

Personnel Policies Committee (PPC) End of Year Report for 2020-2021

The PPC met four times.

- [PPC Report September 30, 2020](#)
- [PPC Report October 14, 2020](#)
- [PPC Report November 11, 2020](#)
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Motions, Actions, Results

September 30, 2020

1. Faculty Senate (FS) approved a motion requesting an annual appointment letter, specifying salary, be provided for all full-time faculty, prior to the fall semester.
 - Administration agreed, and faculty were emailed an appointment letter in March 2021.
2. FS approved a motion reminding administration that the APPM (4.1.4 and 4.7.1) specify the teaching load for full-time faculty is 12 hours a semester.
 - VPAA Golden agreed that 12 hours would be consistently used to calculate teaching overloads. She also revealed that several full-time instructors (number not specified) have appointments for a 15-hour per semester teaching load and no responsibilities for scholarship or service.
3. FS approved a motion that 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.
 - The Administration agreed, and VPAA Golden provided a [response document with relevant changes to the APPM effective January 1, 2021](#). (It is noted that the changes in the APPM are not dated)
4. FS approved a motion 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.
 - Added to APPM 4.7.1, effective 1-1-2021.
5. Emailed VPAA Golden requesting some work on the Appendixes (sic) of the APPM and asking that the APPMs be archived according to the protocols in the Preface to the APPM.
 - The Appendices were fixed immediately. The APPMs were archived and in April, at the committee's request, the [Academic Policies and Procedures Manual \(APPM\) Archive](#) link was moved to a more accessible place on the Faculty & Staff page, under Academics.

October 14, 2020

1. The FS approved a Resolution Regarding Faculty Hiring Process, that reiterates and builds on the [December 6th, 2017](#), Faculty Senate resolution urging the Administration to adopt a clearly defined, standardized, and transparent process in its decisions to hire faculty members. The Resolution sets four parameters for a clearly defined, standardized, and transparent process.

- There has been communication from Academic Affairs and Business Affairs indicating that the process (called the 2018 process) will be used. Details, in word or in practice, have not been revealed.
2. The FS approved a motion recommending that Academic Affairs enlist a designated note-taker for the chairs' meetings to take Meeting Notes that include topics of discussion and information items from the meeting. The recommendation is intended to improve communication, transparency, accountability, and provide faculty and departments with the reliable information that is essential in the practice of effective shared governance.
 - The Administration declined to adopt the recommendation. Informal reports are that there continue to be inconsistencies, questions of reliability, and variances in regard to department chairs providing departmental faculty with the information from the chairs' meetings.
 3. FS approved a motion to forward the Faculty Senate Response to Vice President for Academic Affairs Teresa Golden's response to the recommendations unanimously approved by the Faculty Senate on September 16, 2020 regarding the use of Graduation Alliance (GA), a third-party vendor. The Response concludes that *it would only be reasonable to consider a partnership with this – or other third-party vendors – when it is clear that current enrollment and its attendant concerns are seriously addressed.*
 - The Administration communicates that there are no immediate plans to enter an agreement with GA.

November 11, 2020

1. FS approved a motion requesting data on the number of full-time faculty paid according to the salary card, and the number paid "off-card" for the 2020-21 academic year (as much as is available) and for the 2019-20 academic year. The request was simply for numbers, and not individuals' names.
 - We received no formal response.
2. The request for data on faculty paid on and off the salary card was reiterated in an email from PPC chair Fridley to VPAA Golden (cc PPC) on April 1, 2021.
 - We have received no formal response.

March 10, 2021

1. FS approved a motion recommending 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, List of courses taught [added at the FS meeting], Any course reductions (e.g., reassigned time, administrative appointments), Teaching load for the semester, Total overload hours, Compensation for the overload hours.
 - At the April 12 meeting between the FS Executive Committee, President Newsom and VPAA Golden, there was agreement that this would be a good practice. VPAA Golden expressed concern that this might be an onerous addition to department chairs' heavy workload. She promised to explore the logistics of implementing the recommendation.
2. FS approved a motion recommending an addition to the Emeritus Status of Retired Faculty policy (APPM 5.4.7) that Emeritus faculty shall be granted library and email privileges.

- At the April 12 meeting between the FS Executive Committee, President Newsom and VPAA Golden, there was agreement that this should be added to the policy. President Newsom expressed surprise that it was not already in policy. VPAA Golden will iron out details for implementation (e.g., addressing library subscription fees).

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.

Ongoing Charges for 2021-2022

1. 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 (e.g., requesting that the changes to the APPM on faculty teaching load be dated).
2. Continue to follow up on the Resolution Regarding Faculty Hiring Process, to monitor implementation, and to encourage the administration to take the recommended steps intended to ensure a clearly defined, standardized, and transparent process.
3. Continue to obtain information on full-time faculty teaching overloads, data on compensation arrangements for faculty using coaches, and data on faculty paid on and off the Salary Card. Continue to monitor faculty pay for overloads, and to monitor the implementation of the recommendation for a Workload/Compensation form for all departmental faculty. Request that the "contracted workload" information be included in the annual Appointment Letter for full-time instructors.
4. Address Summer teaching load and compensation.

Recommended New Charges

1. Request the granting of *reassigned time* for the office of the Faculty Senate Recorder.
2. Monitor the implementation of the new Policy to Modify Policies and Procedures (drafted by the Ad-Hoc Policy on Policies Committee and approved by President Newsom as announced in an April 21, 2021 email).

Report compiled by William Lloyd Fridley, Ph.D., chair Personnel Policies Committee