

Personnel Policies Committee (PPC), 2016—2017 Year-End Report

Committee members: William Fridley, Charles Matthews, Karl Frinkle, Stewart Mayers, Crystal Moore, Mo Chehbouni

The committee met four times:

- [September 22, 2016](#)
- [October 26, 2016](#)
- [November 3, 2016](#)
- [March 31, 2017](#)

Action Items:

- **Motion:** Change the numbering and headings of the Academic Policies and Procedures Manual (APPM) 3.6: change 3.6 Function and Membership of General Faculty Councils to 3.6 General Faculty Councils; add 3.6.1 Function and Membership of General Faculty Councils; change 3.7 Other Committees and Councils to 3.6.2 Other Councils and Committees. Approved by the Faculty Senate (FS) on [November 9, 2016](#).
- **Motion:** Change the policy on the Shared Governance Forum format (APPM 3.8, Shared Governance Forum, paragraph two) to align with the current practice. Approved by the Faculty Senate (FS) on [November 9, 2016](#).
- **Motion:** As part of its charge to work on revitalizing faculty, the PPC forwarded (11-9-2016) the [SE AAUP chapter's revitalizing faculty and reimagining programs proposal](#) for the FS's endorsement and support, which was approved in the form of [a resolution](#) (11-30-2017).
- **Motion:** Insurance and Benefits Committee's (IBC) function and membership statement was approved by the Faculty Senate (FS) on [November 30, 2016](#). While it has not been added to the Academic Policies and Procedures Manual (APPM), [posting on the FS website](#) has been authorized.
- **Two motions:** Editorial changes to the Post-Tenure Review Policy (APPM 4.4.7). The first motion is for a non-substantive change in numbering. The second motion is to change references to the Executive Dean for Academic Affairs (EDAA) to refer to the Vice President for Academic Affairs (VPAA) or designee. Approved by the FS on [January 25, 2017](#). Inclusion in the APPM is pending.
- Appointed faculty to the IBC membership and posted the [2017-2018 membership list](#) to the FS website. Reported at the FS meeting of [April 5, 2017](#).
- **Motion:** Proposed Cost of Living Adjustment (COLA) be added to the 2017-2018 annual salary of each full-time faculty member. The motion was modified and approved by the FS on [April 5, 2017](#):

It is recommended that there be a \$500 addition to the 2017-2018 annual base salary of each full-time faculty member who had a full-time appointment in the 2016-2017 academic year.

Charges

Completed Charges

- Review office-hours policy with regards to requirement for on-line classes and summer classes.
a. on-line appears to be addressed in APPM 4.9.2 but not summer. **(Completed)** It was agreed that no further action will be taken on this item.
- Annual Review Process & Evaluations – Begin work with Dr. Clark and Administrative Council It was agreed this would be the priority item for this year. It was noted that this charge should refer to the Academic Council, and it was agreed that we intend to work closely with the Academic Council on this issue. **(This charge was [assumed by the Executive Committee](#))**

Ongoing Charges

- Drafting a procedure for how to admit “outside” information that is presented to P & T committees. **(Ongoing:** develop a policy recommendation to ensure this outside information—which is allowed in current policy 4.6.4 and RUSO policy—be appropriately vetted and that the applicant for tenure and promotion has an opportunity to respond to such information). It was also noted that the method for selecting the chair of P & T committees is not specified in the current policy.
- Making changes to the APPM that are necessitated by the administrative reorganization of academic affairs. **(Ongoing:** it was noted that in August, 2016 the Executive Committee forwarded to VPAA Clark recommendations for changing all references to the Dean of Instruction/Dean in Chapter 4 of the APPM in light of the administrative reorganization).
- Continue working on making the Presidential Advisory Committees for Budget and for Academics into standing committees and develop the membership structure and function statement for these committees. **(Ongoing)** It was noted that the Presidential Advisory Committee for Academics (PAC-A) recommended the dissolution of their committee. Action is pending until the submission of the PAC-A’s final report.
- Explore and investigate family leave policies **(Ongoing)** It was agreed that the current policy (Family and Medical Leave, APPM 5.1.5) would be reviewed. Whether any action is needed will be determined at the next PPC meeting.

New Charge

- It was agreed the PPC would consider two issues related to intellectual property: the status of intellectual property in regard to third-party agreements (e.g. with Academic Partners), and the status of intellectual property in instances when an instructor is no longer teaching a course that is still in progress (i.e. the original instructor is replaced). These items were determined to be within the PPC’s charges, and were deemed as necessary considerations that are not addressed in the recommended Intellectual Property Statement approved by the Distance Education Council ([February 28, 2017](#), Appendix B) and the recommended Intellectual Property Policy approved by the Faculty Senate ([March 8, 2017](#), V. New Business).

Respectfully submitted by William Fridley
Chair of the Personnel Policies Committee