Minutes
Department of Aeronautics & Astronautics
November 2, 2017

Attending: Acikmese, Bruckner, Dabiri, Golingo, Hermanson, Holsapple, Jarboe, Knowlen, Livne, Lum, Shumlak, Waas, Vagners, Yang; McGrath, Maczko

Absent: Breidenthal, Ferrante, Kurosaka (sabbatical), Mesbahi (sabbatical), Morgansen, Salviato, Williams

MINUTES
Minutes of the October 2017 meeting were unanimously approved.

ANNOUNCEMENTS
- Faculty search update – Prof. Shumlak and the search committee are close to getting ad approval from Academic HR. The committee is way ahead of the game and ready to start the search as soon as the approval comes through.
- Sabbatical requests for the 2018-19 AY are due to the Dean’s office by November 30th. Requests must be submitted for approval to Prof. Waas first. If you are considering taking leave, please work with Kim Maczko as soon as possible to get it submitted.
- Chair’s Distinguished Seminar series is going well. The original intent was to invite all department Chairs from the top 25 programs. We’ve accomplished this, so now Prof. Waas is looking for recommendations from the faculty. This is a great way to target potential faculty from other universities that we are interested in hiring. We have cut the number of seminars to 4 or 5 per quarter.

REPORTS FROM STANDING COMMITTEES
Search Committee: Prof. Shumlak – An advertisement has been finalized and we are waiting for university and college-level approval.

Computer Committee: Prof. Shumlak – Steve has implemented a remote disk imaging system for the student computer lab which will save the laborious task of individually imaging each machine for every reconfiguration or update. We are transitioning towards a cloud-based data backup system instead of our previous Gugg-AERB manual tape system. The result should be a more robust and secure backup system for the department’s administrative, academic, and fiscal data.

No report from the following committees: Undergraduate Committee, Graduate Committee, Peer Evaluation Committee, Safety Committee, Aero/Astro Working Committees, Space Allocation Committee, Strategic Planning, AIAA, Sigma Gamma Tau, Boeing Professor Selection, Diversity, MAE-CMS Advisory, Space Systems Center, UWAL, PSI Center, Accreditation, Educational Policy, COE EDGE/UWEO, COE Executive, Promotion & Tenure, College Council,
DIVERSITY AND FACULTY HIRING - Chad Allen, Associate Vice Provost

Handbook for best practices for faculty searches can be found at https://www.washington.edu/diversity/faculty-advancement/handbook/
Helps with recruitment and success. All search committees should have some form of anti-bias training.

Rethink search process in two fundamentals ways:
1) Most department treat hiring as a special occasion when faculty should always be on the lookout for good recruitment opportunities. Faculty should always be in a recruitment mode.
2) Retention – Do not wait until faculty are ready to leave the department to try to retain them. Do not wait for them to get to the point where they are beyond retention. Incorporate retention from the very beginning. When hiring a candidate, think about what they need to thrive here. Take candidate to see areas that they are interested in while they are interviewing. What type of connections are candidates looking for?

Assessment rubrics - Have search committee define a rubric before looking at applications. Examples can be found in toolkit at the website listed above. A different rubric can be used in different stages to narrow the candidate pool.

Ask candidates for a diversity statement to find out what their experiences with and commitment to diversity.

Committee should agree to read the applications in the same way. Some committees leave letters of recommendation until the end. Do letters support our judgment? Do they raise red flags? Have a staff member sit in during skype interviews to make sure of continuity and that the same questions are being asked for each candidate.

ADMINISTRATIVE UPDATES
There have been new policy additions to the department intranet. https://www.aa.washington.edu/node/693

Policy for meals, refreshments, and alcohol purchases
Here faculty can find links to important documents and forms. Please note that budgets beginning with 64 are the only non-approval-needed budgets. Most budgets will need a food form signed by Pam McGrath (delegated by Tony Waas). When submitting reconciliation documentation, remember to include a list of individuals that attended each session where the food was served.

Procard Policy
A reminder to Procard users that when you sign the Procard agreement, you are saying that no one else is using your card. The College of Engineering will revoke Procards if you are caught doing this. For users with a huge frequency of purchases, please try to reconcile frequently send documentation to Nancy-Lou Polk.

Grant Management Policy
It is required by UW Audit to have a grant management policy that addresses budget reconciliation. Each faculty has access to their folder on the admin drive so that they can check to make sure they are on same page as their grants and contracts support staff. Faculty are encouraged to work with Candy Householder or Steve Pearson to develop a plan to make sure My Financial Desktop checkoffs happen at least quarterly, although monthly is preferred.

EXECUTIVE SESSION: To discuss the promotion and tenure of Assistant Professor Jinkyu Yang to Associate Professor.
MOTION: To recommend the promotion of Jinkyu Yang to Associate Professor with tenure.
Motion passed

ADJOURNED
Meeting adjourned at 1:30pm.