

# Faculty Affairs Policy Committee (FAPC) Report

Given to the University Senate on 18 April 2011

Submitted by Craig Turner

## At the 1 Apr 2011 meeting,

### 1. Summer Pay / Extra Compensation

- a. **Issue:** A concern was voiced at the 1 Oct 2010 committee meeting to indicate that for some faculty, summer tax withholdings were distorted (extra large tax withholdings) with combined pay for teaching multiple sessions [Maymester and Summer I]. As this concern was shared at the 15 Oct 2010 joint meeting of Standing Committee Chairs with the Executive Committee, it was broadened to include instances of extra compensation during the regular academic year. This issue is primarily a communication issue and appropriate university officials are now aware of the matter and considering ways to improve the communication. Consideration of this matter will be informed by a new ruling regarding extra compensation received by all the Chief Academic Officers of institutions in the University System of Georgia. Clarification on the interpretation of this new ruling and its implementation are in progress.
- b. **Update Summer Pay:** Ms. Susan Allen attended the 1 Apr 2011 FAPC meeting to provide information on the Maymester payday. She provided the committee a financial history of the Maymester operation indicating the established practice has been to record summer receipts and expenditures in the fiscal year that most of the summer teaching activity has taken place [i.e. the fiscal year after Maymester]. That practice will continue, with the payroll office arranging to provide a prepayment to faculty teaching Maymester with an early June payroll [3 June in 2011].
- Ms. Allen asked that constituents (primarily unit administrators) turn in accurate and complete payroll information for the faculty who will teach courses during Maymester to ensure that these faculty receive their Maymester compensation during the prepayment [June payroll]. Errant or incomplete information may result in delaying disbursement to the July payroll date.
  - Ms. Allen was asked if an email providing the deadline by which Maymester payroll information must be filed to ensure the faculty member teaching Maymester would be eligible for the prepayment (June pay) could be sent to the faculty email list. This would allow each faculty member who is planning to teach during the Maymester an opportunity to coordinate with her/his supervisor to assist in meeting the payroll information submission deadline. Ms. Allen indicated that such an email will be sent to faculty.
  - The committee members present expressed appreciation to Ms. Susan Allen for her diligence and persistence in exploring and finding a way for faculty teaching Maymester to be paid at the end of Maymester [early June] rather than having to wait for the next fiscal year [July 1].
- c. **Pay Dates:** As a reminder, the pay dates presently scheduled for Summer 2011 are as follows.
- Maymester 2011 July 1, 2011 (earliest allowed by USG financial policy) [as of 16 Mar 2011, 3 June 2011]
  - Summer I 2011 July 8, 2011 (normal ADP run July 15 or with Maymester)
  - Summer II 2011 August 5, 2011 (normal ADP run August 15)
- Each date corresponds with the grades requested date for the stated term with the exception of Maymester which is subject to USG financial policy guidelines from which July 1 is the earliest allowable date. Subsequent to the 4 Mar 2011 FAPC meeting, Dr. Paul Jones sent an email 16 Mar 2011 to the faculty email list crediting the diligence of Ms. Susan Allen for finding a viable way to shift the Maymester pay date to a date closer to the end of Maymester. **The result: Maymester pay date 1 July 2011 is now 3 June 2011.**
- d. **Update (Extra Compensation):** An update from the Provost was communicated by the Associate Provost to indicate that no new information was available on the extra compensation ruling from the USG/BoR and that current practice is expected to remain in effect until further notice.

### 2. Student Opinion Surveys (SOS): Participation Rate Concern

- a. **Issue:** At the 5 Nov 2010 FAPC meeting, a committee member observed that many university faculty are concerned about the fact that the participation rate on Student Opinion Surveys has significantly plummeted since the conversion to the current on-line collection system and asked if mechanisms were in place to attempt to increase the participation rate.
- b. **SOS language recommended for inclusion on all course syllabi**
- **Update on advisory FAPC Motion 2 (3 Dec 2010) to Provost: Motion 2 (3 Dec 2010): To recommend to the Provost that standard language be developed that will appear on all course syllabi to inform and encourage students to participate in completing Student Opinion Surveys.**
    1. Associate Provost Tom Ormond served as point person of the drafting committee [other members were Lisa Griffin, Stephanie McClure, and Ed Hale]. The second draft, informed by the recommended revisions from the 4 Mar 2011 FAPC meeting, was reviewed by the committee. One modification was made to draft two [changing the word "virtual" to the word technological], after which **a motion** was made, seconded and approved, with no discussion, to endorse the wording of the second draft as amended [given below] and that this language be recommended for inclusion on all course syllabi.
    2. **DRAFT two of syllabi proposed language as amended:**

*Given the technological sophistication of Georgia College students, the student opinion survey is being delivered through an online process. Your constructive feedback plays an indispensable role in shaping quality education at Georgia College. All responses are completely confidential and your name is not stored with your responses in any way. In addition, instructors will not see any results of the opinion survey until after final grades are submitted to the University. An invitation to complete the online opinion survey is distributed to students near the end of the semester. Your participation in this very important process is greatly appreciated.*

- c. SOS language from Section 3.07.03.3 of the institution's Academic Affairs Handbook.
    - At its 21 Jan 2011 meeting, ECUS requested that FAPC consider reviewing this language in the Academic Affairs Handbook. A two-part motion was made, seconded, discussed and approved, identified as **FAPC Motion 1 (1 Apr 2011)** *To recommend to the Provost that*
      - (1) *the language in Section 3.07.03.3 of the institution's Academic Affairs Handbook be updated to reflect the online delivery of the student opinion survey, with particular emphasis on items 1 and 5 of Section A as well as all of Section C.*
      - (2) *the modified language be sent back to this committee for review.*
  - d. Update on *FAPC Motion 1 (4 Feb 2011)* with committee consideration postponed to 1 Apr 2011 meeting. ***FAPC Motion 1 (4 Feb 2011) as amended at 4 March 2011 FAPC meeting*** *To recommend to the Provost that student opinion survey results be used for both formative and summative faculty evaluation purposes.*
    - A motion was made, seconded and approved and identified as ***FAPC Motion 2 (1 Apr 2011)*** *To postpone consideration of FAPC Motion 1 (4 Feb 2011) to be coincident with committee review of the modified language from Section 3.07.03.3 of the Academic Affairs Handbook indicated in part two of FAPC Motion 1 (1 Apr 2011).*
  - e. Update on *Provost shall review how SOS narratives are being managed and disseminated to faculty action*
    - An update was provided by the Associate Provost to indicate that narratives (student comments submitted via the online SOS) are now available electronically to each department chair who can download the information from the Department Chairs Menu within PAWS and disseminate the information to the faculty in her/his department. In addition to the email reminders being sent from Institutional Research personnel to the department chairs, the Provost's Office recently provided the academic deans with the proper procedure by which department chairs should provide SOS narratives to their respective faculty.
  - f. Update on advisory *FAPC Motion 1 (3 Dec 2010)* to Provost: ***Motion 1 (3 Dec 2010): To recommend that Student Opinion Surveys be administered to all classes with ten or more students.***
    - A summary of the committee deliberation follows. This motion was made by FAPC 3 Dec 2010, taken to ECUS for steering at the 21 Jan 2011 joint meeting of Standing Committee Chairs and ECUS, steered back to FAPC at that 21 Jan 2011 meeting, and endorsed as an advisory motion from FAPC to the Provost at its 4 Feb 2011 meeting, and emailed by the FAPC chair on behalf of the committee to the Provost on 15 Feb 2011.
    - ***Update (1 Apr 2011):*** The Associate Provost provided an update from the Provost to indicate that the Provost had accepted this recommendation and that it will be implemented this semester. It was also noted that a mechanism is in development to allow a faculty member in consultation with her/his department chair to request that an online SOS be administered to a class with fewer than ten students. This mechanism is anticipated to be available for the Fall 2011 semester.
    - ***Note:*** It should be noted that the number of classes to which SOS are administered that are selected to inform annual faculty evaluation is articulated in the aforementioned section 3.07.03.3 of the institution's Academic Affairs Handbook, and its consideration is thus included in the motion above identified as *FAPC Motion 1 (1 Apr 2011)*.
3. Desk Copies
- a. **Update on the committee charge to its chair to "pass on to Provost Jordan constituency recommendations for alternatives to reselling desk copies provided by publishers."**  
 Several options were forwarded to the Provost by the committee following its 14 Jan 2011 meeting. These options were communicated via email to the Provost by the committee chair on 20 Jan 2011. Option k was formally removed by the committee at its 4 Feb 2011 during the review of the 14 Jan 2011 meeting minutes.
  - b. ***Update 1 Apr 2011:*** The Associate Provost communicated an update from the Provost to indicate that a committee recommendation for a single best option was preferable to the menu of suggestions previously submitted. After some deliberation, a recommendation was made by the committee that the feasibility of the institution's library serving as a clearing house for unwanted text books be explored. Ben Davis of the library and a FAPC member indicated his intention to explore this feasibility with his administrative chain and appropriate library personnel. Associate Provost Ormond agreed to communicate this recommendation to Provost Jordan.

#### 4. Work Group Update: Faculty Evaluation, Triggered Review of Department Chairs

- a. **Issue:** *This issue emerged during the 30 April 2010 organizational committee meeting when those present brainstormed on the generation of a list of tentative agenda items for FAPC for the 2010-2011 academic year. At that meeting, work groups were formed to consider and review the items identified and report back to the committee. Since that time, FAPC postponed consideration of faculty evaluation indefinitely [at its 1 Oct 2010 meeting] noting that faculty evaluation was under review at the department level across all academic units of the university. The triggered review of department chairs ultimately centered on interest in identifying and promoting a mechanism by which faculty might inform the evaluation of an academic administrator. Specific illustrative conversation points during committee deliberation have usually been articulated in the context of a faculty member offering suggestions for administrative professional development for her/his department chair.*
- b. **Update 4 Mar 2011:** *Exercising its advisory function, the committee unanimously approved at its 4 Mar 2010 meeting the recommendations of the work group (Sally Humphries – CoB, Susan Steele – CoHS) formalized into the following two part motion. The first part of the motion is advisory to the current members of FAPC while the second part is advisory to the academic administration and directed to the Provost for consideration.*
- c. **FAPC Motion 1 (4 Mar 2010):** *To recommend that*
  - (1) *each member of the 2010-2011 Faculty Affairs Policy Committee (FAPC) educate her/his constituency (faculty colleagues) that faculty have an opportunity to inform the evaluation of an academic administrator [see Section 3.07.01 of the Georgia College Academic Affairs Handbook].*
  - (2) *the Provost ensure that the administrative evaluation process include a mechanism by which the appropriate personnel solicit developmental feedback, on an annual basis, from the faculty to inform an administrative evaluation. In particular, a recommendation that each Academic Dean actively solicit developmental feedback, on an annual basis, from faculty to inform the administrative evaluation of the department chair or unit supervisor of the faculty. Care should be taken to ensure confidentiality in the collection of this developmental feedback from the faculty. The “Faculty Recommendations for Administrative Development” form (modified version of the existing Part IV) is provided as a sample form that could be used to collect this feedback.*
- d. **Sample Form:** *The aforementioned sample form entitled “Faculty Recommendations for Administrative Development” is linked to the agenda of the 04 Mar 2011 committee meeting.*
- e. **Update 1 Apr 2011:**
  - *The committee chair indicated that this motion had been forwarded on behalf of the committee via email to the Provost on 10 Mar 2011 with a response on 21 Mar 2011 from the Provost to indicate this motion would be studied and taken under advisement with an update provided to the committee at its 1 Apr 2011 meeting.*
  - *The Associate Provost communicated an update from the Provost to indicate that this motion is still under consideration.*

#### 5. Academic Year Faculty Availability in the Summer

- a. **Issue:** *This issue arose from a concern that academic year faculty were expected to engage in service functions (advising students, participate in summer orientations, serve on committees, etc.) during the summer when they are not compensated or under contract.*
- b. **Update (1 Apr 2011) on closure on the review of letters for language on summer faculty service by deans and department chairs.** *There was no definitive information to indicate that this review had concluded in all the academic units but there was confirmation that this request had been circulated to deans earlier in the academic year (as reported at earlier meetings of this committee).*
- c. **Update (1 Apr 2011) on Motion 1 (14 Jan 2011 FAPC Meeting):** *To recommend that the Provost instruct all academic administrators that no faculty member be required to perform duties while not under contract. Further, that refusal by a faculty member to perform tasks while not under contract shall not be considered during the tenure application process, annual evaluations or merit increase decisions.*

Associate Provost Tom Ormond provided an update from the Provost communicating

- a. *This motion was still under consideration by the Provost and has stimulated a rich dialogue with and among the academic deans. One of the threads of this dialogue has been an interest toward developing a “best practice,” rather than a policy.*
- b. *The many job responsibilities and different types of contracts at the institution will all need to be considered in any final decision.*

A brief discussion included questions about status of scholarship on campus during the summer, weekend contact by students, and consideration for availability to students by faculty who teach online courses. The Associate Provost agreed to inform the ongoing dialogue with these questions.

- d. **Summary:** *The committee deliberation on this item throughout this academic year has found this to be a communication matter. The ideals identified as desirable are to ensure that faculty (1) are aware of expectations placed on them AND (2) have a voice (the right to accept or decline, the right to negotiate compensation) with respect to work, particularly in the area of service (advising, orientations, availability to students, etc.) that is desirable or necessary during the time when faculty are not formally under contract (most prominently summer).*

## 6. Work Group Update: Post-Tenure Review

- a. **Issue:** *This issue arose from a concern about the post-tenure review appeal process and was discussed at the April 2010 meeting of the 2009-2010 FAPC and passed by means of the annual report to the 2010-2011 FAPC for further deliberation.*
- b. **Update:** The Post-Tenure Review work group
  - is Martha Colvin - CoHS, Nancy Davis Bray - Library, Lee Digiovanni - CoE, Ken Farr - CoB, Mike Rose - CoAS, Craig Turner - CoAS
  - circulated a draft (dated 8 Mar 2011) of the working document under review by the work group
  - maintains a web presence accessible by following the "Post Tenure Review Work Group" link at the top of the FAPC web presence and
  - offered for committee consideration a recommendation that this work group continue its work during April 2011 and provide an update to the 2011-2012 FAPC at its organizational meeting which is scheduled for 29 Apr 2011. **This recommendation was endorsed by the committee members that were present.**

## 7. Committee Annual Report

- a. The committee chair had been granted permission from the committee at its 4 Mar 2011 meeting to prepare a draft for committee review. The chair had prepared a draft of the sections of the annual report that were boilerplate and or summarized committee deliberations over the 2010-2011 academic year.
- b. The committee was invited to provide feedback on the entire draft and in particular inform the last three sections of the report [blank in the current draft] entitled "Committee Reflections", "Committee Recommendations" and "Recommend items for consideration at the governance retreat."
- c. The committee provided a variety of suggestions for these "committee sections" of the report and the chair will incorporate the suggestions and circulate the modified draft to the committee for its review.

## 8. Recognitions

- a. **Committee Volunteers:** The faculty members who served as "volunteers" on the committee (i.e. faculty who did not serve as university senators during the 2010-2011 academic year) were awarded a certificate of recognition signed by President Leland for their service on FAPC during the 2010-2011 academic year. The committee chair expressed appreciation to these faculty for their service and contributions to FAPC during the 2010-2011 academic year. Those recognized were Alex Blazer (CoAS), Ben Davis (Library), and Sally Humphries (CoB). Susan Steele (CoHS) was recognized in absentia and her certificate was delivered to her by the committee chair.

## 9. Appreciation

- a. **to each of the committee members** for their service and contributions to the work of the committee over the 2010-2011 academic year;
- b. **to each of the committee work groups** for the time they spent between committee meetings to prepare drafts and recommendations for committee consideration;
- c. **to the Secretary, Mike Rose**, for the care, diligence, and timely manner in which he prepared and posted the minutes of each meeting of the committee;
- d. **to the Vice Chair, Lee Digiovanni**, for her guidance on continuing issues as she had chaired FAPC during the 2008-9 and 2009-10 academic years **and** for representing the committee at the 18 Feb 2011 joint meeting of standing committee chairs with the Executive Committee;
- e. **to Associate Provost Ormond** for his increasingly active participation on the committee during the Spring 2011 semester as designee for Provost Jordan when she had a conflict with the meeting time culminating with him obtaining and providing the committee updates from the Provost for nearly every matter under committee consideration at the 1 Apr 2011 meeting;
- f. **to Provost Jordan** for her gracious reception of each advisory motion from the committee and her timely responses and informational updates regarding progress on each of these motions to include the topics of
  - **Academic Year Faculty: Summer Availability**
    1. reviews of letters to students at university, academic unit and department levels
    2. ensuring that faculty (1) are aware of expectations placed on them AND (2) have a voice (the right to accept or decline, the right to negotiate compensation) with respect to work, particularly in the area of service (advising, orientations, availability to students, etc.) that is desirable or necessary during the time when faculty are not formally under contract (most prominently summer)
  - **Desk Copies:** Alternatives to Reselling
  - **Faculty Awards:** follow-up from 2009-10 FAPC proposed revisions to language in the Academic Affairs Handbook
  - **Faculty Evaluation / Triggered Department Chair Reviews:** mechanism for faculty-informed academic admin reviews
  - **SOS: Average Ratings Discrepancy Concern:** communication with Institutional Research to facilitate a timely resolution
  - **SOS: Participation Rate** [update to faculty on actions to increase participation rate, language proposed for all syllabi, all courses with ten or more surveyed, dissemination of student narratives (student responses)],
  - **Summer Pay / Extra Compensation:** informational updates and recommendation for consulting Ms. Susan Allen
- g. **to Director of Payroll Services, Susan Allen**, for her diligence, persistence and ultimate success in finding a way to shift the Maymester pay date closer to the end of the Maymester [from July 1 to early June].

## **Tentative Agenda for 29 Apr 2011 meeting** (12:30-1:45 Arts & Sciences 1-16)

This will be the organizational meeting of the 2011-2012 FAPC and agenda should include the election of the officers for 2011-2012 as well as a report from the 2010-2011 Post-Tenure Review Work Group.