



## University Faculty Council

Meeting: Tuesday, September 2, 2025 - 4:00-5:00 PM

Location: G204 | <https://neomed.zoom.us/j/97164904258?pwd=o497jt1rAjGMfe2t2EPPsvEwhcNbps.1>

### ZOOM Information: Connection time 3:55 PM

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Or Telephone: +1 312 626 6799 (US Toll); +1 646 876 9923 (US Toll)

Meeting ID: 971 6490 4258 | Password: 583611

**Members attendees in bold:** **Jeffrey Mellott (chair), Petrea Cober (vice-chair), Timothy Barreiro, Natalie Bonfine, Stacey Gardner-Buckshaw, Yeong-Renn Chen, Lukas Everly, Sheila Fleming, Alex Galazyuk, Kristen Knepp, Yong Lu, Jennifer McKay, Vahagn Ohanyan, Matthew Smith, Erica Stovsky, Xinwen Wang**

**Administrative Support:** Deborah Loyet

4:00 p.m.- 4:05 p.m.	1	<p><b>Welcome</b> <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	Dr. Mellott opened the meeting at 4 pm and reminded members this is a working meeting.
	2	<p>Approve previous UFC minutes <a href="#">08.12.2025</a> (Approved minutes located on <a href="#">NEOMED website</a>)</p>	Dr. Mellott called for changes or discussion of the meeting minutes from August. Dr. Galazyuk moved to approve the minutes; Dr. Bonfine seconded. Minutes were approved with no changes.
	3	<p><a href="#">Executive Management Team Notes</a> <a href="#">Executive Management Team Fall 2025 meeting sign ups</a></p>	Dr. Mellott asked Council members who attend Executive Management Team (EMT) meetings to provide your notes to Andrea Coard for posting no later than seven days after the EMT meeting takes place.
4:05 p.m.- 4:10 p.m.	4	<p><b>Provost notes and UFC Committee Representation Updates</b> <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Mellott shared for information only, that there will likely be changes to teaching evaluation forms to align with the adoption of the Faculty Empowerment Plan (FEP) and changes because of state law, SB1. According to SB1, all full-time faculty are required to have a formal evaluation at least once per year regardless of participation in the FEP. The current forms are being revised to accommodate each of these concerns and processes. Regarding SB1, the administration will be coming to a future UFC meeting to discuss what policies, etc., were affected by SB1, e.g. Student Evaluations Forms, etc.</p> <p>For faculty who are part of the Faculty Empowerment Plan, the bonus component of that plan is paid out in the September payroll. HR has taken it upon themselves to remind faculty monthly as to what constitutes eligible activities for the Faculty Service Incentive Plan.</p>

Dr. Thewissen updated Council members about the University Research Council (URC). There are strong relations with University Hospitals and URC, between which there is sharing between the two institutions, along with an exchange of funding. There are three (3) bench-research related priorities: Musculoskeletal, Diabetes, Obesity & Metabolism and Cardiology with reporting to the principle department chair (in this case Dr. Thewissen). The Health Sciences RFA will report to the Provost; the Neurodegenerative and Hearing RFAs report to Dr. German and the Education RFA reporting line is uncertain for right now. The URC group that Dr. German has convened on RFAs will stay in place so information flows from the VP for Research and so she can hear about problems affecting the RFAs.

An important thing that URC is doing is defining the structure of RFAs, e.g., how to start a new one; sunset one; for RFA directors, how often they should be reviewed, etc. Sheila Fleming is head of this effort as the chair of URC. It will become easier to report on what an RFAs are doing. A question was asked about a timeline for this new reporting structure. Dr. Thewissen said there is no definite timeline but we are now far enough with this that at the next meeting, there should be fairly complete information.

Dr. Mellott reminded the Council that Dr. German will provide a leadership report to UFC in October and then Dr. Langell will follow that in December. Both have been asked to explain the financial relationship between University Hospitals and NEOMED. Faculty are asking what has been identified as outcome measures to determine if NEOMED should keep doing this type of research arrangement after a certain period of time.

Dr. Mellott said it is unclear how NEOMED will be hiring faculty in the future, considering the UH affiliation agreement. Will faculty hires be RFA-specific or not? He has received mixed responses from different leaders.

Dr. Bonfine gave a brief update on Academic Management Partnership (AMP). The August meeting was the first for Dr. Kent-Stollo, new Dean of Students. AMP reviewed and approved the AY2026/2027 academic calendar, which then goes to the Provost for final approval. AMP has also been reviewing implications for increasing COM enrollment above 200 to 210 or even 220.

A member asked for an update on the Faculty Information System (FIS). Deb Loyet shared that the system continues to be retooled to

			<p>accommodate the new reporting protocols for faculty workload reporting. November is the target date to begin introducing and training faculty in the FIS for use in the new calendar year. There are three modules: 1) Faculty Activity Reporting (FAR), in which faculty workload activities will be recorded, including research-related activities; 2) Review, Promotion and Tenure (RPT), which was used by the College of Medicine for their non-tenure track faculty promotion process last year and will be used for the tenure and promotion process this coming fall; and 3) Lifecycle Management (LM), which is an administrative module for Deans, Department Chairs, and other admins to pull reports on faculty or track their progress toward tenure and/promotion, etc. NEOMED is choosing not to use the fourth module at this time, called Faculty Search, since we have a sufficient recruitment system, PeopleAdmin. Along with the system preparation, a decision was made by university leadership to allow affiliated (voluntary) faculty to use the system. This requires single sign-on and the assignment of NEOMED email accounts to several thousand affiliated faculty. IT is an important partner with the setup of the system.</p>
4:10 p.m.- 5:00 p.m.	5	<p><b>Open Forum and Department updates from Council members</b> <i>Group Discussion</i></p>	<p>Dr. Mellott asked for a motion to adjourn at 4:30 pm. A motion to adjourn was made by Dr. Smith and seconded by Dr. Galazyuk.</p>

**Upcoming Agenda Items**

October 7 – Leadership Report – Dr. Rebecca German, VP Research

November 4 – Working Meeting

**Upcoming Faculty Development Opportunities**

September 9 – 1-2 p.m. - New Faculty Onboarding, Topic: Learning Center and Writing Center overview in Training Room (all faculty welcome)

September 22 – 1-2 p.m. - Teaching and Learning Session "Mind the Gap: Bridging Personal Perspectives for Effective Teaching" in Training Room

November 17 – 12:30-3:30 p.m. - Save the Date for Celebration of Health Professions Education in Great Hall and via Zoom.

These sessions are incentivized faculty development in the Faculty Incentive Plan