

COSAM Accountability Committee Meeting Summary
December 13, 2021

In attendance- Kimberly Mulligan, Courtney Leisner, Steph Shepherd, Melissa Halford, Melinda Lanius, Vanessa Falcao, Veronica Morin, Katherine Calloway

1. **COSAM Onboarding Process (Revisited)-** Katherine Calloway, COSAM HR Generalist joined the meeting to explain the on-boarding process from HR perspective.
 - a. In 2019 HR requested to meet with faculty candidates for ~15 minutes to provide them with general information from the college, daycare, dual-career, benefits, and what it's like to work at Auburn as well as give them a chance to ask for what they need (met with candidates from biology and chemistry).
 - i. This was not mandatory but was well received by the candidates. HR has offered to have these meeting for several of the current searches, but they have not been added to any of the schedules yet.
 - ii. Other major changes- new faculty hires used to come to the COSAM HR office for on-boarding, but it has moved to central HR.
 - b. HR has considered other options to connect with new faculty members in order to share vital information:
 - i. Considered having an open house at the beginning of the year- This idea was well-received and could be a way to introduce all new faculty and staff to the support offices in COSAM
 - ii. Would like to put the on-boarding information on the HR website home page
 - c. Likes the idea of having a COSAM resource list (Geoscience plans to have it ready to review by the committee in January) and organization charts which needs to be department-focused

2. **Tenure and Promotion- Recommendations on how to make this process useful for career development?**

***The goal needs to be to make these processes as transparent as possible.**

 - a. New faculty receive a general breakdown of the process and recommendations, but they need clear guidelines and expectations.
 - i. Rubric combined with goal setting
 - ii. Department-specific template for the dossier
 - b. Annual Reviews are department specific with some people feeling as though they receive more guidance than others
 - i. Are all faculty receiving mentorship? They should be paired with a senior faculty mentor that can do a yearly review of their packet
 1. Can we commit to mentor meetings at least once/quarter? Can we consider having mentors outside of the home department?
 - c. **Other things to Consider:**
 - i. What can we be doing to better support the non-tenure track faculty in their work?
 1. What type of mentorship are they receiving?
 2. What are their professional development opportunities?

- ii. There does not seem to be clear understanding about FMLA/paid parental leave for faculty
 - 1. What does this mean for the tenure/promotion process?
 - 2. What are the expectations/guidelines?

Next Meeting- January 19, 2022: During the spring semester, each month a different committee member will lead the conversation. Veronica Morin will discuss K-12 outreach activities (how departments can work with Outreach to accomplish their DEI goals) in January.