

**Personnel Policies Committee (PPC) Report for
The Faculty Senate meeting of September 30, 2020**

**The PPC met on Wednesday, September 23, 2020
4:00 p.m., via Zoom**

In attendance: Carolyn Fridley, Chaeyun Lee, Hallie Stephens, Meg Cotter-Lynch, Doug Wood,
William Fridley, Mike Gaffney

- I. Call to Order by William Fridley, last year's committee chair at 3:03 p.m.
- II. William Fridley was nominated as chair by Senator Wood and seconded by Senator Stephens. Elected by acclamation.
- III. Review of our ongoing charges and update their status. (see Items, p.2)
 - A. Numbers 1 and 2 fulfilled.
 - B. For ongoing charges 3 and 4, the committee agreed to send an email to VPAA Teresa Golden requesting a repair to two links in the APPM and requesting the archiving of the APPM in accordance with the Preface to the APPM, Policy to Modify the Academic Policies and Procedures Manual. [email sent 9/25, cc PPC and FS Chair Randy Clark]

Hello, Dr. Golden,

The Personnel Policies Committee met yesterday, and we would like to request your help in addressing a restoration of two inoperable links in the APPM (see below), and in providing an archive of past APPMs as explained in the Preface to the APPM, Policy to Modify the Academic Policies and Procedures Manual.

Links to repair

4.4.7 Post-Tenure Review Policy (added by Faculty Senate and Academic Affairs, approved by the President 12/2015)

Post-Tenure Review Flowchart—Appendix J

Post-Tenure Review Timeline—Appendix K (page 78)

Would you also change the spelling of APPENDIXES to APPENDICES?

Archiving APPMs

- The APPM will be archived by academic year in a read-only document; the year will be listed on each page as a watermark.
- The archived APPMs will be listed by academic year on the Academic Affairs Website. (APPM, page 10)

We are pleased to be working with you on this. Let us know if we can be of assistance.

Sincerely,

William, Chair of the Personnel Policies Committee

- C. There was some discussion of charge number 5, and an agreement to pursue and expand on this charge, which will be the priority item at the next PPC meeting. It was agreed that we need a standardized process for the hiring of faculty (from departmental requests to job offers), a transparent record of the process and all relevant data must be made accessible, and it is essential that representatives from the Faculty Senate participate in the decision making process (with President Newsom, VPAA Golden, and VPBA Dennis Westman). Key questions include: What portion of the Budget is dedicated to faculty hires and how is that decided? Is there a budgetary plan for providing funds for faculty hires? On what criteria and by what means are hiring decisions made?
- D. For ongoing charge number 6, two lists of specific items were submitted by PPC members. These were considered and it was agreed that four motions would be drafted.

IV. New Business

- A. Consider and establish new charges
It was agreed that ongoing charges 5 and 6 would be developed, expanded and specifically addressed.
- B. Prioritize charges
For our next meeting it was agreed that faculty hiring prioritization would be our top priority. Summer scheduling, teaching load, and compensation will also be discussed.

V. Motions to forward to the Senate for the September 30 meeting?

It was agreed that four motions regarding appointment letters and teaching overloads would be drafted for the FS's consideration at the September 30 meeting.

1. We request that all faculty members be provided with an annual appointment letter prior to the start of fall semester classes each year, specifying their salary for the coming academic year.
 - a. Note: per APPM, non-tenured faculty should receive annual appointment letters; tenured faculty are presumed to be continued and need not receive annual appointment letters (APPM 4.1.1.1.a.). However, we are requesting that all faculty, regardless of tenure status, be notified yearly of our salaries; as noted in APPM 4.1.1.3, the university cannot obligate funds beyond the current fiscal year. Therefore, we are asking to be notified of our salaries after July 1st but before the beginning of fall classes each year.
2. We remind all department chairs, faculty, and administration that the teaching load for full-time faculty is defined by APPM 4.1.4 and 4.7.1 as 12 credit hours per semester, regardless of faculty rank. Overload pay is expected for teaching in excess of 12 credit hours per semester.
3. We recommend that the teaching hours for graduate classes be consistently calculated at 1.333 semester hour units (APPM 4.9.1) for purposes of scheduling, workload, and compensation. We ask that Academic Affairs work with department chairs and faculty to ensure this is consistently applied.
4. We recommend that in cases where faculty are teaching an overload, and the teaching schedule includes both undergraduate and graduate courses, the overload pay will be for the graduate

courses (i.e. benefits the faculty, see [Temporary and Supplemental Salary Schedules 2019-2020](#), APPM Appendix B). We ask that Academic Affairs work with department chairs and faculty to ensure this is consistently applied.

VI. Review and wrap-up

VII. Adjournment at 5:03 p.m.

Respectfully submitted by William Lloyd Fridley, Chair of the Personnel Policies Committee

Items

2020-2021 Charge from Faculty Senate Chair Dr. Randy Clark

This committee's duties shall involve all matters which directly affect the well-being of the faculty member at the institution. These matters shall include, but not be limited to salary, insurance, teaching, post-tenure review, and travel to professional meetings.

Charges from 2019-2020 with updates on their status

1. Review the Sabbatical Leave Policy (APPM 5.1.1).

This led to the Shared Governance Forum of April 26, 2020, How and Why You Should Take a Sabbatical. This was held via Zoom and featured Drs. Doug Wood, Meg Cotter-Lynch, Charla Hall, and Jeri Walker. **Recommend that this charge is fulfilled.**

2. Delegating the status of the Insurance and Benefits Committee to the Committee on Committees to recommend putting in the APPM 3.6.2 Other Committees and Councils. **Fulfilled.**
3. To work with the Vice President for Academic Affairs, Dr. Bryon Clark, on the archiving of previous APPMs and to improve the timeliness and functioning of the "policy on policies" (Preface to the APPM, Policy to Modify the Academic Policies and Procedures Manual). **Perhaps wait on this as we track the ad-hoc committee for Policy on Policies.**
4. To continue work on the Academic Policies & Procedures Manual (APPM), identifying sections that need editing, updating, or other editorial revisions, and making recommendations for needed changes. This charge is ongoing. **Recommend we contact VPAA Golden and request that Academic Affairs restore inoperable hyperlinks in the APPM (especially in the APPENDIXES).**
5. To follow up on a resolution regarding a faculty hiring prioritization process that was approved by the Faculty Senate on [December 6, 2017](#) (see III. Committee Reports, D. Executive Committee). **Ongoing, and perhaps expand.**

The FS's Faculty Hiring Prioritization Resolution which was partially implemented in 2018, less so in 2019, and nowhere to be found in 2020. The "catch" was determining the faculty entity that

reviewed and analyzed the paperwork (e.g. FS Budget Committee, Academic Council, etc.). My take: let's work to get the process reignited (due date for departments to make hiring requests, faculty access to the requests and the decisions made). Then what we need is at least one faculty representative (from the FS) who is at the table for these deliberations and decisions: how much of the budget is "dedicated" to faculty hires? And how are the decisions made on faculty hiring offers

6. Conduct a review to obtain information on fulltime faculty teaching overloads, and data on compensation arrangements for faculty using coaches. Continue, and focus initially on specific policies and practices regarding teaching overloads. Subsequently address Summer teaching load and compensation.

Two lists of related concerns from PPC members

Recommendations for some specific actions we can take now to address specific issues with overloads.

- Appointment letters for all full-time faculty.
- Abide by the 12-hour per semester teaching load for full-time faculty, with overload pay for teaching above 12 hours (APPM 4.4.1).
- Curtail or eliminate cases of uncompensated overloads. Ensure that all teaching overloads are voluntary.
- Limit the number of overloads (e.g. to two classes per semester).
- Consistently calculate graduate courses at 4/3 for purposes of scheduling, workload, and compensation.
- In the event an overload teaching schedule includes both undergraduate and graduate courses, the overload pay will be for the graduate courses (i.e. benefits the faculty).
- Then, there is Summer!

And,

Such matters directly affecting the well-being of faculty include these longstanding problems:

- insufficient number of faculty to teach currently enrolled students
- faculty overloads to enhance pay (because of low pay -- may be a matter for the budget committee)
- over-reliance on adjuncts and coaches (rather than hiring full-time, tenure-track faculty)
- equity issues for large classes (how do large classes count against load - is there a policy?)
- perpetuation of the myth that full-time faculty (instructor rank) have a 15-hour course load