

## Personnel Policies Committee Report for the Faculty Senate Meeting of April 5, 2017

### Agenda

We will be meeting Friday, March 31 at 1:00 in the Faculty Lounge

1. Appoint a second faculty member to the [Insurance and Benefits Committee](#) and any other responsibilities related to the committee
2. Discuss faculty pay: summer pay, longevity raises, arrangements for course load/pay for the courses in the Master of Ed. C & I programs
3. Follow up on the [Faculty Revitalization and Reimagining Programs](#) initiative and how that is proceeding in the Academic Council
4. Review our [charges](#)
5. New Business

### Minutes of the Personnel Policies Committee (PPC) Meeting

Friday, March 31, 1:00 in the Faculty Lounge (Russell Building)

Members Present: William Fridley, Stewart Mayers, Crystal Moore, Karl Frinkle, Charles Matthews

Members Absent: Mo Chehbouni

The meeting was called to order at 1:02

1. It was noted that the Insurance and Benefits Committee's (IBC) function and membership statement was approved by the Faculty Senate (FS) on November 30, 2016. While it has not been added to the Academic Policies and Procedures Manual (APPM), [posting on the FS website](#) has been authorized. It was agreed that Karl Frinkle would serve as the second faculty representative and Crystal Moore would serve as an *alternate* faculty representative. The other members of the committee are Dan Moore and Dina Roman (staff representatives), Marjorie Robertson (Human Resources), and Dennis Westman (Vice President for Business Affairs). Sen. Fridley will post the membership list on the FS website. Sen. Matthews will inquire into when the committee will meet.

A question was raised as to whether membership on the IBC counted toward the maximum number of committee assignments for faculty. According to the APPM 3.4, point 1 (Operational Guidelines for General Faculty Committees and Councils), faculty may serve on no more than three *general faculty committees and councils* (as defined in the APPM 3.3.3). Since the IBC is not a general faculty committee, membership would not count against maximum committee assignments. The issue of the number of committee assignments for faculty was raised. Namely, some faculty may have numerous committee assignments while others may have few or none. In order to address this matter, Sen. Fridley offered to work over the summer (in his role as archivist) to compile lists of faculty committee memberships, to obtain a current list of full-time faculty appointments, and to provide this information to the Committee on Committees in order that they might arrange a more equitable distribution of faculty committee assignments in the fall.

2. There was a wide-ranging discussion about faculty pay, the pay cuts in 2015-2016 (longevity pay, incentive pay, summer pay), and the effects of the cuts on faculty morale, the “ceiling of pay” for full professors, and the fact that fewer faculty are now doing more for less. It was agreed that a Cost of Living Adjustment (COLA) of \$500 would be recommended. A draft of a motion\* for the COLA will be shared amongst the PPC members for review, with the intention of presenting the motion for the FS’s approval at the next meeting on April 5.
3. The follow-up to the SE AAUP chapter’s *revitalizing faculty and reimagining programs* initiative and its progress in the Academic Council was discussed. Background: as part of its charge to work on revitalizing faculty, the [PPC forwarded the AAUP proposal](#) for the FS’s endorsement and support, which was approved in the [form of a resolution](#). The Academic Council (AC) [unanimously approved the proposal](#). In the spring semester, academic departments met to discuss the questions posed in the initiative. The department chairs submitted their department’s responses to the AC chair, and these responses were discussed—to varying degrees—at several AC meetings.

Several issues related to the initiative were discussed by the PPC: the purpose of the initiative (for academic departments to take primary responsibility for their curricular scheduling and staffing decisions and to share their ideas and actions in a collective forum, i.e. the AC). The prioritization of faculty hiring (Is this within the purview of the AC? Is there a need for a faculty hiring prioritization committee? It was recognized that the *initiative’s* inception was too late for significant impact on prioritization of hiring since most hiring requests were already forwarded and in some instances decisions had been made. Is there a need for a formal policy to give initiatives of this type more authority?). Outcomes of the *initiative* (Do such curricular scheduling decisions need the sanction of an initiative? Did the *initiative* result in any concrete actions? Debate on the relative merits of an open-ended collaborative discussion amongst departments vs. policy and initiatives geared toward a specific outcome). It was concluded that an assessment of the *initiative* and weighing the prospects of continuing similar processes would only be possible with a report from the AC. Such a report would be welcomed.

4. Review of [Charges](#):
  - a. Drafting a procedure for how to admit “outside” information that is presented to P & T committees. (**Ongoing**: develop a policy recommendation to ensure this outside information—which is allowed in current policy 4.6.4 and RUSO policy—be appropriately vetted and that the applicant for tenure and promotion has an opportunity to respond to such information). It was also noted that the method for selecting the chair of P & T committees is not specified in the current policy.
  - b. Making changes to the APPM that are necessitated by the administrative reorganization of academic affairs. (**Ongoing**: it was noted that in August, 2016 the Executive Committee forwarded to VPAA Clark recommendations for changing all references to the Dean of Instruction/Dean in Chapter 4 of the APPM in light of the administrative reorganization).
  - c. Continue working on making the Presidential Advisory Committees for Budget and for Academics into standing committees and develop the membership structure and function statement for these committees. (**Ongoing**)

It was noted that the Presidential Advisory Committee for Academics (PAC-A) recommended the dissolution of their committee. Action is pending until the submission of the PAC-A's final report.

- d. Annual Review Process & Evaluations – Begin work with Dr. Clark and Administrative Council  
It was agreed this would be the priority item for this year. It was noted that this charge should refer to the Academic Council, and it was agreed that we intend to work closely with the Academic Council on this issue. **(This charge was [assumed by the Executive Committee](#))**
- e. Explore and investigate family leave policies (**Ongoing**)  
It was agreed that the current policy (Family and Medical Leave, APPM 5.1.5) would be reviewed. Whether any action is needed will be determined at the next PPC meeting.
- f. Review office-hours policy with regards to requirement for on-line classes and summer classes. a. on-line appears to be addressed in APPM 4.9.2 but not summer. **(Completed)**  
It was agreed that no further action will be taken on this item.

5. New Business

It was agreed the PPC would consider two issues related to intellectual property: the status of intellectual property in regard to third-party agreements (e.g. with Academic Partners), and the status of intellectual property in instances when an instructor is no longer teaching a course that is still in progress (i.e. the original instructor is replaced). These items were determined to be within the PPC's charges, and were deemed as necessary considerations that are not addressed in the recommended Intellectual Property Statement approved by the Distance Education Council ([February 28, 2017](#), Appendix B) and the recommended Intellectual Property Policy approved by the Faculty Senate ([March 8, 2017](#), V. New Business).

The meeting adjourned at 3:05

Respectfully submitted by William Fridley, Chair of the Personnel Policies Committee

**\*Motion for the Faculty Senate Meeting of April 5, 2017**

It is recommended that a Cost of Living Adjustment (COLA) of \$500 be added to the 2017-2018 annual salary of each full-time faculty member who had a full-time appointment in the 2016-2017 academic year.