

Personnel Policies Committee Report for the Faculty Senate Meeting of September 30, 2015

Senator Poovey called the first meeting of the Personnel Policies Committee (PPC) and emailed members an Agenda.

Agenda for September 23, 2015 Personnel Policy Committee

- 1) Elect Chair
- 2) Review Charges
- 3) Review other old business
- 4) New business

Charge List:

1. Annual Review Process – this was suggested by Dr. McMillan as our next project together with Administration.

From the year-end report spring 2015:

Review and request changes to annual review form, and review the annual evaluation/review process and practice. Action: Solicited feedback from Dean of Instruction and requested Dean to solicit feedback from chairs. Process ongoing. A survey instrument on the annual evaluation/review process was constructed and administered (see

Minutes 11-19-2014, IV.A, Draft of Survey Questions)

2. Continue work with Dr. Clark on editorial revisions to the APPM.

a. Starting point might be APPM 3.3.3.3 – how will the Senate enforce the policy or should amendments to the policy be considered.

b. Inclusion of the listed appendices and forms in the on--line document at the end, or creation of links to the documents themselves (see “Figure A. Faculty Senate Committee Structure” under APPM 3.3.3.3).

3. Explore and investigate family leave policies

4. Monitor developments and improvements to the travel encumbrance/reimbursement process.

5. 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.

6. Reconcile fall syllabi due date with APPM 5.2.1, which states that teaching appointments are made “from the beginning of the fall semester. . .” and propose revisions to the Faculty Symposium.

a. Charge #13 (year-end report spring 2015) includes possible revision to the Symposium.

7. Develop a policy proposal on interim department chairs.

8. Review policy on faculty load and overloads.

a. Develop a policy proposal on reassign time for faculty.

**Minutes of the Personnel Policies Committee Meeting
September 23, 2015, 3:00 p.m.
Faculty Lounge in the Science Building**

Members Present: Hal Poovey, Diane Dixon, Patrick Schoettmer, George Jacox, William Fridley, Tom Harvey

Election of Chair

Senator Fridley was elected to chair the committee. Fridley thanked Senator Poovey for his exemplary service in chairing the PPC the last two years.

Review of Charges

1. Annual Faculty Review/Evaluation Process

Vice President for Academic Affairs, Dr. Doug McMillan has requested that the PPC take on this project as a continuation of the work over the last five years on the promotion and tenure process and policy and the post-tenure review process and policy. It is recognized that there will be a wide degree of latitude given to the PPC and FS in the overhaul of the existing policies and procedures and in the development of new ones.

It was noted that there has been preliminary work on the annual faculty review process. A survey instrument was developed and administered in the fall of 2014. It was agreed that the results of this survey (which were not published on the FS website) would be located and emailed to the members of the PPC for their review and consideration. The involvement of academic department chairs in this process was discussed. It was noted that chairs were invited to participate in the survey and several questions were dedicated to the role of chairs. Given the chairs' pivotal role in evaluating the work of faculty, it was agreed that special effort will be made to clearly communicate and work cooperatively with the Academic Council on this project. It was noted that the Executive Dean for Academic Affairs had been asked for input on the annual review process. It was agreed that this request would be located and the date of this communication would be determined and noted.

2. Continuation of work with Assistant Vice President for Academic Affairs, Dr. Bryon Clark on editing and updating the Academic Policies and Procedures Manual (APPM)

The history of this ongoing project was briefly discussed. The project began in earnest five years ago. Much was accomplished, but the intensity of the effort has waned in the last year or two. It was noted that the currently posted [APPM](#) is dated 2014-2015 and includes the administrative flowchart with Dr. Larry Minks listed as President. Senator Fridley will contact Dr. Clark to request a working meeting with the PPC. It was agreed that our committee will review recent Faculty Senate documents with an eye toward items that pertain to the APPM (e.g. changes in committee membership and functions, changes to the FS Constitution). We will also look for portions of the APPM that could use a "quick fix" (e.g. inoperable hyperlinks and outdated material). We will ask that Dr. Clark help expedite the process by

drafting updated charts and related policy information that reflect the current organizational and administrative structure (e.g. the Organizational Chart of Administrative Organization, APPM 2.4).

Presidential Advisory Committees and the APPM

There was discussion about the relation of the recently formed Presidential Advisory Committees (PACs) to university policy, particularly APPM 3.3.3.3. (Ad Hoc Committees—Faculty Representation on Ad Hoc Committees, Task Forces, and Teams). Questions were raised as to whether the formation of the PACs conforms to this policy, and whether there are other relevant policies for the formation of the PACs.

Concerns that were raised included the importance of acting in accordance with policy, and the possible repercussions of decisions made through processes that are later determined to have been conducted in a way that was not consistent with policy.

At the same time, there were numerous comments supporting the PACs and their operation:

- Widespread faculty participation in the PACs (including many faculty senators and SE AAUP chapter members)
- Good faith efforts to publicize the work of the PACs, their charges, and their findings (e.g. President Burrage’s meeting with the SE AAUP chapter membership and executive committee, communication with the FS through FS Chair Steven Emge, the topic of the Shared Governance Forum scheduled for September 28, and President Burrage’s promise that the PAC’s findings and recommendations will be made available to the university community)
- Input from faculty has been solicited by the PACs (most notably by the Budget and Academics PACs)
- Reports of unprecedented access by the PACs to information and data that was previously difficult and sometimes impossible to access

It was agreed that we should ask President Burrage, “Where do the Presidential Advisory Committees fit in terms of university policy and the APPM?” Senator Fridley will relay the PPC’s question to the FS Executive Committee (EC) at its October 5 meeting in preparation for the EC’s meeting with President Burrage on October 19.

Action Item

Motion to amend the Faculty Senate Constitution, Article II—Functions and Powers, Section A.

Currently:

The Faculty Senate shall be the official representative body of the faculty with powers to act for the Southeastern Oklahoma State University faculty.

Proposed Change (in bold print):

The Faculty Senate shall be the official representative body of the faculty with powers to act for the Southeastern Oklahoma State University faculty, **and to advocate for part-time, contingent, and adjunct instructors.**

Rationale:

This proposed amendment is to clarify the scope of the Faculty Senate's functions and powers to include taking up the concerns of adjunct instructors and addressing them through the proper channels. According to the constitution's definition of *faculty* (APPM 3.3.1, Article I—Name), part-time instructors are neither eligible to serve on the Faculty Senate, nor to vote in Faculty Senate elections. Therefore, while the Faculty Senate does not technically *represent* these instructors, this proposed amendment makes it explicit that we are empowered to hear their concerns and to act on their behalf. This builds upon a function of the University Affairs Committee: “(d) to serve as a contact for adjuncts to bring their concerns to the Senate and have them addressed” (APPM 3.3.1, Article V—Committees, Section B).

Meeting Adjourned at 4:20 p.m.

Report compiled by William Lloyd Fridley, Ph.D.