

Personnel Policies Committee

Meeting minutes: 10/5/2022

In attendance: Laura Atchley, Cody Bogard, Meg Cotter-Lynch, Steve Csaki, Amy Mills, Chris Moretti, Doug Wood (arrived late)

Absent: none

The meeting was called to order at 3:30

The committee discussed the draft revision of APPM 4.9.1 in view of feedback offered by the chairs (primarily Dr. Alluisi, Dr. Daigle, and Dr. Golden). It was agreed that the wording should be clarified that this policy applies to full-time faculty. While we agree that office hour expectations by adjuncts are also an issue, we agreed that addressing that question was beyond the purview of this task.

We discussed feedback about whether or not faculty teaching overloads should be expected to keep additional office hours, and the consensus of the committee is yes—that office hours should be considered part of the additional work attached to teaching an overload. In addition, with the proposed revision, faculty teaching a 6-hour overload would still keep fewer hours (9 per week) than required by the current policy.

The following revision to APPM 4.9.1 was approved for submission to the full faculty senate:

*Unless contractually obligated otherwise, a full-time faculty member is required to schedule office hours according to the following ratio: half as many office hours per week as credit hours taught in a given semester. In addition, full-time faculty are expected to be available additional hours by appointment. Of the given number of office hours, full-time faculty members teaching online classes should be available for synchronous online office hours in approximate proportion to their online teaching load. Departments will establish policies regarding the expected mechanisms for online office hours, and for publicizing faculty office hours.*

The motion was made by Amy Mills, seconded by Steve Csaki, and passed unanimously.

For the remainder of the meeting, the committee discussed the upcoming joint meeting with the Budget Committee on October 19 to take on the charge of further addressing faculty compensation. We hope for action to be taken when the joint committees meet.

The meeting was adjourned at 4:45