

Agenda for EPSY Faculty Meeting

May 4, 2012

9:30-11:30 a.m.

Gentry 142

1. Welcome
2. Review of the Minutes (see attachment)
3. Announcements
 - 3.1. Tenure and Promotion (Tutita Casa, Mike Faggella-Luby, and E. Jean Gubbins)
 - 3.2. Recent Honors (Chris Rhoads, Catherine Little, Tom Kehle, Lisa Sanetti, and Kathy Gavin)
 - 3.3. Digital Measures Annual Report Due June 15 (see attachment)
(<http://www.huskydm.uconn.edu/>)
 - 3.4. DeFranco reception in Gentry 319 from 3-3:30 p.m.
 - 3.5. Fall Sabbaticals (Catherine Little, Swaminathan, and Joe Madaus)
 - 3.6. Graduate Assistantships (see attachment)
 - 3.7. EPSY Brag Points
 - 3.8. Consulting Reconciliation (<https://provost.workflow.uconn.edu/FACCON/>)
 - 3.9. Summer Salary (see attachment)
 - 3.10. Other
4. Committee Reports
 - 4.1. Search Updates
 - 4.1.1. Brown (Online Director)
 - 4.1.2. Swaminathan (MEA)
 - 4.1.3. Simonsen (Special Education)
 - 4.1.4. Siegle (EPSY/C&I)
 - 4.2. Committee Elections
 - 4.3. Merit Committee Report (Brown – see attachment)
 - 4.4. Other
5. Other
 - 5.1. Department Head Evaluation
 - 5.2. Tenure and Promotion for Next Year
6. Adjourn

Meeting with Faculty Planning to Seek Promotion or Tenure

Celebration Lunch (Indian Cuisine) at 11:30

**EDUCATIONAL PSYCHOLOGY DEPARTMENT
FACULTY MEETING MINUTES
February 3, 2012**

Attendees: M. Bray, S. Brown, M. Faggella-Luby, K. Gavin, J. Gubbins, O. Karan, T. Kehle, C. Little, J. Madaus, B. McCoach, N. Olinghouse, J. O'Neil, R. Perusse, J. Rogers, L. Sanetti, D. Siegle, B. Simonsen, J. Stephens, M. Welsh, M. Yakimowski, M. Young, P. Britner, A. DePalma, C. Rhoads, J. Van Heest, J. Goldstein, S. Everett

1. Welcome

The meeting commenced at 9:30 am.

2. Changes to the Minutes

There were no changes to the February meeting minutes.

3. Announcements

a. The University Communications Department was at the departmental meeting. They were filming J. O'Neil in the context of the meeting along with all the other faculty. A video will be presented on "UConn Today" in the near future.

b. The Graduate Student Extraordinary Expense Program will be discontinued effective March 16, 2012. The graduate school intends to use those monies differently.

c. There is a request for all the names of the individuals who will be receiving their 6th year certificates in May 2012. Cognition and Instruction along with Counseling do not have anyone receiving a certificate this year.

d. The President's Research Award application had three submissions from the EPSY department – B. Simonsen, R. Perusse and S. Chaloufeas. Brandi's application will be going forward for review.

e. Cluster Hires – G. Sugai will be chairing the submission. The submission seems to be focused on "closing the achievement gap." EPSY has suggested four (4) slots – one position would be in school psychology, one in cognition and two for special education. The Dean is looking at other schools on campus that we could pair up with – Family Studies, Psychology, etc.

f. M. Faggella-Luby shared his experience with an email issue he experienced this past week. One should be aware that when you upgrade your computer your email attachments go into a “temporary folder.” Therefore, when you edit them they should be saved to another location or they will be lost when the computer is shut down because the temporary folder is purged.

g. J. Van Heest was elected to the Senate. Congratulations to Jaci.

h. CBER filed the center’s report recently. The provost’s office was very pleased with the report and gave very positive feedback. They have been renewed for another five years.

i.T. Kehle received an award at his conference in PA. He reported “It was the best professional day in his life.” Tom noted that M. Bray was recently included in an article as one of the five most productive scholars in school psychology.

j. There will be a demonstration this afternoon about the Faculty Reporting Form. Del explained that this new system should be easier than the previous electronic system, but will still take more time than the paper version. In the future, the information will feedback from Huskydm for your PTR info. You will also be able to continually update your information. The system will also create a resume.

k. It is time, once again, to complete “Compliance Training.” Everyone is expected to do it, and it must be completed by May 18, 2012.

l. C. Little informed the faculty about J. Gubbins co-authoring a new book for NRGCT. D. Siegle has a chapter in the book.

B. McCoach will be conducting 5 different workshops for her DATIC Conference. She will offer 2-4 scholarships to graduate students who cannot afford the full price of the conference. Please inform Betsy of the individual who is interested in attending.

4. Committee Issues

a. D. Siegle meet with the Dean about the search for Teacher Education C&I/EPsy position. The committee is waiting for the approval of the ad. The position will be math education/teacher education, assistant professor.

b. One of the special education candidates will do a presentation after the departmental meeting today. J. Madaus spoke about the other two candidates who will be coming. He also commended Brandi for doing an amazing job on the special education search.

c. The position for the Director of Online Learning is still going forward. The job description is incredibly large – will need to be an associate professor, will need to have administrative background, will be a tenure track position and will be housed in EPSY. The committee has received 13 applications.

d. The MEA Search has scheduled a campus visit along with a presentation for the very near future.

e. S. Brown who was representing the Merit Committee sought feedback from faculty concerning the proposed guidelines. He also thanked the other committee members for their commitment to this process.

In the committee proposal, there would be four faculty members elected to a merit committee. Three members would be tenure tracked and one would not be tenure tracked. There would be a 2 year rotation basis. The merit committee would recommend merit categories for faculty to the Department Head.

There was a great deal of discussion about the guidelines and many faculty members had questions or made contributions to the discussion. There was an emphasis on the issue of confidentiality. The department head will make the final decision on merit. The committee will not be privy to the dollar amount granted to the individual.

There will be voting on the guidelines at the next departmental meeting.

f. No additions.

5. Other Business
Nothing to report.

6. Adjournment

B. McCoach motioned for adjournment. O. Karan seconded the motion. The meeting adjourned at 10:50 am.

TO: Members of the Faculty
FROM: Peter J. Nicholls, Provost *Pete Nicholls*
SUBJECT: Annual Report for 2011-2012 - Departmental Report

As in previous years, I write to ask you to provide the information that summarizes your accomplishments on your annual reports. The information requested is not being gathered for evaluating the merit of individuals, nor is it intended to substitute for or be an alternative to departmental procedures for such merit evaluation.

Beginning this year, your annual report information will be gathered electronically through HuskyDM, an efficient and effective online system for collecting faculty and staff activity. HuskyDM will enable you to produce a summary of your activities for your departmental report, and will enable your department head and/or dean to produce a summary of the activities of faculty and staff across departments at the college and school level. This initiative will also eliminate the time-consuming manual consolidation of individual faculty reports by department heads and deans. We have endeavored to keep faculty and department heads informed about this initiative with department and school meetings and have also scheduled HuskyDM training sessions in April and May. I encourage faculty and administrative staff to attend one of these training sessions. To register for a HuskyDM session, please click [here](#). To learn more about and access the system, you can visit the HuskyDM website (<http://huskydm.uconn.edu>) where you will be able to enter your accomplishments for the reporting period July 1, 2011—June 30, 2012.

You will be asked to provide detailed information under four major categories: Teaching, Scholarship, Scholarly Affiliation/Reputation, and Service/Outreach. You can submit a listing for each one of the specific items you produced or engaged in during last year. For example, if you published two full-length articles in refereed journals, enter two complete citations under the Scholarship category. The items in each section of HuskyDM are intended to enable you to summarize all of the activities conducted in all academic units of the University. Accordingly, some of the fields will not apply to your work or area of research.

We encourage you to explore and update all screens in HuskyDM with a complete record of your prior activities at some time in the future. This data will enable us to achieve the long-term goal of HuskyDM—to facilitate faculty activity reporting for all reports annually required of faculty and staff, as well to respond to a wide range of questions asked of us from our constituents. If you want to enter data from all previous year's accomplishments to help us accomplish this goal in the future, HuskyDM is available at any time.

The deadline for entering your information on HuskyDM has been extended to **June 15, 2012**. Please keep in mind, however, that some department heads and deans may require their own internal deadlines in order to prepare their departmental and school/college annual reports.

Should you have any questions regarding HuskyDM or the Annual Report process, please contact Suresh Nair, the Executive Director of the Office of Institutional Effectiveness, at suresh.nair@business.uconn.edu. We thank Suresh for his efforts on this important initiative.

GRADUATE ASSISTANT INFORMATIONAL FORM

Please provide the following information so that your GA can be processed properly and efficiently.

Name

Campus Address:

Home Address:

Campus Address:

Home Address:

Campus Phone:

Home Phone:

Cell Phone:

Social Security Number:

e-mail address:

Degree completed: (select one) BA MA Completed Comps

Working for Dept/Professor:

Assistantship:

Half-time (10 hrs.)
Fall Spring

Full-time (20 hrs.)
Fall Spring

Previous Employer:

Contact Person and Phone #

Position: (circle one) Academic Support Only
Teach, Research, Academic Support
Research & Academic Support
Teach & Academic Support
Research Only
Teach & Research
Teach Only

Status:

New GA

Continuing GA (had assistantship last year)
Where?

Grant Account:

FRS#

Grant Start and End Dates:

3/06/2012

SUMMER SALARY REQUEST

Please provide the following information so that you can be processed properly and efficiently.

Name

Home Address:

Home Phone:

Cell Phone:

Social Security Number:

What FRS account?

Dates you want to be paid

Dollar amount

Summary of duties

COMMITTEE	MEMBERS	TERM EXPIRES
C & C	Michael Faggella-Luby	Spring 2012
	Robert Colbert - Chair	Spring 2013
Scholarship	Michael Faggella-Luby	Spring 2013
	Lisa Sanetti	Spring 2014
	Megan Welsh	Spring 2014
	Joe Madaus - Chair	Spring 2012
Honors	Natalie Olinghouse	Spring 2013
	Joe Madaus	Spring 2014
	E. Jean Gubbins	Spring 2012
	Catherine Little - Chair	Spring 2014
PTR	Michael Coyne	Spring 2012
	Melissa Bray - Chair	Spring 2013
	Tom Kehle	Spring 2014
	Catherine Little	Spring 2014
Sunshine	Rachelle Perusse - Chair	Spring 2013
	Melissa Bray	Spring 2012
	Tutita Casa	Spring 2014
PTR Dean's	Hariharan Swaminathan	Spring 2012
Graduate Faculty Council (Elected for Ed. Psy.)	Scott Brown	Spring 2014
Alternate (Elected for Special Education)	Tom Kehle	Spring 2014
Alternate	Orv Karan	Spring 2012 ?
Alternate	Brandi Simonsen	Spring 2012 ?

2011-2012 Special Committees

Dissertation Proposal Review Committee

Melissa Bray
E. Jean Gubbins
Orv Karan
Catherine Little
Natalie Olinghouse (Chair)
Megan Welsh
Mike Young
Don Briere
Cindy Massicotte
Kelly O'Shea

EPSY/C&I Teacher Ed Search

Del Siegle –Chair
Catherine Little
Mary Truxaw
Richard Schwab

Merit Review Committee

Scott Brown (Chair)
Tutita Casa
Robert Colbert
Michael Faggella-Luby
Tom Kehle
Betsy McCoach

NSOE Assessment Committee

E. Jean Gubbins
Megan Welch
Janice Kookan (Student Rep)

IB/M Selection Committee (tentative)

Tutita Casa
Michael Faggella-Luby
Brandi Simonsen

Special Education Search

Brandi Simonsen – Chair
Michael Faggella-Luby
Joe Madaus
Xae Reyes

Online Director Search

Scott Brown – Chair
Catherine Little
Andy Rosman
Del Siegle
Mike Young

Measurement, Evaluation, and Assessment Search

Hariharan Swaminathan –Chair
Betsy McCoach
Chris Rhoads
Jane Rogers
George Sugai
Megan Welsh



University of Connecticut
Office of the Provost

Peter J. Nicholls
*Provost & Executive
Vice President
for Academic Affairs*

TO: Deans, Directors, and Department Heads
FROM: Peter J. Nicholls, Provost
DATE: May 1, 2012
SUBJECT: Merit Increase Recommendations for Members of the AAUP Bargaining Unit

This memo summarizes the Memorandum of Agreement regarding the salary increases negotiated under the collective bargaining agreement with the University and AAUP.

As you all know, the AAUP agreement resulted in a contract that specified that no salary increases or merit would be given over a three-year period from 2011-2013. The salary and merit freeze occurs in 2011-2012, and 2012-2013. The agreement specifies that merit should be spread across three years and the process for granting merit would be conducted in the spring of 2013 to be applied to increases in salary for the fiscal year 2013-2014. The agreement also specifies that, "The AAUP and the University shall continue to apply the rules of merit consideration called for in the contract, and work to balance the years of frozen pay with prospective increases in merit so as to balance achievement recognition in future merit." To that end, we write to remind you that department heads and deans should continue to conduct merit evaluations and convey the results of these evaluations to their faculty for this academic year. Despite the fact that merit will not be distributed this year, faculty should still have the opportunity to receive feedback from their department heads about their performance.

It was also agreed that increases in the base salary for promotions in rank would go forward. The amounts for promotions in rank or their equivalents shall be as follows:

Instructor	\$400.00
Assistant Professor	\$550.00
Associate Professor	\$1,000.00
Professor	\$1,400.00

With the exception of the above changes, all previously agreed upon provisions of the existing contract remain in effect.

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Deans, Directors, and Department Heads

DEADLINES

Please observe the following deadlines:

- Department heads should submit their recommendations to the dean by July 15, 2012.
- Deans and directors should submit their recommendations to the Provost by July 29, 2013.
- Please make sure your lists are complete and accurate.

If you have any questions about any of these instructions, please contact Dana Wilder at extension 2422. Thank you.

PJN:dw

Proposed EPSY Merit Committee

May 4, 2012

Scott W. Brown, Chair
Tutita Casa
Robert Colbert
Michael Faggella-Luby
Tom Kehle
Betsy McCoach

The following is proposed by the EPSY ad hoc Merit Committee.

- 1.) Establish a three (3) year trial period of an Educational Psychology Department Merit Committee, elected by the EPSY faculty. **The committee will consist of four (4) faculty elected to a 2-year term on a rotating basis.** One member for the committee must be from the non-tenure track faculty. The other three must be associate or full professors (tenured or tenure-track). The committee will select its own chair each year.
- 2.) To start this process, two members of the committee will be elected to a 2-year term and two to a one-year term, for continuity of the process and committee. Faculty will be nominated for this committee by the general EPSY faculty. All EPSY faculty members are eligible to vote for the members of this committee.
- 3.) The purpose of the committee is to evaluate the merit requests and productivity of the Educational Psychology faculty (based on the materials submitted on the Provost's Annual Report, currently using Husky *Digital Measures – Husky DM*) and to make recommendations to the Department head regarding the category of merit applicants (e.g., 0= no merit to 3 = high merit) and **Not to assign dollar amounts to individuals or categories.**
 - a. These recommendations must be discussed with the department head in a joint committee meeting. In the event the department head has evaluated an Educational Psychology faculty member applicant for merit differently by more than one category difference from the committee's rating, then the department head may change his/her rating to the committee's recommendation or categorize the applicant no more than one full category (above or below) from the category recommended by the committee.

- 4.) **It is the responsibility of the department head to assign dollar amounts to applicants and categories.** Note, the amount of money may vary within a category group but the same merit amount cannot vary across category groups. Therefore, the department head must create bands (ranges) of merit dollar amounts that do not cross categories.

5.) Special circumstances – Merit 2013

With pending merit decisions for May 2013, which would which would evaluate meritorious work over a three year period and assign a single amount of merit, we recommend the following for the 2013 Merit Process:

- 5a.) The merit pool will be divided into three (3) equal portions: One for each of the three years.
- 5b.) Merit decisions will be made in accordance with the procedures above, but with merit recommendations made separately for each year (by both the merit committee and the EPSY department head), of the three year period, so that the final merit award will be the sum of the merit recommendations/categories for each of the three years.

Appendix. Criteria for Merit Performance

(as found in the Neag School of Education Guidelines for Merit and Promotion and Tenure)

	<i>Required for Departmental Merit</i>	<i>Required for Dean's/Chancellor's Merit</i>
	<p>The Assumption is that the standards for higher expectations for higher ranks in the merit decisions.</p> <p>Determination of Satisfactory Performance. Demonstrated efforts at collaboration with colleagues. Achievement of initiatives both within and/or across departments, either in service (committee work), or scholarship (authorship of articles or grants); or leadership of high profile work (editorship of a major journal).</p> <p><u>Scholarship and either teaching or service:</u></p>	<p>Substantial productivity or contributions well beyond that required for departmental merit. To earn Dean's merit, you must be one of the top 10-20% of the faculty in the Neag School. You must have exemplary performance in at least two areas and one area must be scholarship to be considered for Dean's Merit, See below:</p>
Scholarship	<p>Publications significantly in excess of minimum. One top tier journals in your field or area of inquiry. Four (4) or more refereed journal articles that appear to be important contributions as assessed by external evaluators. Of which at least one is data-based (qualitative, mixed-method, or quantitative) and one of which you are first author.</p> <p>Exemplary grant productivity. As measured by grants awarded in excess of \$25K per year direct costs.</p>	<p>Exemplary number and quality of publications; more than 6-8 journal articles and/ chapters, or a combination of a book and articles.</p> <p>Exemplary grant productivity. As measured by grants awarded in excess of \$40K per year direct costs.</p>
Teaching	<p>Outstanding teaching evaluations (9.0+).</p> <p>Exemplary student advisement. Student recruitment, as indicated in having students attend our Neag School because of the work of a faculty member. Nomination for or awarding of a teaching or advising honor. Student assessments of excellent advising at either the undergraduate or graduate level.</p> <p>Especially heavy teaching load. More than 2-2 load, with, for example, large student enrollment & high quality teaching.</p> <p>Especially heavy Ph.D. advisement load. Advising load can be taken into account with full-time versus part-time students, and high quality graduates as measured by student achievement, awards, and employment, in college or university. The intensity of advising full time doctoral students may be considered in this area.</p>	<p>Exemplary teaching evaluations, as well as evidence using various methods of assessment (in addition to student ratings) of sustained effort to improve teaching and use of exemplary methods of teaching that fit the type of class being used.</p>
Service	<p>Extensive service at the Department, School or University level. High level leadership, not just a member of a committee.</p> <p>Exemplary administrative performance. As a program coordinator, or in another role, making significant improvements.</p>	<p>Exemplary service to the university (multiple committees that are considered important and require time and effort) and exemplary service to your field (editor of a journal, president of a scholarly association).</p>