

## MEMORANDUM

TO: SOSA Council  
CFA

FROM: Steering Committee

RE: SOSA Charge

DATE: October 2018

### **Background:**

On March 5, 2018, Steering received a request from a group of faculty members asking to have the procedures for evaluating SOSA applications reviewed and revised. In their memo they articulated several issues with the current practice. This memo alludes to the question of SOSA's purpose: is SOSA's function to support TCNJ's established scholars or to support TCNJ's developing scholars? As stated in the SOSA Concept Document:

The SOSA program is designed to support two equally important groups, both a) new faculty members and librarians in establishing their agenda for scholarship, creative, or professional activity, and b) continuing faculty members and librarians in engaging in scholarship, creative, or professional activity.

The 2017-18 Steering Committee therefore decided that it should charge the SOSA Council with review of the entire SOSA RFP including the rubric for making awards.

Charge: In keeping with the timeline outlined below, Steering charges the SOSA Council with review of the [SOSA RFP](#). In doing this review, SOSA should examine the [2012 SOSA Concept Document](#), consider the purpose of SOSA, and review faculty input (e.g., the attached memo) to ensure that the the RFP articulates the goals of the program and that the evaluation practices and procedures support those goals. SOSA should make a preliminary recommendation to CFA. CFA should conduct a Tier III review of SOSA Council's preliminary recommendation.

### **Testimony Tier: Faculty:** Tier III

The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in

the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

**Timeline:** SOSA should begin work immediately on the charge, with the goal of completing a preliminary recommendation by January 2019. CFA should aim to submit a Final Recommendation to Steering by the end of the Spring 2019 semester.

## **TCNJ Governance Processes**

### *Step 1–Steering issues a charge*

#### *Step 2–Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

#### *Step 3–The Relevant Stakeholders provide Testimony*

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering. For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body. Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

#### *Step 4–Governance prepares a Final Recommendation*

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary

recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

*Step 5–Steering considers the Final Recommendation*

*Step 6–The Provost and/or President and Board consider the Final Recommendation*

*Step 7–Steering notifies the Campus Community Testimony*

*For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.*