

Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Tuesday, October 7, 2008
1:00 – 3:00 p.m.
141 Schrenk Hall

Members present: Frank Blum, Barbara N. Hale, Douglas Carroll, Dianna Meyers, David Westenberg, Gerry Cohen, Keith Nisbett, Klaus Woelk, Lance Haynes, Lia Sotiriou-Leventis, Neil Book, K. M. Isaac.

1. Approval of October 7, 2008 RP&A Agenda.
Approved
2. Approval of Minutes from September 30, 2008 RP&A Meeting.
Minutes are not available yet. Action was tabled. David Westenberg, Chair, Public Occasions Committee, is a new member of RP&A. Committee reports are to be added to the minutes. Provost's web page (Tenure section) is undergoing updates, and it is being monitored by the Tenure Committee.

New agenda items:

Student safety. Students are not feeling safe due to recent crime alerts.

Provost's written response to Faculty Senate on administrative title changes is pending. Gerry Cohen noted that Global Studies do not include foreign languages, which he and others consider to be a significant omission.

3. Ad-hoc Conflict of Interest Committee (D. Carroll)
Proposal to establish Committee as per FS endorsed structure.
Staffing (determine at meeting)
Need three faculty representatives. There will be one non-voting member from administrative services. Legal, Vice Provost Research and Keith Strassner have membership.
4. Phase II of bylaws revision
Kosbar has agreed to be chair of the Ad-Hoc Bylaws Revision Committee.
Part of the revision will be to consider adding standing committees for: Conflict of Interest, Teaching Effectiveness, Intellectual Property.
5. Tenure – Tenure Document(s): Adding Tenure Track Faculty to Tenure Document, changing UMR to S&T, and monitoring the Provost's web site. (G. Cohen)
Changes were considered editorial. Gerry Cohen is to follow up.
6. Revised Residential College Proposal (review by Student Affairs).
Keith Nisbett brought up problem with courses already on the books. All courses should come under department or programs. Jeff Smith is to provide report.

7. Confidentiality of Form used by Chairs to evaluate faculty (L. Sotiriou-Leventis)
Instances of breach of confidentiality of the annual faculty review form were noted. Chairs are to be notified regarding compliance. A referral was made to the Personnel Committee to review the documents associated with the annual review for faculty members to ensure that they comply with the present requirements. Personnel should report their findings to RP&A.
8. Annual P&T Area Membership Report & other stuff (Tenure)
Problem of not having people on the area committees who are familiar with the candidates' disciplines was discussed. No action is recommended at this time.
9. Meeting with Committee on Teaching Effectiveness leadership and RP&A (D. Carroll)
Pending. Doug Carroll will meet with CET to discuss streamlining CET activities. The reconstituted standing committee should have members elected by the Faculty Senate, and Student Council and Council of Graduate Students representatives.
10. Raise amounts, Sources, and Soft Money (L. Sotiriou-Leventis, B. Hale)
There was extensive discussion of the raises. Members expressed the desire to have more information on the rationale for raises. There appears to be non-uniformity among departments regarding the level of detail made available to the faculty. Barbara Hale will provide a summary of the raise data obtained from Steve Mallott to RP&A for inclusion in the minutes. (attached)
11. Review Referrals, Monitoring, and Other Items (as appropriate, see next page)

Next meeting will be October 28, 2008.
12. Adjourned.

Referrals Ongoing

1. FS0708ref-5 Graduate Student Stipend/Fees (Grad. Council)
2. FS0708ref-6 Annual Faculty Review Format (Personnel)
3. FS0708ref-7 Soft Money Raises (Budgetary Affairs)
4. FS0708ref-8 Spousal Actions (Personnel)

Ongoing Monitoring (Review as necessary)

1. Dean of Enrollment Management and Dean of Extended Learning Positions
2. Revising/re-titling Tenure Regulations (G. Cohen)
3. Supplementary/Soft Money Raises (B. Hale)
4. Emergency Preparedness (Facilities)
5. VPAA SB 389 Committee (D. Carroll and L. Haynes)

Other Committee Items (Review as necessary)

- a. Budgetary Planning, Start-up Packages (Budgetary Affairs)
- b. Best Practices for forming dept. tenure committees (Tenure)
- c. Monitor progress of new P&T procedures (Tenure)
- d. Academic Dishonesty (Academic Freedom & Standards)

Special Programs

- a. Residential College
- b. Aerospace Studies
- c. Military Science
- d. Physical Education
- e. Freshman Engineering

Recently Closed Referrals (information only)

1. FS0708ref-3 Campus NTT Procedure (closed 27 Sept 08)
2. FS0708ref-4 Emergency Preparedness Revision (Facil.) (closed 20 Jun 08)

Closed Items (information only)

- a. Post Tenure Review Procedures (Personnel)

Attachments

Report on 2007-2008 Faculty Raises for Tenured and Tenure-Track Continuing Faculty*

The average raise was 8%. This included funds from the general revenue allotment (4%), faculty salary realignment funds (2.9%), and “other” funds (primarily soft money) (1.1%). Excluding soft money increments and the standard tenure and promotion bonuses (0.2% taken off the top) the average raise was 6.7%. Seven administrators (at Vice Provost level and above) with the rank of professor averaged a 6.9% raise and were included in the averages. Four upper level administrators with non-academic appointments (not included in the above data) also received an average raise of 6.9%. The average raises (including soft money and T&P amounts) for Assistant, Associate and Full Professors were 7.4%, 8.7% and 8.0%, respectively. Individual departmental average raises (excluding soft money and T&P amounts) indicated that the withheld funds were distributed fairly uniformly back to the departments. Twelve departments had soft money increments ranging from 0.1% to 3.8%. No summer salaries are included in any of this data except for those on 12 month appointments (i.e., administrators). The median of the salary increase for the 269 faculty was 6.9%

* Data provided to the Budgetary Affairs Committee by Steve Malott and Carol Heddinghaus