Meeting Minutes  
College of Education Faculty Advisory Council (CFAC)  
March 12, 2019  
1:30-3:00 PM, Room 507 Erickson Hall

Present: David Ferguson, Marisa Fisher, Bob Floden, Gloria Lee, Madeline Mavrogordato, Matt Pontifex, Gail Richmond

Absent: Dan Gould (ex-officio), Mary Juzwik, Spyros Konstantopoulos, Kris Renn

Secretary: Madeline Mavrogordato

1. Approval of the Agenda (Action Item)  
   - Approved unanimously

2. Approval of the February 12, 2019 CFAC Minutes (Action Item)  
   - Approved unanimously

3. Comments from the Chairperson  
   a. Reminder regarding the Proposed Bylaw Revision meeting scheduled for Thursday, March 14th from 10a to 11:30a in room 252 Erickson.  
      - There will be a Zoom link for those unable to be present in-person. The meeting will be recorded as well.  
      - Notification of the hearing has been sent to faculty and will be sent to students as well (per current bylaws).

4. Comments from the Dean of the College of Education  
   - Faculty search updates: New chair of TE will be Dorinda Carter Andrews starting May 16th. Kinesiology search was successful, and Bob Floden was able to get some additional support from the provost to search for an additional kinesiology faculty member next year. EAD search is underway with first candidate coming to campus this week.  
   - The Hub’s Online Strategy update: Jeff Grabill is working on putting together a group of faculty to provide input on the learning design aspect of the plan. Bob Floden volunteered to participate and asked for additional recommendations from COE department chairs. This is a positive step.  
   - University undergraduate admissions: There is a working group exploring how the university does admissions for undergraduate students. They want to think more strategically about putting together each freshman class by backward mapping to inform the admissions process. They are interested in looking at issues such as which students are graduating, and how much time it is taking. Deloitte has been helping with this and is putting together data. They plan to use the information starting this summer.  
   - Fall Faculty Meeting: Bob Floden wants CFAC input on when fall faculty and staff meeting should be given that usual timing is not an option with new faculty events planned at university level. Monday, August 26th is the proposed date right now, and this is what the department chairs preferred as well. CFAC generally agreed with this plan.
• Administrative hiring updates: Bob Floden plans to post a position to hire someone who will serve as the new associate dean for equity and inclusion (Dorinda Carter Andrew’s current position) as well as Faculty Excellence Advocate in the COE.

• COE Representation on University Committees: John Dirkx has agreed to serve on University Committee on Graduate Studies. Matt Pontifex will notify academic governance about this. Marisa Fisher was unable to find someone in CEPSE to serve on the University Committee on Undergraduate Education. This is a larger issue that is a perennial problem. We should likely bring this up at the faculty retreat in the spring. Bob Floden would prefer that this come from faculty given that it is a faculty governance issue and asked if someone from CFAC would be willing to bring it up at the faculty meeting. Matt Pontifex offered to do so. Bob Floden emailed CFAC members a list of faculty who serve on all university-level committees. College-level committee members are listed on COE website.

5. Request for recommendation of revising the College of Education policies regarding Summer Time Commitments.
   a. See attached Summer Salary Policies from various colleges at MSU.
      • There was a faculty request to take a look at COE’s summer time commitment policy, specifically the 2.5 months of summer salary cap.
      • Some colleges have indicated they have a similar policy, others (e.g., Business, Engineering) do not.
      • This perhaps arose from push-back from federal funding agencies, particularly when working on a grant for multiple years in a row. However, Bob Floden will investigate how this policy came about to begin with.
      • Legal liability is a concern, as is good of the faculty. But policy may be a bit paternalistic and prescriptive.
      • In addition, questions were raised about whether the COE needs to require that faculty who want to work 2.5 months should have to get approval to go beyond 2 months.
      • In the current policy, there might be an opportunity to rephrase the language around vacation time being reduced accordingly, but this implies we are tracking vacation time or reporting it in some way.
      • Bob Floden will take comments under advisement and consider changes to the current policy moving forward.

6. Request for minor revision to Proposal 1 of the proposed revision of the College Bylaws (Action Item)
   a. See “COE_Proposal1_Bylaws_Revisions.docx” attached with proposed edits highlighted in yellow.
      • See attached bylaw revisions documents.
      • Approved unanimously.

7. Request for minor revision to Proposal 2 of the proposed revision of the College Bylaws (Action Item)
   a. See “COE_Proposal2_Bylaws_Revisions.docx” attached with proposed edits highlighted in yellow.
• See attached bylaw revised documents.
• There was further discussion around proposal 2 (see #8 below).

8. Request for further discussion regarding faculty voting rights (Action Item)
   • There are some concerns about people who have shifted out of fixed-term faculty system to academic specialist system who under the current bylaw revision proposal would not get voting rights.
   • Discussion weighed issues such as whether it is inappropriate for someone who isn’t teaching to have voting rights on curricular issues.
   • During the discussion, CFAC became aware that the 2016 version of the university bylaws on academic governance we had referred to when considering revisions to the COE bylaws around faculty voting rights was outdated. The June 2018 version of the university bylaws on academic governance included new language on academic specialists (there are 2016 and 2018 versions that are both available online, prompting the confusion).
   • There was discussion about pros and cons of just going with university language in the COE bylaw revision for proposal 2. CFAC discussed question about what constitutes “academic activities” in university language. For example, are COE outreach specialists considered to be engaged in “academic activities”?
   • There was a motion to change proposal 2 to reflect the university’s language on specialists. This motion was ultimately withdrawn.
   • There was a motion to table proposal 2 for further discussion. Motion was approved unanimously.
   • Informational meeting on March 14th will only consider bylaw revisions for proposals 1 and 3.

Meeting adjourned at 3:01 PM.
College of Education Bylaws

1. THE FACULTY

1.1. Composition of the faculty.

1.1.1. The regular tenure-stream faculty of the College of Education shall consist of all persons in the College who have been appointed under the rules of tenure and hold the rank of professor, associate professor, assistant professor, or instructor.

1.1.2. The temporary fixed-term faculty of the College shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor but not appointed under the rules of tenure.

1.1.3. The academic specialist shall consist of persons holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist.

1.1.4. Adjunct faculty shall consist of persons whose professional position, qualifications, and interests make some relationship with the College desirable.

1.1.45. Honorary faculty will be those persons designated as visiting professors or professors emeriti.

1.2. Voting faculty.

1.2.1. The voting faculty shall consist of all regular tenure-stream faculty.

1.2.2. On matters internal to the College, voting rights are extended to specialists in the job security continuing appointment system.

1.2.3. Departments shall determine voting privileges for matters limited to departments.

1.2.4. A faculty member appointed in two or more units may vote only once in a College election or on a College matter.

1.3. Faculty meetings.

1.3.1. The faculty of the College shall meet at least once during fall and spring semesters. Additional meetings of the faculty may be called by the Dean, by the Faculty Advisory Council Committee, or by twenty-five regular voting faculty.

1.3.2. Written notice of faculty meetings shall be sent to all voting faculty members and specialists at least two weeks in advance and such notice shall set forth the matters to be considered. The formal agenda will be made available at least one week in advance.

1.3.3. The Dean or designee shall preside at College faculty meetings. Robert's Rules of Order, Revised.
(most recent edition) shall guide meeting procedures.

1.3.4. A College faculty meeting may consider any matter related to the welfare of the faculty or the welfare of the College and any matter brought before it by a member of the faculty.

1.3.5. The agenda for College faculty meetings shall be prepared by the Dean and the Faculty Advisory Council Committee. Action items must be so labeled on the agenda, and no formal actions may be taken without advance notice.

1.4 Quorum Requirements.

1.4.1. A quorum of fifty percent plus one of voting members is required for conduct of College Faculty Meetings and College committees.

2. THE STUDENTS

2.1. Student constituency of the College.

2.1.1. The student constituency of the College shall be all students who have declared a major or major preference in an academic program of the College.

2.2. Student participation in academic governance.

2.2.1. Student participation in College academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to faculty are:

2.2.1.1. Policies concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

2.2.1.2. Decisions concerning the appointment, salary, re-appointment, promotion, tenure, or dismissal of individual faculty members.

2.2.1.2.1. Evidence from students regarding the teaching performance of faculty shall may as relevant be considered in decisions concerning the above matters.

2.2.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

3. COLLEGE ORGANIZATION

3.1. Dean of the College.

3.1.1. The chief executive officer of the College of Education is the Dean.

3.1.2. The Dean is responsible for instructional, research, and service programs of the College. This responsibility includes budgetary matters, physical facilities, and personnel matters in the Dean’s
jurisdiction, taking into account the advisory procedures of the College.

3.1.2.1. The Dean shall make available the College’s written criteria and procedures for periodic merit-based salary adjustments.

3.1.3. The voting faculty of the College shall have shared responsibility with the Provost to determine procedures for selection of the Dean.

3.1.4. The selection of assistant and associate administrators to be nominated to the provost shall be the responsibility of the Dean who shall consult with the Faculty Advisory Committee.

3.1.5. The Dean shall be subject to regular review at intervals not to exceed five years.

3.1.5.1. The Faculty Advisory Committee shall have shared responsibility with the Provost to determine procedures for the review of the Dean.

3.1.6. The Dean shall participate in academic governance as part of his or her administrative responsibility. This participation shall include those responsibilities listed in Section 2.1.5. of the University Bylaws.

3.1.6.1. The Dean or the Dean’s designee shall attend all meetings of the College’s academic governance bodies.

3.2. Faculty Advisory Committee.

3.2.1. Composition.

3.2.1.1. The Faculty Advisory Committee shall consist of two regular voting faculty members elected from each of the College’s departments, and one non-voting ex-officio member, without vote, selected by the Faculty Advisory Committee from the College representatives to the University Council.

3.2.1.2. The Chairperson of the Faculty Advisory Committee (or designee) shall serve as one of the College representatives on the Faculty Senate pursuant to section 3.3.1.2.1 of the University Bylaws for Academic Governance.

3.2.2. Functions.

3.2.2.1. The Faculty Advisory Committee shall advise and consult with the Dean on issues concerning the welfare of the College.

3.2.2.2. The Faculty Advisory Committee shall have delegated authority to supervise and conduct all faculty elections at the College level.

3.2.2.3. The Faculty Advisory Committee shall name replacements to University governance
bodies when the elected faculty representative is unable to serve for a period of one semester or more.

3.2.2.4. The Faculty Advisory Council Committee shall have shared responsibility with the Dean in determining the time, date, and place of all College faculty meetings.

3.2.2.5. The Faculty Advisory Council Committee shall have shared responsibility with the Dean in preparing the agenda and making arrangements for the faculty meetings.

3.2.2.6. The Faculty Advisory Council Committee shall consult with the Dean in the appointment and replacement of associate and assistant Deans.

3.2.2.7. The Faculty Advisory Council Committee shall have shared responsibility with the Provost in determining procedures for the review of the Dean.

3.2.2.8. The Faculty Advisory Council Committee shall advise the Dean regarding initiation and evaluation of faculty and decisions concerning policies related to scholarship and professional conduct.

3.2.2.9. The Faculty Advisory Council Committee shall have shared responsibility with the Dean regarding development and revision of guidelines and procedures for faculty appointment, promotion, and tenure in accordance with the University Faculty Handbook.

3.2.3. Procedures.

3.2.3.1. The Faculty Advisory Council Committee shall determine its own operating rules and procedures and elect a chair from its membership.

3.2.3.2. The elected chair of the Faculty Advisory Council Committee shall serve a one-year term of office.

3.2.3.3. The Faculty Advisory Council Committee shall meet as often as needed to perform its duties, but no less than once a month during fall and spring semesters.

3.2.3.4. The minutes of the Faculty Advisory Council Committee shall be made publicly available to all faculty.

3.2.3.5. The schedule of the Faculty Advisory Committee meetings shall be made publicly available.

3.2.3.6. Meetings of the Faculty Advisory Council Committee are open, except when the Council Committee votes to hold a closed meeting. All faculty to discuss personnel matters. The Committee may also vote to close a meeting for other stated reasons. Such closures will be notified of Council meetings in advance announced publicly.

3.2.4. Elections.
3.2.4.1. Department elections for the Faculty Advisory Council will take place in the spring semester.

3.2.4.2. Any member of the regular voting faculty of the College is eligible for election to the Faculty Council.

3.2.4.3. Faculty Representative members are elected to the Faculty Advisory Council for a two-year term of office. No faculty representative member shall serve more than two consecutive terms.

3.3. Standing Committees of the Faculty.

There shall be two standing committees of the faculty: a College Curriculum Committee and a Reappointment, Promotion, and Tenure Committee.

3.3.1. College Curriculum Committee.

3.3.1.1. Composition.

3.3.1.2. Functions.

3.3.1.2.1. The College Curriculum Committee will have delegated authority in making recommendations to the University Committee on Curriculum regarding changes in academic programs.

3.3.1.2.2. The College Curriculum Committee shall advise the College faculty about major changes in courses and programs in the departments of the College.

3.3.1.2.3. The College Curriculum Committee shall consult and seek the advice of the affected units when deliberating on proposals for the development, elimination, or modification of courses, course sequences, program emphases, and programs affecting two or more departments of the College.

3.3.1.2.4. The College Curriculum Committee shall consult and seek the advice of the Faculty Advisory Council and/or the College faculty when deliberating on major proposals affecting two or more units of the College or proposals to eliminate academic programs in the College or proposals to establish or change "all-college" programs.

3.3.1.3. Procedures.
3.3.1.3.1. The College Curriculum Committee will determine its operating rules and procedures and elect a chair from its voting membership.

3.3.1.3.2. The College Curriculum Committee will meet as often as required to perform its duties but no less often than once a semester during fall and spring semesters.

3.3.1.3.3. The minutes of the College Curriculum Committee will be made publicly available to all faculty.

3.3.1.3.4. Meetings of the College Curriculum Committee are open. All faculty will be notified of the schedule of the College Curriculum Committee meetings in advance.

3.3.1.4. Elections.

3.3.1.4.1. Department elections for the College Curriculum Committee will take place in the spring semester.

3.3.1.4.2. Any member of the regular voting faculty of the College is eligible for election to the College Curriculum Committee.

3.3.1.4.3. Faculty members are elected for a two-year term of office; student members, for a term of one year. No member will serve more than two consecutive terms.

3.3.2. Reappointment, Promotion, and Tenure Committee.

3.3.2.1. Composition.

3.3.2.1.1. The Reappointment, Promotion, and Tenure Committee will consist of two tenured faculty members elected from each of the College’s departments.

3.3.2.2. Function.

3.3.2.2.1. The Reappointment, Promotion, and Tenure Committee shall advise the Dean regarding reappointment, promotion, and tenure procedures and decisions.

3.3.2.3. Procedures.

3.3.2.3.1. The Reappointment, Promotion, and Tenure Committee will determine its operating rules and procedures in accordance with the University Faculty Handbook and elect a chair from its membership.

3.3.2.3.2. The Reappointment, Promotion, and Tenure Committee will meet as often as required to perform its duties but no less often than once each semester.

3.3.2.3.3. The minutes of the Reappointment, Promotion, and Tenure Committee will be
published and distributed to all faculty.

3.3.2.3.4. Meetings of the Reappointment, Promotion, and Tenure Committee are open, except when reviewing and discussing specific candidates’ materials. All faculty will be notified of meetings in advance. The schedule of the Reappointment, Promotion, and Tenure Committee meetings shall be made publicly available.

3.3.2.4. Elections.

3.3.2.4.1. Department elections for the Reappointment, Promotion, and Tenure Committee will take place in the spring semester.

3.3.2.4.2. Any tenured member of the regular tenure-stream faculty of the College will be eligible for election.

3.3.2.4.3. Faculty members are elected for a two-year term of office. No member will serve more than two consecutive terms.

3.4. Student Advisory Council Committee.

3.4.1. Composition.

3.4.1.1. The Student Advisory Council Committee will consist of four undergraduate students (at least one student elected from each College department that enrolls undergraduates), and one masters student and one doctoral student elected from each department.

3.4.2. Functions.

3.4.2.1. The Student Advisory Council Committee will advise and consult with the Dean on matters concerning student welfare.

3.4.2.2. The Student Advisory Council Committee will consult with the Faculty Advisory Council in its review of proposed changes in courses, curricula, and programs affecting the total College or more than one unit of the College.

3.4.3. Procedures.

3.4.3.1. The Student Advisory Council Committee will determine its own operating rules and procedures and elect a chairperson and a secretary from its voting membership during the fall semester.

3.4.3.2. The Student Advisory Council Committee will meet as often as required to perform its duties but no less often than once a semester during fall and spring semesters.

3.4.3.3. The minutes of the Student Advisory Council Committee meetings will be made available to
the Faculty Advisory Council and the College Curriculum Committee and will be publicly posted.

3.4.3.4 Meetings of the Student Advisory Council Committee are open. Students will be notified in advance that meetings shall be made publicly available.

3.4.4 Elections.

3.4.4.1 Members of the Student Advisory Council Committee will be nominated and elected to the Council by the student organizations chartered to conduct the elections. In the absence of such organizations, the Student Advisory Council Committee will conduct the elections.

3.4.4.2 Elections for the Student Advisory Council Committee will take place in the fall semester.

3.4.4.3 Any member of the College’s student constituency will be eligible for election to the Student Advisory Council Committee.

3.4.4.4 Members of the Student Advisory Council Committee are elected for a one-year term of office. There is no restriction on the number of consecutive terms a student can be elected to the Council.

3.5 Special Committees.

3.5.1 Special committees may be established by the Dean, by the Faculty Advisory Council Committee, or by a majority vote of the College faculty.

4. BYLAW AMENDMENT AND REVIEW

4.1 The voting faculty of the College shall have a shared responsibility with the Dean to adopt and publish bylaws in conformity with academic governance.

4.2 Bylaw amendment and revision.

4.2.1 College bylaws may be amended or revised by a two-thirds vote of the faculty voting on the amendment/revision. The vote will be taken after the College Faculty Advisory Council Committee has published any proposed amendment/revision and has held one or more hearings open to the faculty and students. Voting shall be by written ballot setting forth clearly the changes proposed. The College Faculty Advisory Council Committee shall establish procedures and certify results.

4.3 Bylaw review.

4.3.1 College bylaws shall be reviewed every five years and at such time as the Dean in consultation with the College Faculty Advisory Council Committee deems it necessary. Procedures for the review
will be set forth in accordance with university regulations, including participation in the five-year college bylaws review cycle performed by the University Committee on Academic Governance as specified section 4.3.5 of the University Bylaws for Academic Governance.


4.4.1. Edits to the College Bylaws of a typographic or formatting nature, and references to external University documents may be amended or revised by the College Faculty Advisory Committee without conducting a vote of the faculty so long as such edits do not constitute changes in the intent or interpretation of the language.

4.4.1.1. Notice of the corrections shall be made publically available.

5. FACULTY GRIEVANCE PROCEDURES

5.1. The College of Education Faculty Grievance Procedures are attached as Appendix B follow the University Faculty Grievance Policy detailed in the Faculty Handbook.

APPENDIX A. MODES OF PARTICIPATION

There are four modes of faculty and student participation are outlined in academic governance.

1. Consultation: a body of faculty and/or students discuss with and inform an administrator authorized to make decisions. Such a committee is not a deliberative body; there is no vote. Rather the members express their views to inform an administrator's decision.

2. Advisory: a deliberative body of faculty and/or students make recommendations to an administrator authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility the University Bylaws for the decision, Academic Governance.

3. Shared responsibility: a deliberative body of faculty and/or students makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

4. Delegated authority: a deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

APPENDIX B. FACULTY GRIEVANCE PROCEDURES

1. Any College of Education faculty member with the rank of professor, associate professor, assistant
professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the Faculty Grievance Official (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.

2. Initiation of Grievances and Hearing Procedures.

2.1. Initiation of Grievances.

2.1.1. A faculty member who feels aggrieved may, without delay, discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure, or the Anti-Discrimination Judicial Board.

2.1.2. In order to establish and retain access to the formal hearing mechanisms at the college level, a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation.

2.1.3. The grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place, and the redress sought.

2.1.4. The FGO shall forward a copy of the grievance statement to the administrator(s) named within 10 days of receipt of the grievance.

2.2. Informal Resolution.

2.2.1. The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.

2.2.2. Within 30 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved informally, notice shall be provided to the parties. If the faculty member wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member’s right to pursue the grievance.

2.2.3. The FGO shall determine after consultation with both parties the appropriate hearing level (department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for a hearing.

3.1. A College of Education hearing panel shall be established by the FGO in the following manner:

3.1.1. A hearing panel shall consist of 3 members, drawn by lot from the College of Education faculty. The drawing shall be conducted by the FGO.

3.1.2. The FGO shall notify each party of the names drawn for the hearing panel and within 10 days either party may challenge any member for cause. In addition, each party shall have one peremptory challenge. Cause shall be determined by the College of Education Faculty Advisory Council or its designee(s). Challenged members shall be replaced pursuant to the procedures stated in 3.1.1.

3.2. The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.

3.2.1. A hearing shall commence within 14 days of the establishment of the hearing panel.

3.2.2. The FGO shall assemble the hearing panel and shall supervise selection of the Presiding Officer from among the members of the hearing panel.

3.2.3. The Presiding Officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.

3.2.4. The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) of the grievant.

3.2.5. Findings and recommendations of hearing panels shall conform to existing policy and procedures in the College of Education.

3.2.6. Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.

3.2.7. Hearing panels shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, the respondent, and the administrator who is the respondent's immediate supervisor.

3.3. The dean, chairperson, or director shall provide written notification of his/her decision to the parties to the grievance and to the FGO within 14 days of his/her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification shall result in an automatic appeal.

3.4. If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.

3.4.1. Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.
Proposal for revision to College of Education Bylaws to allow for non-tenure stream faculty to participate in faculty votes and serve on committees.

1. THE FACULTY

1.2. Voting faculty.

1.2.1. The voting faculty shall consist of all tenure-stream faculty. Voting faculty shall also include full-time fixed-term faculty who have served at least three consecutive years in the College and academic specialists within the continuing appointment system.

1.2.1.1. Full-time shall be defined as a workload equal to or greater than a 0.9 full-time equivalent.

1.2.2. Departments shall determine voting privileges for matters limited to departments.

1.2.3. A faculty member appointed in two or more units may vote only once in a College election or on a College matter.

1.2.4. Full-time fixed-term faculty members who have served at least three consecutive years in the college and academic specialists within the continuing appointment system may be elected to a college committee, with the exception of the Reappointment, Promotion, and Tenure Committee, as a representative of any unit in which the person resides.

The specific language above is proposed to replace that presently in subsection 1.2 of the College of Education Bylaws.
Summer Salary and Time Commitments

Faculty members on academic year appointments are employed from August 16 to May 15 and under normal circumstances are expected to be available except when the university is formally closed. There is no vacation time associated with an academic year appointment. Faculty members are expected to take vacation time during the summer. If a faculty member requests three months of summer salary, there is no time-off, no vacation, no leave, etc., for the entire year and this is not viewed as a good employee practice. Anyone requesting summer salary in excess of two months will be required to submit a signed statement (.docx | .pdf) acknowledging that he/she understands that summer vacation time will be reduced accordingly, and all requests for summer salary in excess of two months must be approved by the department chair. The College will not approve summer salary requests in excess of 2.5 months.

Extra work or overload during the academic year cannot be compensated with summer salary. Summer salary must be for work done during the summer months (May 16 - August 15). In addition, if summer salary is assigned to grants, there should be an equivalent amount of time during the academic year assigned to the grant. Grant activity does not simply take place during the summer and should be distributed reasonably across the year. Exceptions due to complications or restrictions from certain agencies or foundations must be discussed with your chair and require approval of the Dean's Office.
College of Agriculture and Natural Resources
Summer Salary Policy
Effective March 2018

The College of Agriculture and Natural Resources summer salary policy places a maximum duration that AY faculty may support their summer salary at 2.5 months, no exceptions, regardless of funding source(s).

Basis of decision:

- I support and encourage faculty within the College to take advantage of the vacation benefits they are afforded on a recurring basis. Given the work demands which we face in our different roles, a healthy approach to balancing those demands is to take periodic breaks from work. A minimum of two-weeks vacation is needed.

- Additionally, consistent grant-supported summer salary greater than 2.5 months, over consecutive years, has resulted in faculty filing indefensible effort reporting to granting agencies. Under any potential audit, the College would not realistically be able to defend effort reporting that suggests individuals have not taken essentially any vacation, other than university closures, for multiple years. It is important to remember the faculty member whose effort reporting indicates no vacation over multiple years is placing not only him/herself in jeopardy, but also the unit, the college, and the university.

- The purpose of this policy is to protect both faculty members and the institution from the consequences of violating the conditions of almost all governmental grants/contracts, and some private ones. Audits at other universities have resulted in disallowances and financial penalties for those paid 100% in the summer, but did not perform 100% of their professional duties during the summer on the projects funding the summer appointment.

Ron Hendrick
Professor and Dean
March 2018
Faculty Handbook

Overload Pay

Last updated: 5/5/2006

ACADEMIC HUMAN RESOURCES POLICIES (Cont.)

The following policy was approved by the Board of Trustees on October 16, 1970 and revised on May 5, 2006. (A college may establish a more restrictive policy.)

I. Applicability

This Policy applies to full-time faculty members (tenure system and fixed term) at the rank of instructor through professor, full-time academic staff (including specialists, librarians, and extension field service staff), full-time executive managers, and full-time academic administrators (e.g., deans, department chairs, and school directors).

II. Overload Pay

Faculty and academic staff may request approval for overload pay for overload assignments related to teaching, research, outreach activities, and academic and student support activities. Executive managers and academic administrators may request approval for overload pay for overload assignments related to their administrative duties and/or expertise.¹

III. Required Approval

1. Overload pay assignments require prior written approval (a) by the immediate supervisor of the individual who will undertake the proposed overload pay assignment; (b) by the administrator of the major administrative unit ("MAU") in which that individual is appointed; and (c) if the unit in which the overload pay assignment is to be performed is different from the unit in which the individual is appointed, by the administrator of, and the MAU administrator for, the unit in which the overload pay assignment is to be performed.

2. In order to be approved, an overload pay assignment must meet the following minimum criteria:
   - The individual requesting overload pay must have a full-time assignment in her/his department, school, or other administrative unit and be satisfactorily performing her/his assigned duties; and
   - The individual's immediate supervisor, after consultation with the administrator of the MAU in which the individual is appointed, must determine that:
     - the proposed assignment represents a substantial increase over the individual's regularly assigned duties; and
     - after considering the other commitments of the individual, including her/his regularly assigned duties, approved outside work for pay, and other professional obligations, the proposed assignment will not adversely affect the individual's performance of her/his regularly assigned duties.

3. The approval of each overload pay assignment must be recorded on the Overload Pay form.

IV. Summer Appointments

Faculty and academic staff members appointed on an academic year basis may have part-time or full-time summer appointments in teaching, research, and/or outreach. The salary for such a summer appointment may not exceed 3/9 of the faculty or academic staff member's salary during the previous academic year. These summer appointments are not considered overload pay assignments and are not subject to this Policy. However, faculty and academic staff members who hold full-time summer appointments are also eligible for overload pay assignments during the summer if such assignments are made pursuant to this Policy.
V. Other Provisions

1. The Office of the Provost shall provide an annual summary of overload pay disbursements made during the prior fiscal year to appropriate MAU administrators.
2. In recognition of collegial expectations usual in a community of scholars, University units may not pay honoraria to faculty members, academic staff, executive managers, or academic administrators for talks, seminars, etc., provided in usual classroom/seminar settings.
3. Individuals performing overload pay assignments pursuant to this Policy remain subject to the same University policies and procedures as are in effect during the performance of their regularly assigned duties.
4. Assignments which might normally justify the payment of overload pay may, by mutual agreement, be compensated for by subsequent release time for research, the assignment of additional graduate assistants/other support staff, or other forms of programmatic/professional support instead of by overload pay.
5. Major administrative units may establish lower maximum time limits for overload pay than those stipulated in this Policy.

Footnote:

1 In accordance with the policy on Outside Work for Pay, faculty, executive managers, and academic administrators may request approval to engage in overload pay and/or outside work for pay for up to a total average of four (4) days per month during duty periods. Academic staff (who are not eligible to engage in outside work for pay) may request approval to engage in overload pay for up to an average of four (4) days per month.

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