According to the Brooks College Bylaws, Faculty Council has four responsibilities:

1. Serve as liaison between the faculty and the Dean, representing the general interests of the College's faculty collectively.
2. Advise the Dean about concerns of the faculty, including but not limited to issues of governance, curriculum, budget, new programs, and staff support.
3. At all times, keep the faculty informed about consultations with the Dean. When relevant, it will issue a statement to the College's faculty that shall include, but is not limited to, indication as to the position of the CFC on the respective issue(s). It shall also indicate the CFC's affirmation, neutrality, or disagreement with the Dean's decision or course of action.
4. Oversee elections to College and University committees, as described below under "Election Procedures" and "Voter Eligibility".

Academic year 2013-14 was a busy year for Brooks College Faculty Council (CFC) as we developed guidelines for Unit Head Evaluation and Renewal and established an ad hoc committee of college faculty to revise the Brooks Guidelines for Personnel Review. We also ran two successful elections, not only filling almost every position for Faculty Governance but also developing online nominating and election procedures (with a great deal of help from the Dean’s office.) Finally, we reviewed faculty portfolios for teaching, research, and service awards, providing feedback to nominees and recommendations to the Dean. At all times, we worked to communicate with Brooks faculty.

Unit Head Evaluation and Renewal: The GVSU Faculty Handbook outlines the Unit Head Responsibilities (1.04), makes clear that the Dean is the appointing officer with input from the unit, and calls for an evaluation of each unit head every three years. Because Brooks College had no formal evaluation in place, Dean Hiskes charged Faculty Council to devise both a tool for evaluation and a process for reappointment or selection of a new unit head. We reviewed the processes in place in the other GVSU colleges as well as a couple of models from other universities. On Oct. 1, we sent a draft to all full time faculty in the College, asking for comments to be posted to our Blackboard site or sent directly to Krystal Vanden Bosch. Members of Faculty Council incorporated suggestions, and on Nov. 1, sent a final version to Dean Hiskes, who accepted the document and thanked Faculty Council for its work.

Revision of Brooks College Guidelines for Personnel Review: In early Dec., we turned our attention to revising college guidelines for contract renewal, tenure, and promotion. Professor Grace Coolidge, who was chair of the College of Liberal Arts and Sciences (CLAS) Faculty Council when faculty in that college revised their guidelines in 2009, agreed to act as a consultant for us. She attended a Brooks Faculty Council meeting Dec. 6, 2013, at which the Dean was also present, and provided an overview of the steps that led to a revision of the CLAS guidelines. Based on that discussion, on January 24, 2014,
Brooks CFC sent an email to all Brooks College tenured/tenure-track faculty inviting them “to serve on an *ad hoc* committee to facilitate the revision of the Brooks College Guidelines for contract renewal, tenure, and promotion.” In addition to the three tenured/tenure-track faculty on the CFC (Cataldo, Griffin, and Underwood), Danielle De-Muth, Gamal Gasim, Melanie Shell-Weiss, Ayana Weekley, and Karen Zivi volunteered for the ad hoc committee. The committee represented faculty at all ranks (tenured: De-Muth, Griffin, Underwood; untenured: Cataldo, Gasim, Shell-Weiss, Weekley, Zivi) and all units (Area Studies, Honors, Liberal Studies, and Women and Gender Studies). The ad hoc committee met with Coolidge January 31, and she reviewed the CLAS process with the full group. Coolidge agreed to serve *ex officio* on our committee, as did Associate Dean Ellen Schendel. We set an ambitious timetable (which we had to revise) that included:

- Review personnel documents from other GVSU colleges;
- Meet with faculty in each unit in Brooks to find out what they valued in our current document and what they thought should be clarified and/or changed (by Feb. 28);
- Draw on what we learned to draft College guidelines (by Apr. 4);
- Hold college wide meetings (by Apr. 18);
- Draft a final version (by Sept. 30); and
- Hold a college election (by Oct. 15) via Faculty Council.

While we did accomplish much of what we set out, it was impossible to keep to the timetable. At our final meeting Apr. 4, we established four working groups to draft specific sections and revised our timetable. The working groups are:

- Teaching: Griffin and Weekley
- Service: Cataldo and Zivi
- Scholarship/Creative Endeavor: DeMuth, Gasim, and Shell-Weiss
- Prologue, etc.: Underwood, Coolidge, and Schendel

The revised timetable is:

- May 1: Working group drafts submitted to Krystal Vanden Bosch or Underwood
- May 1-Aug. 15: Underwood will compile what all groups send into a document
- Aug. 25 to Sept. 15/Oct. 1: Ad hoc committee will revise [the two dates are for flexibility]
- Sept. 15/Oct. 1: Proposed Guidelines distributed to tenure/tenure track faculty in Brooks
- Sept. 15/Oct 1 to Oct. 31/Nov. 10: Feedback from faculty via unit meeting; via college meeting; via Blackboard; via email to committee member.
- Oct. 31/Nov. 10 to Nov. 21: Ad hoc committee makes final revisions
- Dec. 1-7: Faculty Council holds election to ratify

**Oversee elections to College and University committees:** In addition to the routine election for college and university committees in late February and March, Faculty Council conducted a special election at the beginning of the Fall semester to fill some unanticipat-
ed vacancies. Both elections went smoothly and each year we have more contested positions, which we believe is a sign of the vibrancy of the College. In the process, we discovered conflicting guidelines in our College bylaws regarding what happens when a faculty member serving on a committee is awarded a sabbatical. Resolving this conflict in the bylaws will happen in fall 2014 by special election.

A complete list of faculty who currently represent Brooks College on college and university committees may be found on the Brooks College website.

Review and Recommendations for Faculty Awards: As we have done for the past several years, Brooks CFC reviewed the dossiers for the various awards for teaching and scholarship, making suggestions to faculty about how they might strengthen their materials. We also consulted with Dean about the nominees.

Looking forward to 2014-15:

At our final meeting for AY 2013-14, held Apr. 25, we elected Griff Griffin chair (depending on her status), determined our meeting times for AY 2014-15, and identified possible one-semester sabbatical replacements for faculty who will be gone one or both semesters next year. (Those committees are: University Curriculum Committee, University Assessment Committee, and University Library Committee.)

On our docket for next year so far:
- Work with the ad hoc committee to complete the revision of personnel guidelines and hold the election
- Revise bylaws to correct conflict about sabbatical replacement and hold election
- Formalize guidelines for award dossier review
- Other projects assigned by the Dean

Respectfully submitted,
Kathleen Underwood
Chair, Brooks College Faculty Council