In Attendance: Jasbir Arora (Secretary), Soura Dasgupta, Ed Dove, Jia Lu (Chair), and David Rethwisch. Alec Scranton (non-voting ex-officio)

Action items

1. The meeting was called to order at 2:00 PM. Minutes of the 12 December 2013 EFC meeting as distributed were approved by unanimous vote.
2. Announcements. None
3. Discussion of renewable-term Lecturer Guidelines – Draft Document
   EFC discussed draft of the document “College of Engineering Guidelines for the Recruitment and Retention of Renewable-term Lecturers (FH15)” including the changes suggested by Professor Dove. The discussion centered on the following main points:
   - Working title?
   - Initial appointment process?
   - Annual evaluation process?
   - Renewal of appointment; period of appointment?
   - Promotion process?
   The draft document was finalized. Professor Dove will update the draft and distribute to the EFC. The EFC also plans to invite current Lecturers in the College during its first meeting in the Spring 2014 Semester to get their further input before bringing the document to the faculty for vote which needs to be done by 1 March 2014.
4. New Business. EFC meeting time for the Spring 2014 semester was set as Mondays 3:30 to 4:30 PM.
5. The meeting was adjourned at 2:55 PM.

Submitted by Jasbir Arora