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FAPAAC minutes 09/05/2013

Faculty and P&A Affairs Committee

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Faculty and P & A Affairs Committee
Minutes of Thursday, September 5, 2013

The following topics were discussed – committee introductions; overview of topics from last year: FAPAAC forum, pulse survey conversation, FAPAAC salary report, weather related campus closing, sabbatical supplement, P & A leaves for full-time non-tenure line faculty members as well as staff, and how membership on committee is determined; invitation of Dean Finzel to a committee meeting; possible future meeting days and time; and any possible topics of discussion.

Present: Roger Wareham, Tom Ladner, Athena Kildegaard, Peh Ng, Cyrus Bina, Laddie Arnold, Kevin Stefanek, and Dave Roberts. Absent: Vicki Graham and Sara Haugen.

Minutes: The April 24, 2013 minutes were reviewed and approved.

Introductions: The three new members were welcomed: Peh Ng, SCFA Representative; Dave Roberts, Science and Math Faculty; and Laddie Arnold, student representative. There was some discussion on whether or not Peh could vote since she is also on the curriculum committee. *[Note: It has now been determined that, as a voting member on curriculum committee, she will not be able to vote on FAPAAC.]*

FAPAAC forum: R Wareham mentioned that at the beginning of the year we usually send out an email to campus for discussion topics for our committee. Topics like salary issues and workload are usually raised; we sometimes get some of the same issues that curriculum committee receives since they send out an email too. Last year we held a fall forum to talk in depth about some of the issues and to give us some direction on what the campus is interested in. One overall goal of the forum was that we did not want this to be a complaining session but wanted it a productive meeting for campus. Returning committee members shared that the forum had a good turnout, several issues came up, with workload being the biggest topic, and overall people seemed pleased to be there. The forum was repeated during spring semester. Fewer faculty attended the second meeting, with more P & A members attending. Some of the issues discussed were family leave and the campus's responsiveness to personal family issues.

Pulse survey: The committee was concerned that several emails were sent to faculty and staff to complete the pulse survey but when the results came out they were not shared campus or system-wide. Last spring there was some discussion with the Chancellor, asking to share results and, in May, there was a e-mail to campus that the pulse survey results had been released. Overall, the pulse survey has been controversial at best and this mechanism will be discontinued although something else will likely take its place.

FAPAAC salary report: Our committee puts together each year a report of faculty salaries which shows comparison to other schools. One big change this year is that the the planning committee was charged with reviewing the current "Morris 14" and recommending an updated group of comparison schools. So with this new comparative group our numbers will likely look different. The recommended group has some aspirational schools and some schools that are less well known. Since the new comparison group is still preliminary and has not been officially approved or widely shared, we have not heard full rationale of the schools that were picked. R Wareham will share a draft copy with committee at the next meeting so we can discuss, look at updates, and look at weaknesses. The most recent report information is from 2012-13.

Weather related closing: R Wareham shared that, last spring, V Graham worked with some Commission of Women members in drafting a letter to the administration regarding weather related campus closings/etc. It is anticipated she will continue this work this fall.

Sabbatical supplement: On this campus, it is our understanding that UMM receives \$30,000 from U of M for sabbatical supplements, which is currently distributed evenly to everyone who applies and if

eligible. One question is “Why are we making people apply if the dollar amount is just getting split out between those who are granted a sabbatical?” If you go to Provost’s page it states: “The Faculty Sabbatical Supplement Program provides supplemental funds to academic units to support sabbaticals and development leaves for recommended faculty. A portion of this central fund is allocated to each college and campus based on its proportion of the University’s tenured faculty. This program provides funds to supplement up to the lesser of 30% or \$30,000 of the A- or B-base salary (not including fringe) for faculty who are recommended to receive this benefit. Salary supplement funds must be matched by 1/3 using college or campus resources”. There is a concern that this language contradicts what is actually happening on this campus. Other discussion included that we’ve had many conversations regarding the issue and see it as mostly a Dean’s issue but if there is anything our committee can do to help to push this further it would be a good thing to do. Some members thought providing 30% supplement was a matter of practice about 10-12 years ago. In early 2000s, we believe the then-dean changed the application process to simply allocate funds among the faculty taking sabbaticals that year. This is a topic we will definitely try to discuss this semester.

P Ng, who represents UMM on the Senate Committee on Faculty Affairs at U of M, said a subcommittee is charged to look at the sabbatical and development leave policies this year. She will likely serve on this subcommittee.

P&A leaves for full time non-tenure line faculty members as well as staff: Most of our non-tenure line faculty are in a P&A job classification. There is a leave policy for P&A employees but, up to now, no one has taken one. A big problem with a P&A leave is that there are no back fill funds provided. For the first time, last year someone applied for a P&A leave but we understand the application did not get approved. We believe the administration is now looking at the issue of back fill for future P&A leaves.

How is membership on committee determined? Before our constitution changed in 2011, the divisions and units that have representatives on this committee elected who the representative was going to be. When our constitution was revised it changed the membership selection. The academic divisions are not selecting who the representative is but now the membership committee is selecting. If we think this is an issue and would prefer the responsibility go back to the divisions, we would have to propose an amendment to the constitution and take it to campus assembly for vote.

Other discussion:

- Is the committee interested in inviting Dean Finzel to a committee meeting? We’ll probably do this after more discussion and R Wareham will invite him.
- Committee meetings will either be held on Monday or Thursday mornings and will likely meet once every three weeks, depending on workload. We could not find a time during the week where all committee members could be present so R Wareham will take up topic with membership committee. Please send an email to R Wareham in the next week of your preference of day for future meetings.
- R Wareham asked the committee if he should send out email to campus asking for topics or issues for committee to discuss and also list members of this committee. Committee agreed he should proceed.

Possible topics for future meetings:

- discussion on campus enrollment increasing to 2100 students (as our 2006 strategic plan proposed) with space issues?
- another forum with discussion on holding in fall or likely spring?

Meeting adjourned.

Submitted by J Quam, staff support

<http://academic.umn.edu/provost/faculty/leaves.html>

Faculty leaves and sabbaticals

Academic development leaves allow faculty to devote concentrated time to studies, investigations, research, scholarly writing, and artistic projects. Such leaves may also be used for curriculum development and other improvements in teaching practice.

Eligibility

Faculty are eligible for a single semester leave after two academic years of service (probationary faculty) or after four academic years of service (tenured faculty). A faculty member is entitled to a sabbatical leave after six years of academic service, with review and scheduling at the department/collegiate levels and approval of the dean. Sabbatical leaves for contract faculty are awarded on the basis of service, review within the department and college, and availability of funds.

Applicable Policies

Policy governing faculty development leaves are defined by [Regents Policy: Employee Development, Education, and Training](#).

Administrative procedures can be found in [Granting Faculty Development Leaves](#).

Application Forms

[Faculty sabbatical form](#) (PDF)

[Single semester leave form](#) (PDF)

Faculty Sabbatical Supplement Program

The Faculty Sabbatical Supplement Program provides supplemental funds to academic units to support sabbaticals and development leaves for recommended faculty. A portion of this central fund is allocated to each college and campus based on its proportion of the University's tenured faculty. This program provides funds to supplement up to the lesser of 30% or \$30,000 of the A- or B-base salary (not including fringe) for faculty who are recommended to receive this benefit. Salary supplement funds must be matched by 1/3 using college or campus resources.

Sabbatical supplements are awarded using criteria and procedures established by each college and coordinate campus. Faculty seeking this supplemental award should contact the dean, director, or chancellor of their academic unit.