

2-22-2018

## FAPAAC minutes 02/22/2018

Faculty and P&A Affairs Committee

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Faculty P&A Affairs Committee  
Meeting Minutes  
Thursday, February 22, 2018  
Prairie Lounge, 8:30 – 30 a.m.

Present: Chlene Anderson, Julia Dabbs, Kiel Harell, Sara Lam, Argie Manolis, Peh Ng, Gordon McIntosh, Bibhudutta Panda, and David Ericksen.

C Anderson called the meeting to order and welcomed guest Sarah Mattson, Human Resources.

Minutes: January 25, 2018 meeting minutes reviewed and approved.

**New Business:**

**Faculty and P&A Work Load Subcommittee – J Dabbs:**

The committee is working on an email that will be sent to division chairs to consider reviewing the 7.12 division document to include discipline coordinator responsibilities. Before the email is sent out, it will be discussed at the next committee meeting.

**Faculty and P&A of Color Subcommittee – Argie Manolis:**

The subcommittee has met and created the interview protocol questions and script for scheduling interviews. The committee discussed these documents and if anyone has additional edit's you can email them to the subcommittee.

Sarah Mattson, UMM Human Resources, shared information pertaining to recruiting and retention, exit interview data, UMM's successful use of bridge funding, and CUPA HR data.

**Ongoing work – recruitment and retention:**

- diversity language in our advertisements and job descriptions
- questions about candidate's commitment to diversity in all interviews
- review the pools of faculty and P & A searches to include women and people of color

**Exit interview data:**

The Morris Campus Office of Human Resources requests an exit interview from every Morris Campus employee, faculty or staff, at the time that the employee leaves employment, except when an employee is terminated for cause. When a response is received, it is sent to the supervisor and Vice Chancellor of the position, as designated on the form by the employee, for review. The response rate of return for exit interviews during 2016-17 was the following:

- 37% for Faculty and P & A
- 38% for Civil Service and Bargaining Unit

**Bridge Funding:**

UMM has hired 14 bridge-funded faculty since 1996-97.

Positions are funded at 50% for the first year, and 25% for years two and three. The links for Exceptional Hire Procedures (which precedes the request for Bridge Funding) and for Bridge Funding are:

Exceptional Hire Procedures: <https://policy.umn.edu/hr/recruitfacpa-proc15>

Bridge Funding: <https://diversity.umn.edu/idea/bridgefunding>

**CUPA HR data:**

CUPA HR data is a resource for setting salary ranges as established by the Job Family Study. In contrast, individual employee salaries within a range are based on duties, performance, and longevity for examples.

The next meeting will be held on Thursday, 3/29/18, 8:30 – 9:30 am, in the Prairie Lounge. Interim Dean Ericksen will be able to attend this meeting and discuss UMM's Academic Personnel Plan.

Submitted by Jenny Quam, staff support