

Faculty Senate Executive Committee  
Report to Faculty Senate  
3 p.m., Wednesday, December 2, 2020, Videoconference

**Membership:** Randy Clark, Chair; Kay Daigle, Chair-Elect; Dan Althoff, Past-Chair; William Fridley, Archivist; Stan Alluisi, Treasurer; Kate Shannon, Recorder; Rolando Diaz, Parliamentarian

**Information Items:**

- A response from the VPAA to the motions passed by FS 9-30-20 is attached to the FS Meeting packet 12-2-20. The following is a summary of that response:
  - Motion 1-The Faculty Senate requests 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.
    - As for Motion 1 – According to VPAA Golden in an email dated Monday, 11-30-2020, the initial response was addressed by Dennis Westman:

“Now Available, Employee Total Compensation Statement – Colleague Self-Service has a new feature called Total Compensation Statement. The Total Compensation Statement allows employees to view their annual salary as well as their annualized employee deductions and employer benefits. Please note that this is a quick glance at your salary, deductions, and benefits. If you are needing an official document, please contact SE HR. To access the Total Compensation Statement, log into Colleague Self-Service, select the Employee menu then Total Compensation Statement.”

but providing an actual letter and not just a summary *is still in progress*. “Once this is addressed then it will be formalized into the APPM and/or the HR manual” stated VPAA Golden.

- Motion 2- Faculty Senate reminds 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. This calculation should include any reassigned time. Overload pay is expected for teaching in excess of 12 credit hours per semester.
  - According to VPAA Golden, this policy needed clarification as there are several different practices on campus; “Based on extensive research as to what is being done in practice on campus **the APPM policy cited has been clarified (see attached document) and will be effective January 1, 2021.** Major points to note:
    - 1) Acceptable reasons for differing from the 12 hour load are clarified.
    - 2) Instructors are full-time faculty, who may have a 12 hour load **if they follow the same standard as ranked faculty in terms of non-instructional teaching duties and annual evaluation for those duties.**

3) Maximum FTE load is clarified. These maximum loads have been in practice for some time and written in other documents. This is simply a clarification of the hours.”

- Motion 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.
  - According to VPAA Golden, this policy needed clarification as there are several different practices on campus; “Based on extensive research as to what is being done in practice on campus **the APPM policy cited has been clarified (see attached document) and will be effective January 1, 2021.** Major points to note:
    - 1) Acceptable reasons for differing from the 1.333 graduate hour load are clarified in 4.9.1.”

**Note:**

The APPM states in section 4.9.1:

Calculation of Teaching Load

Lecture

Undergraduate—1 Carnegie clock hour per week = 1 semester hour unit

Graduate—1 Carnegie clock hour per week = 1.333 semester hour units

Laboratory

2 Carnegie clock hours per week = 1 semester hour unit

Applied Lessons

1.5 clock hours per week = 1 semester hour unit

Teacher Education Practicum

(Education 2000, 3000, 4000)

20 students = 1 semester hour unit

Special Assignments

Negotiated with appropriate administrators.

Arranged Classes

These will not contribute to semester load unless adequate enrollment is obtained to be counted as a regular class (normally, 15 for undergraduate, 12 for graduate). APPM-105

The load status of classes listed as directed readings, research, independent studies or departmentally specific courses will be evaluated by the department chair and VPAA. Such courses will be judged by the same enrollment considerations applied to other courses.

- Motion 4- Faculty Senate recommends 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.
  - Again, VPAA Golden noted that “This policy needed clarification as there are several different practices on campus. Based on extensive research as to what is being done in practice on campus **the APPM policy has been clarified in section 4.7.1 (see attached document) and will be effective January 1, 2021.** Major points to note:

1) The Administration supports this recommendation while noting the clarifications established in APPM 4.9.1.

2) This policy clarification is listed in APPM 4.7.1.”

**Note:**

The APPM states in section 4.7:

Faculty Load

University faculty have responsibilities in four areas: (1) instruction, (2) research/ scholarship, (3) service to the institution, profession, and public, and (4) various non-teaching or administrative duties. While instruction and research/scholarship are expected of all faculty, the scope and variety of service and non-teaching or administrative assignments will depend upon the needs of the departments, schools, and University at large.

Faculty load assignments will be monitored each semester by the department chair and approved by the Vice President for Academic Affairs.

4.7.1 Teaching APPM-99

Instructional assignments are based upon the expertise of the faculty member and needs of the academic department. They are made by the department chair in collaboration with the faculty member. In the fall and spring semesters a full-time teaching load is twelve (12) semester hour units per semester. In the summer term a full-time teaching load is eight (8) semester hour units per term.

Lastly, VPAA Golden noted that “The Administration’s response to motions 2-4 may change overload calculations, increase the overload pay for faculty who fit the policy, and may require department chairs to carefully view the maximum FTE in regards to the currently listed Spring 2021 semester scheduled courses. As chairs review loads and overloads please reach out to Academic Affairs as questions arise.”

- Based on the discussion from the Shared Governance Forum Tuesday, November 10, 2020, the Executive Committee puts forth the following motion:

**Action Items:**

- The Executive Committee moves to recommend that a formal agreement of intent to “faculty compensation” be provided by the current administration before the end of the 2020-2021 academic year. This agreement, in principle, is an agreement to develop a systematic approach to base salary adjustments beginning August 1, 2021. Faculty Senate believes, as a first step, it is reasonable to role the last three year’s (2019, 2020 and 2021) current salary card step increases into the base salary of all eligible faculty.

Respectfully submitted,

Fendrich R. Clark, Ph.D., Chair