

MINUTES

Commission on Administrative and Professional Faculty Affairs
February 14, 2008

Members present: R. Ali, B. Gittens, L. Gorr, P. Hyer, F. Keene, K. Oaks, D. Stoudt, and M. West

Members absent: M. Adcock, K. Ayoub, K. Eriksson, A. Kemp, C. Krause, C. Lytton, K. Sanders, C. Stafford, and L. Woodard

Guest: K. Anderson, Senior Compensation Manager, Human Resources

Recorder: S. Karlin

1. HE Restructuring and A/P Faculty Definition

- The proposal for moving staff employees in pay bands 5-7 to A/P faculty requires additional consultation and thinking, hence it was not presented for voting at this meeting.
- F. Keene and an HR representative will bring the resolution to the Commission on Staff Affairs, the Employee Advisory Committee, and Academic Council. Some concerns may come from those employees who perceive classified status as offering a sense of security versus A/P faculty status. However, classified employees will be given an option to change or not.
- Human Resources is preparing a list of the differences between the classified and A/P faculty benefits structure. This information will be available for distribution at the meetings with CSPA and EAC.
- What are the fiscal implications of a migration to A/P faculty status? Theoretically, if all of the eligible 540+ classified employees moved from Virginia Retirement System (VRS) to Optional Retirement Plan (ORP), the cost to the university would be slightly less. There would be no change in salaries. A potential financial liability would be the six months of up-front sick leave that is available to A/P faculty, however, this is not expected to be a cost that will actually be incurred.
- The CAPFA subcommittee will reconvene to address two issues: (1) removing the manager concept from the A/P faculty redefinition; and (2) making decisions with regard to the conversion process.
- L. Woodard hopes to bring a final resolution before the June Board of Visitors meeting. To move forward in the approval process, CAPFA may vote on the revised resolution by e-mail.

2. Web Demonstration of an Electronic Faculty Activity Report (e-FARs) System

- Last year, the commission reviewed the e-FARs system as an electronic performance evaluation tool.
- On March 13, 2:15 – 4:15 p.m. in Assembly Auditorium, Alumni Hall a Web demonstration will be presented by the Digital Measures software company of their highly flexible, scalable activity insight (e-FARs) system.
- Representatives from the College of Agriculture and Life Sciences and Extension have been invited to discuss the possibility of migrating the current CALS e-FARs system over to the activity insight system.

- The website for further information is <http://www.digitalmeasures.com/> .
- Rather than holding a separate meeting on March 13, CAPFA members will attend the Web demonstration event.

3. Adjunct Pay for A/P and Research Faculty who Teach For-Credit Courses

- CAPFA members reported on constituency responses to the proposal of adjunct pay for A/P faculty who teach credit courses:
 - B. Gittens: Center for Public Administration and Policy (CPAP) and the Pamplin College of Business are supportive.
 - F. Keene: Some A/P faculty in Student Affairs are receiving professional development funds for teaching self-supporting residence hall based/first-year experience programs.
 - P. Hyer: S. Magliaro, Director of the School of Education, has no problem with the concept, but cannot guarantee that adjunct pay would be available. The Higher Education/Student Affairs (HESA) program cannot afford to pay adjunct faculty for two reasons: (1) program size and (2) the number of adjunct faculty.
 - P. Hyer: Brought the issue before Provost's Council, and it raised no red flags.
- M. West will follow up with the Controller's Office regarding the PARs certification and cost accounting issues.
- B. Gittens and F. Keene will use the Policy for Staff Employed to Teach for-Credit Classes (#4071) as a basis for drafting a proposed policy. They will include research faculty in the draft policy proposal.
- A cover resolution will accompany the new policy proposal. The cover resolution will recommend modifying Adjunct and Wage Faculty Payments Policy (#4296) to allow payment to adjunct A/P and research faculty who teach for-credit courses.

4. Martin Luther King, Jr. Day

- On February 18, the resolution for university closure in honor of Martin Luther King, Jr. Day will go before University Council for a second reading. No opposition is expected.
- On March 31, the resolution will go before the Board of Visitors for approval.

5. Other Business

- During her two years as CAPFA chair, F. Keene has had the opportunity to serve as chair of several A/P faculty grievance panels. Keene suggests a clarification of information in the *Faculty Handbook* and a modification of current procedures for the conduct of CAPFA reconciliation and grievance committees:
 - *Faculty Handbook* section 3.11 refers to the "CAPFA Grievance Committee" and the "CAPFA Reconciliation Committee." Since A/P faculty grievances and requests for reconciliation are infrequent, it has been the practice of CAPFA to constitute *ad hoc* committees for hearing grievances and conducting reconciliation. CAPFA maintains a list of qualified A/P faculty who have volunteered to serve, as needed, on such committees.
 - *Faculty Handbook* section 3.3: "Job performance at a high level or productivity and effectiveness and continued need by the university for the scope and level of services

being provided will be the important determinants of any reappointment decision.” Change “*the* important determinants” to “important determinants.”

- *Faculty Handbook* section 3.6: Add a bullet under “standards of notice of non-reappointment,” which indicates that the reappointment and non-reappointment dates do not necessarily have to coincide. For example, an A/P faculty member with two or more years of service may receive a reappointment notice in June. An issue arises in September, and his or her supervisor sends a notice of non-reappointment. Policy dictates that the employee will have 12 months’ of employment through September in the following year. Receiving a reappointment notice in June does not preclude an issuance of non-reappointment before June of the following year. Likewise, the non-reappointment term of employment cannot be less than the required 12 months for A/P faculty with two or more years of service.
- CAPFA members in attendance unanimously endorsed these clarifications.
- F. Keene will electronically distribute suggestions for modifying procedures for conducting CAPFA reconciliation and grievance hearings.
 - Commission members will review her suggestions prior to the next CAPFA meeting.
 - The procedures for conducting hearings are mailed to each grievant, all administrators involved, and *ad hoc* committee members.
 - Since there is no longer an Executive Vice President (EVP), reference to the EVP as a step-four administrator in the grievance process must be removed.
 - CAPFA suggests that all step-four grievances come to P. Hyer, Associate Provost for Academic Administration. Hyer will engage CAPFA in the grievance process. The CAPFA *ad hoc* grievance committee will forward its recommendation(s) to the relevant vice president.