

Faculty Welfare Committee

February 5, 2014, 2 - 3 p.m.

Carr Building, 200B

Meeting Minutes

Members in attendance: Donna Bickford, Timothy Ives (Chair), Kelly Giovanello, Holning Lau, Christine Stachowicz

Others in attendance: Kiran Bhardwaj (GPSF President), Martin Caver (Graduate Assistant), Shelby Dawkins-Law (Graduate Assistant), Katie Turner (Executive Assistant)

Approval of past meeting minutes

Prof. Ives asked the committee to consider the edits that Ms. Stachowicz proposed to the meeting minutes. The meeting minutes were approved as amended.

Prof. Ives asked for an update from the subcommittee working on faculty recruitment and retention.

Ms. Stachowicz reported that she spoke to David Borasky, deputy director of the Office of Human Research Ethics. Borasky said that the data they would look at is not considered “research” beyond UNC. It is institutional. The subcommittee would have to request the data from the owner. He was not sure if the owner is Ron Strauss or someone higher in the Office of the Provost. He said that the subcommittee needs to find out if the university will allow them to use it. The committee may go through the IRB process once it obtains the data. Approval by the IRB does not compel the owner of the data to grant access to it.

Dr. Bickford said that it may be unlikely that the owner would give the subcommittee the data.

Ms. Stachowicz said that if the data is de-identified it would not fall under human subjects research and it not need IRB approval.

Dr. Bickford said that she would revise the letter she drafted requesting the data to reflect what Ms. Stachowicz reported and send it to the committee listserv for edits.

Prof. Ives said that the Community and Diversity Committee is interested in some of the same issues.

Ms. Dawkins-Law explained that the Community and Diversity Committee heard a presentation from Dr. Taffye Benson Clayton, associate provost for equity, diversity, and community relations. She talked about the state of faculty diversity, programs that supported the effort to diversify the faculty and recommendations to bolster recruitment and retention. She explained that the presentation was parallel to Ron Strauss’ presentation to the Faculty Welfare

Committee. It differed because the purpose is to highlight areas to increase diversity and recruit underrepresented minority and women faculty.

Dr. Bickford reported that Prof. Deborah Stroman met with Dr. Taffye Benson Clayton. She said that Dr. Benson Clayton suggested that the Faculty Welfare Committee request the data from the Office of the Provost.

Prof. Ives said that we should determine how to frame the issue. How the committees frame it could elicit a more positive response. He said he wants to know more about adjunct faculty recruitment and retention. He referred to the Affordable Care Act and its effect on the private sector for cutting jobs and hours to part-time workers and wondered if there was a similar effect on losing adjuncts. He said that adjuncts seem to be the most vulnerable and wanted to know more about how they move up in ranks.

Prof. Giovanello asked if adjunct faculty are actively recruited.

Prof. Ives said he is interested in retention. Wants to know who is the first to go when dollars are short. He also wondered if other schools and universities are having the same conversation.

Dr. Bickford noted that adjunct faculty at some universities are moving toward unionizing, but that is not an option in North Carolina.

Prof. Ives said that he wants the committee to look at areas like gender and ethnicity in the retention research, but also rank. He said that there may be populations that we the committee needs to advocate for more, including graduate students as well.

Ms. Turner noted that there was a timely article about the use of graduate students, work-study students, and contingent faculty to fill full-time, permanent positions at universities. The article is titled "College hiring: Helping students or padding payrolls?" and it is available online at <http://www.usatoday.com/story/news/nation/2014/02/05/labor-intensive-or-labor-expensive/4635485/>.

Dr. Bickford added that sometimes the media frames the decline of tenure-track jobs as a conflict between faculty and administration, but really the root issue is that universities are not hiring enough tenure-track faculty.

Prof. Ives said that when universities replace an older faculty member, new faculty are hired at a much higher salary. Sometimes those salaries are higher than existing faculty.

Prof. Giovanello said that there can be salary compression.

Prof. Ives said he wasn't sure about the origin of the data in Prof. Strauss's presentation. He would like to see more hard data on faculty recruitment and retention.

Dr. Bickford said that when the subcommittee looked at the definition of adjunct in the Board of Governor's UNC Policy Manual it was especially broad. She said the way adjuncts are recruited and retained is different across the college and professional schools. She said there is a promotion process in place on paper, but she asked if anyone knows of examples where it has been put in place.

Prof. Giovanello asked how the adjunct hiring process works.

Dr. Bickford answered that they are hired on a class by class basis.

Prof. Ives added that his school has more research dollars to keep adjunct faculty on longer but it may be different in the College of Arts and Sciences.

Prof. Lau said that in the School of Law adjunct faculty might teach one course, but they also hire others as contractors, which is a different process than hiring a fixed-term faculty member on contract.

Ms. Stachowicz said that Prof. Strauss referred to his data as a list of names.

Dr. Bickford added that he also said that he did not notice any trends in his data.

Ms. Stachowicz added that his presentation only focused on full time faculty.

Prof. Ives said that the committee may want to request the source of Prof. Strauss's data set. Dr. Bickford said that the also wants to know about preemptive offers.

Prof. Giovanello asked if the committee could get the information from Payroll Services.

Dr. Bickford said that payroll could get the data they need but adjuncts are often paid on overload and it would be difficult to separate base pay from overload payments.

Prof. Ives asked the committee how they want to work with the Community and Diversity Committee. He said that they may want to put in the letter that two committees are looking for this information.

Dr. Bickford said that she will revise the letter and send it out to the subcommittee members for suggestions.

Prof. Ives said that the committee may want another graduate student because the retention work could become a large project.

Dr. Bickford said that Office of Institutional Research and Assessment (OIRA) is the best place to do the actual analysis. They have the greatest capacity.

Annual report to the Faculty Council

Prof. Ives discussed the presentation he will give to the Faculty Council in April. He asked Ms. Turner what the report should entail. Ms. Turner said it would be best to skim over annual reports from past years and use them as a guide. She said that most committees provide the roster, charge of the committee, and then talk about the issues that the committee has been working on.

Nominating committee preparations

Prof. Ives said that he is serving on this year's Nominating Committee to recommend potential appointees to the committee. He said he wants to make sure that the incoming Chair of the Faculty reappoints active members to this committee so it will not fall apart again. He also said that he wants the committee to think about who is going to be on it next year.

Dr. Bickford agreed to remain on the committee if asked and said that they may need another year on the committee to finish the handbook.

Prof. Ives said that he needs to reach out to Prof. John Clarke because he has only been to one meeting. He emphasized that he wants to make sure everyone has the time to commit and if so he can recommend to the nominating committee that they all continue to serve. He said he would also advocate that current members continue.

Update on the Faculty Handbook

Prof. Ives summarized the meeting about the faculty handbook with Gwen Burston, director of the Office of Academic Personnel, and David Parker from University Counsel. He relayed that Mr. Parker did not know about the "Survive and Thrive" manual and that he was not opposed to such a document being created.

Mr. Caver explained that he went through peer institution handbooks to compare the tables of content and created a master list while Ms. Dawkins-Law identified issues from previous meeting minutes. From that, they created an outline for the handbook. (See Appendix A.) He also showed the committee the facultyhandbook.web.unc.edu site and explained that he had begun putting together a scaffold of the website. From this point they need the committee members to look at their assigned areas and start incorporating them into the website. He explained that they are trying to curate this information and collaborate to make this an easily digestible narrative.

Ms. Turner explained that the bolded items represent broad categories. She also explained that their initial idea to have folks working on the website in the WordPress platform might not be the best approach because the process was starting to involve more html coding. If the faculty are uncomfortable, she has assigned Mr. Caver and Ms. Dawkins-Law as point people for major areas of the handbook so they can begin incorporating information.

Prof. Lau volunteered to work on the introduction.

Ms. Turner said that Prof. Stroman and Prof. Clarke had not signed up for sections.

Prof. Giovanello said that she is on a committee that is looking at some policies. She asked if she should come up with text for the website or just provide the content.

Mr. Caver said that most of the language on the website has come from other offices and he is summarizing it for presentation. He said that the committee can gather information and then he and Ms. Dawkins-Law can curate it for the page.

Ms. Turner noted that they found the parenting.unc.edu website and asked if anyone knew who owned that site.

Ms. Kiran Bhardwaj answered that the Carolina Women's Center and the Graduate and Professional Student Federation worked on it. She asked if the website was up to date.

Dr. Bickford answered that she did not know.

Ms. Bhardwaj suggested that they contact Christi Hurt, director of the Carolina Women's Center, to find out who owns the page now and whether it is current.

Prof. Ives said that he has some information about life events and would give it to Mr. Caver.

Mr. Caver said that there are instances where broad policies were described at HR's website, but the specifics were at the Office of Academic Personnel's website.

Ms. Turner said that part of the issue is finding out where the definitive source is because information can be housed in many locations. She gave the example of the list of departments, schools and academic programs. She asked if urls should be written out in the handbook for printing or if they should be embedded as hyperlinks in the text.

Dr. Bickford said they should embed it because it is primarily an online resource.

Prof. Ives asked what the peer institution handbooks did.

Ms. Turner said it is a mix.

Mr. Caver said they varied. Some had a website but for some they could tell it was a .pdf converted into a website.

Prof. Lau asked if they embed the link can they still check if it is broken.

Dr. Bickford answered that WordPress has a feature that checks for broken links.

Ms. Turner said that the broken link checker plugin emails her every time a link breaks.

Prof. Giovanello said that she had to leave but that she will look at the minutes and will send her materials for the handbook to the graduate assistants.

Prof. Ives suggested the committee members send everything to the graduate assistants and they can decide what is best to incorporate.

Dr. Bickford asked what the best way to navigate editing the site pages is.

Mr. Caver said they could collaborate, give feedback, and in general do what ever works on a case by case basis.

Prof. Giovanello said that she could send content as well as links in a document.

Prof. Ives asked what else the committee needs to do to help with the handbook.

Mr. Caver said right now the members need to gather information and then they can start editing.

Prof. Ives said that he would take it back to his school to see what they think. He believed the handbook could end up being a resource for graduate students and those interested in the university like students and faculty. He asked if the university could leverage the handbook as a marketing tool and if it could we post open positions on the site.

Ms. Stachowicz said she was not sure if the university would use this. She thought we could include a link to job postings.

Mr. Caver said that they might incorporate a career advancement and retention section.

Ms. Bhardwaj added that GPSF includes a link to postings.

Ms. Bhardwaj and Prof. Ives agreed that there was a need for the handbook to be accessible to graduate students in their role as instructors.

Prof. Ives said that Prof. Ferrell could help with the history section.

Ms. Turner said that she found out that there is a Chair's manual in the College of Arts and Science from which they could draw content but it is unavailable without permission from the College.

Prof. Ives asked where the appropriate spot would be for the "Survive and Thrive" commentary.

Ms. Bhardwaj asked if that could be addressed through comments or an anonymous reporting form.

Prof. Ives asked if there is a person who should be overseeing the handbook and if he should recommend that there be a faculty advocate during his Faculty Council presentation.

Ms. Turner said that the current Chair of the Faculty Jan Boxill has played that role informally and she believes that should be the role of the Chair of the Faculty.

Dr. Bickford noted that the Center for Faculty Excellence would be the place to have a faculty advocate if the position were created.

The meeting adjourned at 3:09 p.m.

Respectfully submitted,

Shelby Dawkins-Law
Graduate Assistant, Office of Faculty Governance

Kathryn Turner
Executive Assistant, Office of Faculty Governance

Appendix A: Faculty Handbook Outline

Categories for Inclusion

Introduction

History, Organization, and Mission

The University and Chapel Hill Administrative Structure

- Board of Governors, Board of Trustees, President, Faculty Assembly, Chancellor, Provost, Vice Chancellors, Deans, Chairs
- Annual Budget Process

Schools and Departments

Centers and Institutes

Academic Plan

Organization and Shared Governance

About Faculty Governance at UNC-Chapel Hill (Faculty Governance website)

The Faculty Code of University Government (summary and link)

General Faculty and Voting Faculty

Faculty Council

Standing Committees of the Faculty

- Appointed Committees and Elected Committees

Faculty Procession

Department and School Governance

CAS Chairs Manual

Faculty Policies and Procedures

Academic Freedom and Academic Due Process

Faculty Policies (look at Office of Academic Personnel website/Human Resources)

- Resources for New Faculty (Deb's Checklist?)
- Appointments
- Tenure and Promotion Policies (BOT)
- Faculty Ranks and Titles
- School and Department Tenure Policies
- Absences, Faculty Leaves and Sabbatical
- Faculty Retention
- Compensation and Salary Equity
- Outside Professional Activities (External Activities for Pay)
- Secondary Administrative Appointments
- Ombud's Office
- Faculty Grievance Procedures
- Faculty Hearings Procedures

University Policies (Look at policies.unc.edu)

- Records Management and Retention

- “Stop the Clock” Tenure Policy
- Policy on Non-Discrimination (link to specific policies)
- Sexual Harrassment
- Academic Freedom and Statement on Professional Ethics
- Statement on Political Activity for State Employees

Instruction and Research

The Undergraduate Bulletin (summary/link; look online at Undergraduate Bulletin)

Educational Policy (Course numbering, exams, attendance policy; look at Registrar’s Office)

Student Records (FERPA trainings)

Teaching and Classroom Resources (the Center for Faculty Excellence, distance learning; look at University Libraries teaching resources page)

Counseling Services (referrals for students)

Honor System (link Dean of Students)

Academic Advising (advising.unc.edu)

Online Education (Sakai, MOOCs)

Connect Carolina (ITS)

Registrar (Academic Calendar, Space)

Graduate Teaching Assistant Policies (The Graduate School)

Instructional Materials (Copyright, ordering books, course packs)

Student Resources and Student Affairs (Center for Student Success, Office of Accessibility)

Research Administration (link to Office of Sponsored Research, look at Center for Faculty Excellence research page)

Funding Research

IRB Procedures

HIPPA Training

Research and Graduate Studies/Training

University Libraries (Research and Learning Services for Faculty)

Data Management Resources (Odum Institute)

Academic Publishing (University of North Carolina Press, ownership of faculty research/open access)

University Travel and Reimbursement

Benefits, Work-Life and Other Resources

Human Resources (link out to Schools that have their own HR departments; HR representatives contacts)

Benefits (State Health Plan, FSA, Retirement savings accounts; link out to HR benefits, State Employees Credit Union, Spousal hiring policy, look at Office of Academic Personnel)

Wellness Resources (the Farm, discounted memberships to Student Rec Center)

Childcare Resources (link to educational resources for dependents)

Faculty Welfare (link to the committee, HR, AAUP resources)

Holidays, Vacations, and University Closures (look at HR website; academic calendar)

Retirement (HR, State policies, Emeritus/Emerita status)

Centers (highlight those centers related to Work-Life Issues)
Campus Health and Safety (Alert Carolina)
Parking (and public transit info; parking coordinator information)
University-related Organizations (AWFP, Retired Faculty Association)
Faculty Awards
Entertainment and Culture (Ackland, Playmakers, Carolina Performing Arts, Athletics)
Public Affairs and Media (News Services, University Gazette, University Events Calendar)