Minutes of the Senate Faculty Affairs Committee Meeting
November 16, 1998


ALSO ATTENDING: Valerie Fennell, John Marshall, and Jim Bohanan.

Approval of Previous Minutes

Chair Gabor Patonay opened the meeting by asking for any corrections to the minutes of November 3. Mona Matthews was added as present at the November 3 meeting. On a motion by Roger Weed, seconded by Edith Manns, the minutes were approved as presented.

Evaluation of Administrators

Gabor Patonay presented the report of the Evaluation of Administrators Subcommittee to modify the procedures to clarify how the staff component for evaluation of administrators with significant staff personnel would be handled. The subcommittee recommendation specified that (1) "The certification, distribution, collection, and analysis of the staff questionnaire would follow procedures similar to those governing the faculty questionnaire and that the responses would be analyzed and summarized separately from faculty questionnaire responses." (2) "The recommendation also specified that the written comments from the staff respondents would be recorded separately from the faculty responses."

After discussion, Edith Manns moved, seconded by Richard Miller, that a sentence be added on page 3 after the list of staff members categories who should receive evaluation forms that would read "Designated evaluators who do not receive a form in the normal distribution can call the Senate Office and pick up the form." The motion was unanimously approved. After further discussion, Martha Abbott-Shim moved, seconded by Hugh Hudson, that the revised document be approved. The motion was unanimously approved.

Faculty Workload Policy

Marsha Clarkson advised that the workload policy revised at the November 3 meeting was approved by the Deans Group and has been forwarded to the Senate Executive Committee. She expects that the document will be on the agenda for the full Senate meeting on December 15.

Conflict of Interest Policy

Juane Heflin updated the committee on the actions of the subcommittee since the last meeting. She provided a memorandum about the input that she had received from faculty. The major sources of concern were about the definition of outside activities, the 20 percent threshold for reporting, and the need to report when outside remuneration exceed the annual salary. John Marshall has also received conflict of interest policies from major institutions such as Michigan State, Harvard, Johns Hopkins, University of Nebraska, Tulane and Georgia Tech.

Marsha Clarkson indicated that the Psychology faculty was concerned about lines 151 and 152 in the document which reads "Providing consulting or testing services as a private venture if such services are currently offered by the University." After a lengthy discussion about various definitions in the draft document such as outside activity, professional responsibilities, procedures for disclosure, administration of
the policy, and the role of a committee to review appeals, Gabor Patonay asked the subcommittee to consider the committee's comments and prepare a revised document for consideration on January 12.

John Marshall, Assistant Vice President for Legal Affairs, who participated in the previous discussion, also indicated that the committee may want to review the university's sexual harassment policy in light of some recent liability cases that deal with appeals. He also mentioned reviewing the amorous relations statement which the committee approved on April, 1997.

Faculty Awards

Jim Bohanan distributed draft copies of the Call for Nominations brochure for the annual faculty awards and discussed the procedures that will be used to administer the program this year. After discussion, on a motion by Dick Miller, seconded by Didi Manns, the brochure and procedures were approved. Gabor Patonay asked committee members to encourage faculty to consider making nominations. He said that last year there were not enough nominations.

Benefits Subcommittee

Didi Manns distributed minutes of the subcommittee meeting on October 5 listing six issues that the subcommittee wanted to investigate. The issues were sick leave policy, maternity leave policy, long-term care insurance, retirement programs, domestic partnership policy and optional savings programs such as 403b.

Part Time Faculty Subcommittee

Diane Willen advised that the subcommittee of Juane Heflin, Mona Matthews and Diane Willen had met to discuss issues of part time faculty. She indicated that she would like to have some additional members on the subcommittee. She stated that she had been contacted by some part time instructors who had asked to meet with the subcommittee and also the full committee. Part time instructors are now trying to organize as a more unified group and they may become associated with the AAUP. She asked that the committee consider a specific change to the subcommittee about the issues to be addressed. There have been PTI surveys in the past including one by this committee four or five years ago.

Yezdi Bhada said that he would ask the Provost and Deans about the concerns of the administration regarding PTI issues. He suggested that the subcommittee review the Board of Regents policies regarding part time instructors and then, survey other Urban 13 institutions about their policies.

Sexual Harassment

Linda Nelson asked about whether the committee had a subcommittee addressing sexual harassment issues. Gabor Patonay said that he would appoint an ad hoc subcommittee to work on these concerns. Marion Meyers was suggested as a person to serve on the subcommittee.

There being no additional business, the meeting was adjourned at 11:45 a.m. The next meeting will be on Tuesday, January 12 at 12:00 noon.

James Bohanan

Recorder