

# Template of University Senate Committee Annual Report

**Due Date: Submit in MSWord format to [senate@gcsu.edu](mailto:senate@gcsu.edu) no later than 11:59pm on Fri 10 May 2019**

*Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.*

**Committee Name:** Faculty Affairs Policy Committee (FAPC)

**Academic Year:** 2019 - 2020

**Committee Charge:**

**V.Section2.C.3.b. Scope.** The Faculty Affairs Policy Committee shall review and recommend for or against policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.

<https://senate.gcsu.edu/committee/fapc>

**Committee Calendar:**

| Date     | Location                | Time    |
|----------|-------------------------|---------|
| 8/13/19  | Governance Retreat      | 8:30 am |
| 9/06/19  | Ennis Hall , Room 105   | 2:00 pm |
| 10/04/19 | No business, no meeting |         |
| 11/01/19 | No business, no meeting |         |
| 01/10/20 | Ennis Hall , Room 105   | 2:00 pm |
| 02/14/20 | No Meeting              |         |
| 03/06/20 | Ennis Hall , Room 105   | 2:00 pm |
| 04/10/20 | No Meeting              |         |

**Executive Summary:**

The main issues of committee deliberations throughout the year were as follows:

- 1) Evaluating Prohibitions and Penalties/Progressive Discipline Guide. The group with the help of HR revisited the current document by adding a statement clarifying to whom the Prohibitions and Penalties guide applies, and also by adding faculty representation on the review of the document.
- 2) To begin the review of Limited Term Lecture Pay and its impact on recruitment.

**Committee Membership and Record of Attendance:**

**COMMITTEE NAME: FACULTY AFFAIRS POLICY COMMITTEE**  
**COMMITTEE OFFICERS: MATT FORREST, LINDA BRADLEY, ROB SUMOWSKI**  
**ACADEMIC YEAR: 2019-2020**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

| Meeting Dates                                     | 8/13 | 9/6                      | 10/4<br>No<br>meeting | 11/1<br>No<br>meeting | 1/10                  | 2/7<br>No<br>meeting | 3/6      | 4/10<br>No<br>meeting |  |
|---|------|--------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------|-----------------------|--|
| Matt Forrest, Senator - Chair                     | P    | P                        |                       |                       | P                     |                      | P        |                       |  |
| Linda Bradley, Senator - Vice Chair               | P    | P                        |                       |                       | P                     |                      | P        |                       |  |
| Rob Sumowski, Volunteer - Secretary               | P    | P                        |                       |                       | P                     |                      | P        |                       |  |
| Jiaqin Yang, Senator                              | P    | P                        |                       |                       | R                     |                      | R        |                       |  |
| Justin Adeyemi, Senator                           |      | P                        |                       |                       | P                     |                      | P        |                       |  |
| Hedwig Fraunhofer, Senator                        | P    | P                        |                       |                       | Resigned (sabbatical) | -                    | -        |                       |  |
| Glynnis Haley, Senator                            | P    | P                        |                       |                       | P                     |                      | P        |                       |  |
| Stephanie McClure, Senator                        | P    | P                        |                       |                       | R                     |                      | P        |                       |  |
| Katie Stumpf, Senator                             |      | P                        |                       |                       | P                     |                      | P        |                       |  |
| Nancy Davis Bray, Volunteer                       |      | R                        |                       |                       | R                     |                      | A        |                       |  |
| Jamie Downing, Volunteer                          | P    | P                        |                       |                       | P                     |                      | R        |                       |  |
| David Weese, Volunteer                            |      | P                        |                       |                       | P                     |                      | P        |                       |  |
| Chris Clark, the Provost’s Representative         | P    | P                        |                       |                       | P                     |                      | P        |                       |  |
| Robert Blumenthal, the President’s Representative | P    | R                        |                       |                       | P                     |                      | P        |                       |  |
| Hauke Busch                                       | P    | Joined another committee | -                     | -                     | -                     | -                    | -        |                       |  |
| Mariana Stoyanova                                 |      |                          |                       |                       |                       |                      | Joined P |                       |  |

**Motions brought to the Senate floor:**

No Motions

**Other Significant Deliberation (Non-Motions):**

**Prohibitions and Penalties/Progressive Discipline Guide Review: Summary**

HR representatives Carol Ward and Amber Collins were invited to speak about the Prohibitions and Penalties/Progressive Discipline Guide. Ms. Ward started this information is shared with new hires during orientation. She said there is probably more HR can do during the annual compliance training to help employees know that the policy in question is in effect. Ms. Ward mentioned the existence of both USG and University policies pertaining to employees. She said that this document does not replace existing university policies. We adhere to both university and USG policies. She acknowledged that the Prohibitions and Penalty Guide contains some policies (such as uniforms) that do not apply to faculty.

- HR pledged to revise the current document by adding a statement clarifying to whom the Prohibitions and Penalties guide applies. For example on Page 1 “This guide applies to staff and faculty as appropriate to the role, employment status, and particular situation.”
- During the next revision of this policy, more than one faculty member should be involved as members of the revision committee, including at least one member of FAPC.
- University Counsel Qiana Wilson visited to answer questions also on the handout we reviewed previously along with questions on USG vs. GCSU policy  
<https://www.usg.edu/policymanual/section8/>

### **Ombuds Review:**

The committees recommends to ECUS and the Faculty Senate that a conversation take place about whether an ombuds position might be beneficial to the University.

### **Limited Term Lecture Pay:**

RPIPC presented concerns about lecture pay to FAPC. FAPC had planed to talk about this during our April meeting, but it was canceled. Matt Forrest initially shared RPIPC ‘s document via email on March 2, 2020 so that members would have time to review it, Mr. Forrest also shared this form with Chris Ferland who is the Associate Vice President of Institutional Research and Effectiveness.

### **Ad hoc committees and other groups:**

No ad hoc committees or work groups were created. All FAPC business was executed during monthly meetings.

### **Committee Recommendations:**

One item remains outstanding as work for next year’s committee due to meetings being delayed or canceled from COVID 19:

- 1) A review of Limited Term Lecture pay should be a priority. It is recommended that FAPC meet with Chris Ferland and HR to review data on current concerns within pay and if a study will be setup to review L.T.L. across campus.

Summary below of questions passed along to us from RPIPC:

- The chairs present did not explain exactly how much Limited term lectures are paid and how this is determined (ie by number of students per class, etc). This would be useful.
- It would also be useful--given the apparently confusing/varied nature of this data which did not allow for a cut-and-drier answer about pay rates--to request some typical cases from Prof. Parker--2-3 Limited term lectures in the department, their load, schedule, pay, how long they’ve worked there, etc.
- How many Limited term lectures are teaching across the college? How many classes total?
- When was Limited term lecture pay last raised?
- How exactly is the pay rate set? At the level of the college, university, etc?

- What are Limited term lectures paid at other institutions in the state? (Note that, because teaching at GC almost certainly involves a long commute, these comps should be seen as the floor, not the ceiling, IMO). Some possible sources of info:  
<https://data.chronicle.com/category/state/Georgia/adjunct-salaries/>  
[https://docs.google.com/spreadsheets/d/1mWZL98MP01YNrPFmg9NOi4b1CmoPWh2r33nxjs40xI/edit?fbclid=IwAR0eINbPuxSnDJnc9r0cLmjCkwp3yIpCSorlPfpMIif9OJA\\_h\\_yCg-CTGqck#gid=0](https://docs.google.com/spreadsheets/d/1mWZL98MP01YNrPFmg9NOi4b1CmoPWh2r33nxjs40xI/edit?fbclid=IwAR0eINbPuxSnDJnc9r0cLmjCkwp3yIpCSorlPfpMIif9OJA_h_yCg-CTGqck#gid=0)

### **Recommend items for consideration at the governance retreat:**

Full Senate: none

FAPC: To begin a conversation about limited term lecture pay, and the need for a possible salary study for lectures.

### **Appendix: Committee Operating Procedures**

First and foremost the Faculty Affairs Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following:

- Communicate openly and candidly with each other without judgment or repercussion -- holding back constructive criticism weakens the team
- Resist communicating on behalf of the committee without consultation even if the item feels like a “no-brainer”
- After committee consultation, copy the entire committee if/when you communicate on its behalf
- All FAPC members share responsibility to seek out and identify concerns of broad institutional impact within FAPC scope (Article V, Section 2.B.2)

Full text of FAPC operating procedures can be found here: <https://senate.gcsu.edu/committee/fapc>