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Faculty and P&A Affairs Committee

Campus Governance

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9-13-2018

### FAPAAC minutes 09/13/2018

Faculty and P&A Affairs Committee

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Faculty P&A Affairs Committee  
Meeting Minutes  
Thursday, September 13, 2018  
Imholte #218, 11:40 am – 12:40 pm.

Present: Chlene Anderson, Stephen Deslauriers, Argie Manolis, Bibhudutta Panda, David Ericksen, Sara Lam, Ray Schultz, and Peh Ng.

B Panda called the meeting to order and welcomed the committee.

The Faculty and P&A Affairs Committee consists of nine members:

- four tenured or tenure-track faculty (one from each academic division)
- one non-tenure track faculty
- the UMM representative to the Senate Committee on Faculty Affairs
- two P&A staff members
- one non-voting member - the coordinator of the Commission on Women

*Faculty*

- Bibhudutta Panda, Chair (2nd term 2017-20)
- Sara Lam (1st term 2018-21)
- Ray Schultz (1st term 2018-21)
- Stephen Deslauriers (1st term 2018-21)
- David Ericksen (1st term 2016-19, non-tenure track faculty)

*P&A*

- Chlene Anderson (2nd term 2016-19)
- Argie Manolis (1st term 2017-20)

*Senate Committee on Faculty Affairs*

- Peh Ng

*Non-Voting*

- Sara Lam (Commission on Women)

*Support Staff*

- Jenny Quam

**Overview of committee responsibilities:**

The Faculty and P&A Affairs Committee develops, reviews and recommends policies and procedures that influence the professional and personal welfare of the faculty and the P&A staff. It recommends improvements in the design and implementation of personnel policies, including such matters as tenure and promotion, workload, salary and benefits, and hiring and retirement alternatives. It also monitors any legislation and other policies affecting faculty and P&A staff welfare and procedures.

Minutes: April 26, 2018 meeting minutes were reviewed and approved.

**Agenda items:**

Request from Interim Dean Janet Ericksen: (spring semester -18)

- Requested that the committee work on the task regarding promotional tracks and position descriptions based on the academic personnel plan template from the provost's office. The Dean had provided the various job descriptions for each classification. Also would the committee respond to the personnel category questions listed as:
  1. What roles are played by those in this category?
  2. What is the mentoring and professional development offered to people in this category?

3. What are the review process for people in this category?
4. What are the career advancement options available to people in this category?

Discussion continued on this request and the committee decided to pursue and continue with this assignment during this academic year committee meetings.

Reports from Subcommittees:

Faculty and P& A of Color Subcommittee - Argie Manolis, Sara Lam, Chlene Anderson:

The subcommittee reviewed last year's committee discussion conducting a climate survey. This type of survey is expensive and funding was discussed with Chancellor Behr and T Berberi in EDI. The committee would like to pursue finding a survey that is a fit for our campus and be prepared to submit a recommendation once funding is available. The subcommittee will continue during this academic year.

Work Load Subcommittee– Bibhudutta Panda:

The UMN Morris Award for Excellence in Mentoring Undergraduate Research or Creative Activity final edits are completed from spring semester. Bibhu Panda will be contacting Erin Christensen in the Development Office and request if funding is available to support this award of \$1,000.

Discipline Coordinator responsibilities:

The subcommittee will continue to review each divisions discipline coordinator responsibilities.

Salary survey Subcommittee – Bibhudutta Panda:

The salary survey report was updated with the new salary information. The subcommittee will continue to update the salary survey report. Some discussion from the committee included adding Professional and Administrative salaries for comparison to other U of M campuses. Bibhu Panda will send out the revised and completed Salary Survey report via email to the Faculty and P&A staff. Another suggestion for sharing the salary survey report is during the Presidential search listening sessions being held next week on campus.

Suggestions for additional topics/projects for this academic year:

2017 Employee Engagement Survey (review the results which are available on line for the U of M Engagement Survey), review the Strategic Plan – Phase 2 report.  
Conducting a forum to discuss the salary issues.

Subcommittees:

The committee decided to form subcommittees again this year and will meet on the assigned Thursday's that are not the group general meeting.

Color subcommittee will add the salary survey report/possible forum. (Chlene, Argie, Sara, Peh)

Work load subcommittee will have the same topics as last year and include the engagement survey and strategic plan. (Ray, Stephen, Bibhu, David)

Fall meeting dates:

The committee will follow the campus assigned meeting times and dates for a monthly meeting. The other Thursdays each month are for subcommittee meetings. Calendars will be updated by J Quam.

Other:

Peh Ng, UMN Morris representative on the University wide Senate Committee on Faculty Affairs shared information from the September 11<sup>th</sup> SCFA meeting. There was a discussion on the near-final version of the

Administrative Policy on Faculty Development Leaves. Peh emailed the document to the committee for your review and comments. Please respond to Peh Ng by September 25, 2018 with any comments.

Submitted by Jenny Quam, Staff Support