

**DATE:** May 10, 2024

**FROM:** Virginia Cairns, Chair – Faculty Administrative Relations Committee

**SUBJECT:** Annual Report of Committee Work, 2023-24

The Faculty Administrative Relations Committee (Virginia Cairns, Brian O’Leary, Joanie Sompayrac, Kenyon Wilson, Amye Warren and Christopher Stuart) met and reviewed two cases this year. Both occurred in September and involved faculty members from the same department. For each case, the committee held a meeting via Zoom to discuss the circumstances, examine the documentation provided and make a recommendation. To thoroughly understand the issues involved, two members of the committee met separately with the Dean in the supervisory chain for both faculty members and reported back to the full committee to aid in decision making. Recommendations were issued and letters drafted in a timely manner. No further cases were received as of mid-May 2024.

Respectfully submitted,

Virginia Cairns  
Professor and Instruction Librarian  
Chair, 2023-24 Faculty Administrative Relations Committee