

**Personnel Policies Committee (PPC) Report
For the Faculty Senate Meeting of September 22, 2021
The PPC met on Friday, September 17, 2021
4:00 to 5:00 p.m. CT, via Zoom**

In Attendance: Doug Wood, William Fridley, Meg Cotter-Lynch, Ashley Hampton, Chaehyun Lee, Steve Csaki, Matt Sparacio

- I. Call to Order by William Fridley, last year's chair at 4:02 p.m.
- II. Meg Cotter-Lynch was elected as the committee chair by acclamation.
- III. Review our charges and emails from VP Golden on two issues (see Items)
 1. APPM updates: It was noted that the 2021-2022 APPM is now available on the website. Senator Fridley will check to see if the requested dating of policy changes on workload calculations (January 1, 2021) have been included. The updates on the Emeritus Faculty policy are delayed, pending the arrangements for library subscriptions. VP Golden is working on placement for the new Policy on Modifying Policies and aligning it with the Preface to the APPM. (Charge 1, and New Charge 2)
 2. Summer teaching and salary discussion: It was agreed that these are pressing and complex matters, particularly for those teaching in accelerated online programs. In many cases there is a de facto twelve-month teaching expectation, and in some instances, faculty are carrying an overload for twelve months. This is a daunting state of affairs for the well being of faculty, and it is especially unhealthy for those tenure-track but not yet tenured faculty. It was suggested we look into the possibility of having the 12/12-hour teaching load spread over fall, spring, and summer. It is reported that some faculty in the JMSB have this arrangement. (Charge 5)
 3. Faculty Hiring Process Resolution: it was suggested that this might be taken up by the Budget Committee in their work to secure meaningful and relevant faculty participation in the budgetary process, especially as it relates to faculty hiring and faculty salary. (Charge 2)
 4. Faculty Paid "Off the Salary Card": VP Golden's email was noted, as was the need to clarify what is meant by "off card." We discussed several possibilities to clarify what is going on and how we might obtain the relevant information to understand what is going on in relation to faculty pay and the salary card. (Charge 3)
 5. Request Reassigned Time for the FS Recorder: We agreed to present a motion at the September 22 meeting (see below). (New Charge 1)
- IV. Review the Telework Policy draft

Some basic concerns about the policy were discussed, including:

- Ensuring that faculty are not presented with “after-agreement” requirements to attend on-campus events or meetings. (B.2. Hours of Work)
- Questions about requiring telework agreements for those who previously had none (e.g., online adjuncts, and faculty with working agreements to work off-campus on select days).
- Questions about the propriety or desirability of workplace inspections. (Work Standards/Performance, point 5)

It was agreed that the policy needs more discussion and faculty input. Chair Cotter-Lynch will solicit faculty input at the 9-22 FS meeting, and ask that comments and suggestions be emailed to her by Monday 9-27.

V. Motions or information to forward to the Faculty Senate for the September 22 meeting?

Motion: We recommend that the Faculty Senate Recorder be granted $\frac{1}{4}$ re-assigned time for the Fall and Spring semesters.

Rationale: This motion is consistent with the spirit, history, and policy of Southeastern’s demonstrated support for the work of the Faculty Senate and the successful operation of shared governance at our university (“Shared governance requires a commitment of resources and time from the university.” APPM 3.8). The quantity and quality of work done by the Recorder has increased and expanded to include taking notes, minutes, and reports for FS meetings, Executive Committee meetings, Shared Governance Forums, and Executive Committee meetings with the President. We therefore request that Southeastern grant this re-assigned time as a wise investment in Southeastern’s work in shared governance, where we are recognized leaders in the state.

Request for input: Chair Cotter-Lynch will solicit faculty input on the Telework Policy at the 9-22 FS meeting, and ask that comments and suggestions be emailed to her by Monday 9-27.

VI. Review and wrap-up

Discussion about faculty choice in the mode of instruction: Chair Cotter-Lynch will email FS Chair Kay Daigle, requesting that she send an email to all faculty, reminding them of the university’s practice of allowing faculty choice (given department chair’s agreement) in the mode of instruction, and encourage faculty to make their choices known to their department chair as soon as possible before the Spring course schedule goes live.

The next meeting was scheduled for Wednesday, September 29, 3:00 p.m. CT.

VII. Adjournment at 4:54 p.m.

Items

VPAA Teresa Golden's email responding to our request for the number of faculty paid "off the salary card," and to our recommendation to include library privileges in the Emeritus Faculty policy (September 10, 2021).

Hi Everyone,

I received a response from VPAA Golden regarding the salary card and library access for faculty emeritus:

I do have some information regarding off-card. I was supposed to meet with the President about this and then got sidetracked here at the beginning of the semester. Once I meet with him I will share. I do think there is a difference in how HR defines 'off-card' and what is being asked by faculty senate so we may need to have a further conversation.

I am also working on the library access for for those with faculty emeritus status. Once a retired faculty member has an email they become part of our FTE for the software subscriptions, like Adobe and Microsoft. Since they won't be current employees this creates some weirdness in how we pay for them. The University is willing to do this, but it gets surprisingly complicated on the payment side. I just wanted to let you know that I am working on the red tape and this is why it is not in the APPM yet.

I expect to hear more later but wanted you to know that these questions are being addressed. I'll keep you updated.

Charges

This committee shall consist of at least one senator from each school, selected from the Faculty Senate. Its 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.

In addition to the above general charge, Ongoing Charges will be to:

1. 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.
4. 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; and
5. 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).
3. Review the Teleworking Policy and make recommendations for revisions, if needed, and subsequent approval by the full senate.

End of the Year Report (2020-2021)