banks noted that she is fine with leaving seed money as-is, if that is what junior faculty prefer. We have a program in place and we can go with that.
- Dr. Anand suggested a compromise, using the existing instrument with priority to junior faculty.

e. Dr. Banks suggested that JFAC speak with Dr. Georgiades and strive to find a balance within the existing program. Perhaps we can try for a certain percentage goal of junior faculty involvement and encourage “led by junior faculty.” Having incentives is good because it forces you out of your department and into new areas.
- Arin will invite Dr. Georgiades to the next JFAC meeting.

3. **Dr. Banks addressed agenda item 3 (Concerns with delays and timing in negotiation of industry contracts by SRS. For industry contracts unlike most federal funding negotiations occur prior to notice of awards. SRS delays affect timing of awards within contexts of annual, midterm and tenure review this is a concern)**
   a. The Dean’s office is fully aware of the issues with SRS. We have a proposal into SRS to move things back to the agency. Getting industrial contracts back is her number 1 priority, so please be patient. We are losing millions of dollars all the time because the process is slow and inaccurate.
   b. The Board of Regents made the decision to centralize. We made the case that it was cheaper to stay with TEES but SRS was still created.
   c. We continue to be very vocal that it’s not working, and we encourage you to continue to send your horror stories to Dr. Georgiades. If you want to remain anonymous, send them to your department head and ask them to remove your name and send on your behalf. We will have the greatest impact if we speak in one voice.

4. **Dr. Gratz explained the background to agenda item 4 (Junior faculty travel grants)**
   a. There is a lot of angst among the junior faculty because they don’t want to be the one who appears “needy,” always asking for funds, etc. Perhaps if there was a process of system already in place, junior faculty wouldn’t feel as if they were making a special case with each request.
   b. Dr. Anand noted that all junior faculty have start-up packages that can be used for this. Discussion that for junior faculty start-up may expire before significant discretionary funding for travel to non-sponsored event is available.
   c. Dr. Banks and Dr. Anand argued against the idea of setting up a separate pot of money at the COE/TEES level and administering it. Keeping up with the accounting, criteria for selection, etc. would be very difficult at the college level.
   d. It’s up to a department head to allocate funds for this, and all of them will support a legitimate case for travel. We can ask department heads to communicate with junior faculty to ensure they will feel comfortable asking for travel funds.
- Arin will let Teresa know that Dr. Banks and Dr. Anand would like this to be added to the next Department Head Council agenda.
5. **Dr. Anand addressed the concern raised by agenda item 5 (potential variable class loading schemes being proposed by other departments. These should not adversely affect junior faculty, i.e. no junior faculty should have to teach 4 classes)**
   a. Typically teaching load for tenure-track faculty is 2 classes, then 3. In the case of ETID, it may go up to 4, but that is the only exception.
   - After the meeting Dr. Anand asked that the following 2 slides be shared with JFAC summarizing teaching loads.
   b. Some junior faculty worry that if they are not successful with grants, they will be assigned a heavier teaching load. However, this is not the case.
   c. Dr. Banks and Dr. Anand pointed out that dealing with this kind of angst and misinformation is one of the reasons JFAC exists – in order to disseminate the facts to junior faculty and dispel these kinds of unfounded fears. She asked that JFAC members be sure to correct this misconception within their own departments as they encounter it.
   - She also asked that JFAC members schedule time to meet with their respective department heads to let them know the kinds of fears that junior faculty have.
   - Department heads all want to help you succeed and they have no idea these kinds of fears exist.

6. **Dr. Gratz explained the background for agenda item 6 (concern about the departmental metrics spreadsheet which assigns less weight to papers that have co-PI authors. Verify how the college counts papers, with respect to promotion, that have multiple authors from the same department/college)**
   a. Will faculty “get ding-ed” in tenure considerations for working with others on publications?
   b. Dr. Banks and Dr. Anand assured JFAC that this was not the case. In order to put information out on the college-wide “Dashboard,” we take the number of faculty authors in the denominator to avoid double counting (the current Dashboard document was given to council members to view).
   - In the T&P process, co-authors are not counted as less than one. There are no fractions in counting publications for the purposes of tenure. Your college T&P reps can attest to this.
   c. Dr. Anand provided an anonymous portion of a real T&P packet so council members can see how publications are counted (these documents had to be returned, as they
belong to a real person). He asked that council members please correct this misconception within their departments whenever they hear it.

d. “Impact” is the most important part of tenure considerations, not merely the number of publications. What did your research DO? How have you impacted your field? It is up to YOU to show how your research has “impact.” The more clearly you communicate this to the T&P committees, the easier you make their job.

e. We are happy to have more T&P panels/sessions to help junior faculty learn about the process.

7. **Dr. Anand introduced a related topic regarding tenure not found on the agenda.**
   a. It’s a myth that, unless you are a single PI, you will not get tenure.
   b. We are promoting multi-disciplinary work. We will not turn around and then punish you for doing it. That would be unfair.
   c. Also, regarding teaching evaluations, those are also viewed in the larger context of an average over years. So one set of bad evals will not prevent you from getting tenure.
   d. If you hear any more rumors or misinformation, let us know so we can respond immediately. We don’t want folks to operate in fear, because then no one is productive.
   e. Consider communicating with EFAC. They are a good resource for the kinds of questions and concerns as well. Dr. Schubert is the chair.
   f. Lastly, through the various stages of the tenure process, your packet is reviewed by over 35 people. All these people cannot be wrong! Our percentage of folks gaining tenure is very high.

8. **After Dr. Banks and Dr. Anand departed, the council addressed the other agenda items.**
   a. Determination of departmental representation term limit for 13 members. Random draw terms ending in 2016 (N=4), 2017 (N=4), or 2018 (N=5)

   Here are the results:
   - AERO = 2017
   - BMEN = 2018
   - CHEN = 2018
   - CVEN = 2018
   - CSEN = 2018
   - EASA = 2017
   - ECEN = 2016
   - ETID = 2016
   - ISEN = 2017
   - MEEN = 2016
   - MSEN = 2016
   - NUEN = 2018
   - PETE = 2017

   b. Nomination and Election of JFAC Chair, Vice-Chair, and Secretary by departmental representatives.
      - Dr. Staack was nominated as chair, seconded and confirmed.
      - Dr. Gratz was nominated as vice-chair, seconded and confirmed.
      - Dr. McClarren was nominated as secretary, seconded and confirmed.
9. Lastly, the council discussed possible topics for future meetings, such as a T&P panel to demystify the tenure process and discounted vocational classes for spouses of faculty.

Meeting adjourned.