**CLAS Affiliate Faculty Advisory Committee End-of-Year 2019 Report for Dean Antczak**

**Members**: Julie White (Chair), Marcia Frobish (Vice-chair), Sarah Mather, Brandi Angelosanto, Ernesto Cid, Jennifer Cymbola, Tara Hefferan, Charles Hogg, Jerry Keeney,

Gretchen Galbraith (ex officio)

**Purpose**: The CLAS Affiliate Faculty Advisory Committee will advise the Dean on issues concerning Affiliate faculty, such as working conditions, workload, evaluation process, opportunities for development and advancement, and roles within respective units. It will review current policies and make recommendations to the Dean. Through its work, the committee strives to strengthen the integration of the Affiliate community within their respective departments and across CLAS.

Although the CLAS Affiliate Faculty Advisory Committee (CAFAC) has been in existence as an advisory body since 2013, this academic year marks the first time this Committee has functioned as an elected body in governance within the College of Liberal Arts & Sciences. Elected members are moving the CAFAC mission forward by functioning in subcommittees, orchestrating the Fall CLAS Affiliate Social, and creating clearer communication of Affiliate needs in CLAS.

For 2018-2019, our six subcommittees have been very busy.

* **Advocacy**: The goal of the advocacy subcommittee works in combination with the Community-building subcommittee members to ensure that all CLAS Affiliates are aware of the representation they receive, even if no one in their Department sits on CAFAC. This subcommittee’s importance is highlighted in a later section on Community-building.

* **Communication**: This group works on creating the CLAS Affiliate Faculty Advisory Committee Newsletter entitled *The Affiliate Advisor* that is distributed in September. *The Affiliate Advisor* this year discussed the new beginning of an official governance committee in CLAS, highlighting the newly elected members of CAFAC; the newsletter also shared who was awarded the CLAS Teaching Excellence Award for Affiliate Faculty, who received Senior Affiliate promotions, as well as highlighted the upcoming CLAS Affiliate Faculty Open House. The Communications subcommittee also updates and maintains both Blackboard Sites—the public CLAS Affiliate site as well as the CAFAC site.
* **Community Building**: These subcommittee members handle the orchestration of our biggest committee event, the **CLAS Affiliate Faculty Open House**. This year it was hosted by CAFAC on September 28th from 11 a.m. to 2 p.m. and was extremely successful with over one third of all CLAS Affiliate Faculty making an appearance. This event is extremely important in helping Affiliate Faculty network with colleagues from other Departments in our College as well as become aware of all that CAFAC offers them in terms of representation and voice. This year, we also distributed CLAS Affiliate Faculty pins. There is a great deal of time and energy involved in planning this event, from catering to setting up communication flyers and informational table tents. The outreach is always well-rewarded by many attendants who appreciate this time to socialize with others as well as with Dean Antczak.

Community-building and Advocacy members also reach out to Departments where there is no elected official CAFAC representative to ensure those Affiliates are equally represented and have voice in CLAS. After meeting with various faculty in different Departments, the Advocacy members have brought to CAFAC questions and concerns that were voiced and we were able to troubleshoot and offer information to create more clarity. Not only were their questions answered but these Affiliates were given an opportunity to have voice in our College.

* **Professional Development**: This group works to ensure clearer transparency regarding professional development opportunities and funds for Affiliates in CLAS. In 2017-2018, the subcommittee drafted a Professional Development document that is posted on the CLAS Affiliate Blackboard site, outlining various means of gathering funds for conference travel and presentations. Without question, this is a committee that will gain more traction in the years to come now that we have been established as a governance committee.
* **Liaisons with Faculty Council** help to create clearer communication regarding elections. This year, we coordinated extensively with David Kurjiaka to create clearer communication to CLAS Affiliates regarding the ballot nomination and voting procedures. We also worked to create a clearer distinction between CAFAC and AFAC nominations and voting, and sent out a special email to all CLAS Affiliates urging them to consider running for these important governance positions.
* **Liaisons that serve on AFAC and CAFAC** have worked to keep all CAFAC members informed with regard various changes in University policy that affect CLAS Affiliate Faculty such as the newly categorized definition of Affiliate Faculty as well as the change in classification from “adjunct” to the distinct category Affiliate Faculty. This new categorical definition of University Affiliate Faculty will create several changes that will affect Affiliates in CLAS. These exchanges between liaisons and CAFAC members help to ensure CLAS is one of the first in offering Chairs updated information that will keep them ahead of the curve in University governance changes.

As a result of the role of these subcommittees, CAFAC members as a whole are creating a document entitled **Best Practices Regarding CLAS Affiliate Faculty** that will be presented to Dean Antczak and pending the Dean’s approval, will be presented to CLAS Unit Heads by the end of this academic year. The goal is that sharing these Best Practices from CLAS Departments will help create more clarity and transparency between Unit Heads and their Affiliates across the College of Liberal Arts & Sciences.

As our first year as an official governing body comes to a close, we have clearly made great strides in representing Affiliate Faculty in CLAS. Before the year ends, we plan to begin working on a document that will offer vision and future goals to serve as a plan for new CAFAC members for the next few years.

Report respectfully submitted by Julie White, Chair of CAFAC, March 19, 2019