

Faculty Handbook Committee
Minutes of Meeting on September 7, 2016
Approved on September 21, 2016

Minutes of the meeting of Faculty Handbook Committee, September 7, 2016, 12:30-1:45 p.m., in the Slovak Room, Grasselli Library

Present: Ruth Connell (chair), Jeff Johansen (secretary), Roy Day, Karen Gygli, Dianna Taylor, Brenda Wirkus standing in for Paul Lauritzen (on leave).

The first order of business was selecting officers for the committee. Ruth Connell offered to continue to serve as chair, and Jeff Johansen offered to continue to serve as secretary. The committee members unanimously confirmed these offers. Roy Day offered to serve as webmaster for the committee, and was unanimously confirmed.

The second order of business was establishing a regular meeting time for the committee. We agreed to meet every two weeks at 12:30 on Wednesdays. Our next meeting was consequently scheduled for September 16th.

Committee members wished to demonstrate progress in amending the Faculty Handbook to be a more modern document that reflects current practice and accommodates current needs of the university. We have been told that Human Resources would like to put faculty on the same pay schedule as staff (every two weeks instead of once monthly). Roy Day raised the concern that this could make contributions to a Supplemental Retirement Annuity a little more complicated, as payment every two weeks results in different numbers of pay periods in different years, and SRA contributions are capped at a yearly maximum. The proposal from Human Resources is in conflict with the Faculty Handbook, which states in Part Four, Section XIII:

Salary payments to Faculty members on Academic year contracts are made at the end of each month. The salary payment is mailed to reach the address designated by the Faculty member no later than the last day of the month. In every case, the total salary for the Academic Year shall be paid within the twelve month period beginning with the first full calendar month in the Academic Year.

The current language is in conflict with current practice in that salary is currently deposited electronically in a bank account designated by each faculty member, rather than mailed. We proposed to adopt a policy that will allow the administration to change timing of payments by replacing the first sentence with “Salary payments to Faculty members on Academic year contracts are made on a regular and timely basis, as approved by a vote of the faculty.” In email correspondence among committee members, the exact language for Section XIII was proposed as:

Salary payments to Faculty members on Academic year contracts are made on a regular and timely basis, as approved by a vote of the faculty. The salary payment is deposited electronically into the Faculty member's designated bank account, and the remittance information is delivered electronically to each faculty member. In every

case, the total salary for the Academic Year shall be paid within the twelve month period beginning with the first full calendar month in the Academic Year.

The Faculty Handbook Committee intends to share this as a draft proposal with Barbara D'Ambrosia, Jeanne Colleran, Margaret Farrar, Alan Miciak, Human Resources, and Payroll as a courtesy notice and to give them an opportunity to identify any problems with the proposed language.

Committee members then discussed the proposal by Pam Mason (forwarded to us by Barbara D'Ambrosia) to separate the Department of Counseling and Exercise Science into two departments: Department of Counseling, and Department of Exercise Science and Sport Studies. The Faculty Handbook Committee supports this proposal, but concern was expressed concerning the tenuring and promotion of faculty. These will both be small departments, and it may be that there will be an insufficient number of faculty for a fair process. We felt it might be best to have two programs housed in the same department, but have these functionally separated by having two different sites in the university website and undergraduate Bulletin. The two programs would then appear to be different departments, but for purposes of tenure and promotion they could still function as one department. The committee did not feel it was advisable to have members external to a department on the tenure committee of a department.

The committee then discussed clinical/contingent faculty. Committee members preferred the term contingent faculty to clinical faculty, as the faculty are not coming from clinics. Faculty collaborator was also considered to be a possible term, a term that is currently used in the Faculty Handbook. We feel that the proposal that was rejected by the faculty in 2015 needs to come forward in a different and improved form this year, and recommend that we have a broad-based discussion of this issue among all affected parties. Brown bag lunches were recommended.

The diversity post-doc personnel hired this year currently do not have status in the faculty handbook. They could be designated faculty collaborators.