**CFA Minutes for meeting, September 25, 2019** (prepared by M. Wund)

**Present**: Joe Baker, Tim Clydesdale, Linda Dempf, Gary Feinberg, Deborah Hutton, Arti Joshi, Lisa LaJevic, Andy Leynes, Dani Mauro, Aigli Papantonopoulou, Martha Stella, Jane Wong, Matt Wund

**Absent**: N/A

1. Approval of minutes (Deb H. motion, Aigli P. second)
2. The Department of Electrical and Computer Engineering is revising their DS based upon the feedback we recently provided.
3. External Review of Promotion Applications -- CFA’s recommendation regarding changes to the process of external review has been accepted by Steering, and is now awaiting the decision of the BoT.
4. CFA will request a charge from Steering that there be a policy/process by which the CPTC can identify cases in which a department’s Disciplinary Standards are unclear or difficult to apply, and therefore need to be modified. Matt W. will raise this issue at the 10/2/19 Steering meeting.
5. Review of Librarian DS/RPD – We reviewed the librarians’ suggested edits to the RPD, cross-referencing them with the Librarian DS for consistency. The changes were approved, and the document will be sent to the librarians for electronic testimony (Tier II). Andy L. will coordinate w/ Taras Pavlovsky.
6. Modification of Teaching Duties – HR and Academic Affairs provided feedback in response to our initial draft policy and questions. Faculty have provided electronic testimony as well. A working group (Linda D., Deb H., Arti J.) will draft changes, which the full committee will then craft into a final recommendation, subject to Tier III testimony.
7. Revision of timeline for the promotions process – Steering accepted CFA’s suggestion that the RPD be separated into distinct documents dealing with promotions, 5-year review, and timelines, and consequently expanded our charge to allow these major revisions. Our goal is to make the documents consistent a practically usable, and we will avoid recommending procedural changes unless inconsistencies need to be resolved. A working group will spearhead this effort (Joe B., Tim C., Lisa L., Andy L.).
8. SOSA charge – CFA and the SOSA committee are jointly working to modify the SOSA program, and CFA will lead this effort while SOSA is reviewing applications. SOSA has already gathered electronic testimony. We discussed a variety of potential models for the SOSA program, and will continue these discussions at our next meeting.

Meeting adjourned at 2:50pm.