

Personnel Policies Committee Report for the Faculty Senate Meeting of April 25, 2018

Agenda for the Personnel Policies Committee Meeting Friday, April 20, 2018, 1:00 p.m. in the Faculty Lounge (second floor Russell Building)

I. Call to Order

II. Items

- A. Discuss issues related to intellectual property and the recommended Intellectual Property Policy (for APPM 7.10.3). The latest iteration of the proposed policy was approved by the FS at the April 11 meeting. The paragraph on *course viewing and notification* (paragraph 2), was removed from the [policy proposal approved by the FS on November 1, 2017](#).
- B. Discuss charges for next year.

III. Old Business

- A. Discuss the annual department chair evaluations of faculty (for background, see APPM 4.4.2, and the Faculty Development and Evaluation Summary, [Appendix G](#)).
- B. Updates of the APPM—see the [Archivist Report of February 20, 2018](#)
- C. [Insurance and Benefits Committee](#)
- D. Spreading the OTRS contributions
- E. Personnel Issues related to online accelerated courses and programs: scheduling (especially for summer classes), teaching load, course enrollment, compensation

IV. New Business

V. Adjournment

[Report](#) from our last meeting (February 14, 2017)

Minutes of the Personnel Policies Committee Meeting
Friday, April 20, 2018, 1:00 p.m. in the Faculty Lounge (Russell second floor)

I. Call to Order

Chair Fridley called the meeting to order at 1:11

II. Items

- A. Discuss issues related to intellectual property and the recommended Intellectual Property Policy (for APPM 7.10.3). The latest iteration of the proposed policy was approved by the FS at the April 11 meeting. The paragraph on *course viewing and notification* (paragraph 2), was removed from the [policy proposal approved by the FS on November 1, 2017](#).

Discussion focused on the issue of *course viewing and notification*. Senator Moore (who was not able to attend) relayed her recommendations on this issue to Sen. Frinkle, and the recommendations were discussed. It was agreed that there would be no immediate action on this issue. We will continue to monitor the issue, and investigate whether there are ways to automate notification of course viewing. Perhaps there is a “non-onerous” method of reporting and notifying faculty when their course materials are being viewed.

- B. It was agreed that we would consider several Old Business items and decide whether or how to pursue them in formulating some initial charges for next year.

III. Old Business

- A. Discuss the annual department chair evaluations of faculty (for background, see APPM 4.4.2, and the Faculty Development and Evaluation Summary, [Appendix G](#)).

It was noted that earlier PPC and FS reviews of the annual evaluation process focused on concerns about the process at the Dean level (e.g. the timely review and return of the evaluations to faculty). With the removal of the Dean of Academic Affairs position, these concerns have been alleviated, and the VPAA has taken on the responsibility of reviewing those cases where there is a disagreement over the evaluations between a faculty member and department chair. It was also noted that there had been some concern over the definitions of the rating labels used in the evaluations (e.g. *Outstanding*, *Commendable*).

It was agreed that there were no pressing issues related to the annual evaluations and no immediate actions to be taken.

- B. Updates of the APPM—see the [Archivist Report of February 20, 2018](#)

Sen. Fridley recapped the February updates of the APPM, and noted the five pending policy recommendations (see the Archivist Report of 2-20-2018). It was agreed that continued work with Academic Affairs on editing, revising, and archiving changes to the APPM will be a priority.

C. [Insurance and Benefits Committee \(IBC\)](#)

It was noted that VPAA Clark had confirmed VPBA Dennis Westman's authorization of the IBC. Including the IBC in the APPM is one of the five pending policy recommendations. Sen. Matthews (IBC member) explained that he has not been successful in arranging a meeting, but will continue his efforts. It was also noted that personnel changes affecting some members of the IBC will necessitate appointing new committee members.

D. Spreading the OTRS contributions

It was noted that in December of 2017, the FS requested that VPBA Westman conduct a study of the feasibility and advisability of spreading OTRS contributions evenly throughout the year. In January of 2018, Westman informed FS Chair Althoff that the study would be delegated to Marjorie Robertson. We have not received any further information on the study. There have been numerous discussions (with FS Executive Committee, AAUP Chapter, President Burrage, VPAA Clark) about the OTRS contributions and the possibility of SOSU covering part or all of these contributions, as do some of our sister institutions. It was agreed that such a move would be well received, and depending on how it is done, would be of benefit to faculty **and** staff. We will continue to engage the Administration on this issue.

E. Personnel Issues related to online accelerated courses and programs: scheduling (especially for summer classes), teaching load, course enrollment, compensation

It was agreed that these issues will be a priority for the PPC. We will continue to study these matters as the accelerated online offerings increase. Our aim is to establish some baseline policies and practices to ensure just and equitable compensation for faculty who design and teach these courses, ensure reasonable teaching loads and enrollment caps with appropriate departmental oversight, and to work cooperatively across campus to ensure our academic and course offerings are of a high quality.

IV. New Business

[Resolution on Faculty Hiring \(December 6, 2017, III.D.\)](#)

We will follow up on this, and continue to work on the faculty hiring process and related issues, including: hiring prioritization processes; timelines for hiring requests, responses, advertising, bringing in candidates, and hiring decisions; documentation of the processes; funding for searches and for candidate travel and lodging.

It was agreed that all of these issues would be appropriate to discuss at the Shared Governance Forum scheduled for April 30.

V. Adjournment

Meeting adjourned at 2:15

Respectfully submitted by
William Lloyd Fridley, PPC chair