

**Personnel Policies Committee (PPC) Report
For the Faculty Senate Meeting of March 10, 2021
The PPC met on Tuesday, March 9, 2021
10:00 a.m. to 11:00 a.m. CT, via Zoom**

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

- I. Call to Order at 10:05 by William Fridley, committee chair.
- II. Ask VPAA Golden for an update on archiving past Academic Policy and Procedures Manuals (APPMs). (see Item 1)

It was agreed that W. Fridley would email (cc the PPC) VPAA Golden and ask for an update on the status of archiving the past APPMs.

- III. Follow up on our [request for data on faculty paid on and off the salary card](#) (PPC Report, section V., approved by the FS on 11-11-2020). I will email FS Chair Randy Clark to see if he has received a response.

Chair Clark responded to W. Fridley's email saying he has not received a response. Fridley did not ask if Clark if he had requested an update. Therefore, the PPC agreed that W. Fridley would ask Chair Clark if the PPC email VP Golden to request an update on the status of our request for data.

- IV. Request that department chairs provide all faculty with a form, each semester, detailing their teaching load, identifying overload hours, and stating what the overload salary/compensation will be. This idea was brought up at Tuesday's AAUP meeting. This form is closely related to our ~~still unfulfilled~~ requests for annual appointment letters detailing teaching load, salary, and years of service at SOSU.
 - A. Update on appointment letters (our motion approved by the FS on 9-30-2020). Did all faculty receive this by email?
 - B. Pay in lieu of coaches, \$23.50 per student. What is the threshold to qualify? Going forward with Dean Blackwood.

It was agreed that a motion recommending that department chairs provide a Form each semester to all full-time faculty that includes five pieces of information regarding workload and compensation be presented to the FS on Wednesday, March 10 (see VII.).

- A. All PPC members indicated they had received the email with the Appointment Letter. There was some discussion about additional information that would be prudent to include in the letters, most notably, the contractual teaching load, and identification of reassigned time and administrative appointments. It was agreed this could wait till a later time (e.g., with the Fall 2021 Appointment Letters).
- B. The issue of pay for instructors in lieu of hiring coaches was briefly discussed. It was clarified that this only applies to accelerated online graduate classes, primarily in the M.Ed. programs, and specifically in reference to the case of W. Fridley, this semester. In short, Fridley arranged with EIL Chair Dr. Mayers to teach EDUC 5103 (History &

Philosophy of Education) in two sections, each capped at 40. Previously the course was taught in one section, enrollment capped at 75, and with a Coach (whose fee was approximately the same \$3,500 that the instructor was paid, teaching the course as an overload). When the arrangements were made, Mayers assured Fridley that it “should not be a problem” to receive the \$23.50 per student in lieu of a coach for each of the classes. The initial formal request for this pay was turned down by Dr. Jeremy Blackwood (Dean of Graduate School). Fridley appealed, noting the attempt to use an innovative scheduling approach, to reduce reliance on coaches, to increase enrollment (by five), and the informal assurance from the department chair. Moreover, there is no published policy on the matter, and both the amount paid, and the qualifying threshold have been fluid over time, and selectively applied. Dr. Blackwood reversed his initial judgment and agreed to Fridley’s request. Blackwood also noted the need for a formal policy (created with faculty input) and consistent implementation. Fridley suggested the PPC might consider drafting some ideas on this for the next meeting. Another good suggestion was that this policy/practice might be something to hammer out at the department level, with support from and coordination with Academic Affairs.

- V. Review the Emeritus policy (APPM 5.4.7 Emeritus Status of Retired Faculty). While there are no obvious problems that I am aware of, I would like to update the policy to include Library and Email privileges.

There was agreement that a motion be drafted to codify *library and email privileges* for Emeritus faculty. While this is currently the practice, C. Fridley reminded us of the possibility of future administrators not being as cooperative on the matter. Therefore, codification is a reliable hedge to prevent these privileges from slipping through the cracks in the future.

A related matter was emailed to W. Fridley by Matt Sparacio (the most recent appointee to the PPC). Namely, extending email and library privileges to graduates of our graduate programs. It was agreed to recommend that the University Affairs Committee look into this.

- VI. New Business (none)

- VII. Motions to forward to the Faculty Senate for the March 10 meeting.

1. Motion

We recommend that academic department chairs provide a Workload/Compensation form to all full-time departmental faculty, prior to each semester. The form will include, for each faculty member:

- Contractual workload
- Any course reductions (e.g., reassigned time, administrative appointments)
- Teaching load for the semester
- Total overload hours
- Compensation for the overload hours

Academic Affairs will work cooperatively with department chairs to inform faculty about this new practice and to ensure the practice is followed consistently.

[Perhaps an amendment to incorporate this into the APPM, e.g., 4.1?]

Rationale: This policy and practice builds upon our progress in providing annual appointment letters, clarifying, and standardizing calculations of teaching load and compensation in our efforts to establish clear, transparent, and equitable processes for supporting and fairly compensating faculty work. Faculty working conditions are students' learning conditions.

2. Motion

We recommend that the following sentence (in bold print) be added to the Professor Emeritus policy (APPM 5.4.7)

5.4.7 Emeritus Status of Retired Faculty

The Regional University System of Oklahoma Board of Regents at its discretion may honor recommendations of presidents granting retired faculty members emeritus status and title after retirement. When members of the faculty retire under honorable conditions, they may be entitled to emeritus status and to the use of their last title "emeritus" (e.g., "President Emeritus," "Professor of History Emeritus,"). Retired faculty members with emeritus status and title shall be wholly honorary and does not entitle them to compensation of any kind. **Emeritus faculty shall be granted library and email privileges.** Emeritus status shall apply only in cases where the faculty member has been in the service of the University for at least ten years.

VIII. Review and wrap-up

IX. Adjournment at 10:55 a.m.

Report respectfully submitted by William Lloyd Fridley, Ph.D., chair of the Personnel Policies Committee

Items

1. Email from VPAA Golden (10-13-2020):

Hello again,

This afternoon with the assistance from Blake Allen, I have received a copy of nearly all previous APPMs going back to 2011-2012. I did a test watermark and created an archive file for this pdf document which should limit it to read-only. I have attached my test file for your review. I am open to suggestions as to how it would be best to watermark the pages (label, size, orientation, etc.) for all of the previous APPM files, I just did this as an example. Let me know if the group has any feedback on the watermark and if there are any other questions. Once I watermark and resave them, they will be placed on the web site under Academic Affairs as prescribed.

Additionally, I obtained the latest copy of the Organizational Chart. This has been inserted into the APPM. The lettering is small, but once downloaded the file can be expanded. Also, the updated chart is present on the President's web page at <https://www.se.edu/president/wp-content/uploads/sites/32/2020/09/Organizational-Chart-091820.pdf>

2. 5.4.7 Emeritus Status of Retired Faculty

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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.

Updated Charges for 2020-2021

1. 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.**
2. 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 APPENDICES).~~
3. 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.
4. 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.