MINUTES
Commission on Administrative and Professional Faculty Affairs
April 4, 2008


Members absent:  M. Adcock, K. Ayoub, A. Kemp, C. Krause, C. Lytton, K. Sanders, and C. Stafford

Guests:  J. Ridinger, Director of Staffing and Compensation
D. Robinson, Conflict Resolution Program Manager
T. Tucker, Chair, Commission on Staff Policies and Affairs
K. Wehner, Compensation Manager
L. Woodard, Assistant Vice President for Administrative Services

Recorder:  S. Karlin

1. A/P Faculty Definition

- Administrators in Outreach discussed the proposal and raised several concerns, including whether "faculty" status was appropriate for some employees in bands 5-7 who do not have even a bachelor’s degree. The concern was based on the view that the Southern Association of Colleges and Schools (SACS) required all A/P faculty to have masters degrees. However, SACS is concerned primarily about the credentials of faculty members teaching credit courses. (They also require that the institution certify that academic administrators, librarians, and student affairs personnel are appropriately credentialed.) 20% of the current employees in pay bands 5 – 7 do not hold bachelors degrees. The majority of these employees are in the information technology sector. Although many of these individuals have accumulated enough hours to earn a degree, their valuable experience and expertise has allowed them to directly enter the IT workforce.

- Of the 566 employees in pay bands 5 – 7, it is expected that at least 500 would be eligible to convert to A/P faculty status. It is quite possible that not all eligible employees will choose to become A/P faculty.

- Departments have responded to salary pressures among this group by proposing and self funding in-band adjustments (2 – 3%) annually, over and above the state-appropriate merit adjustments. Greater salary flexibility for high-performing and hard-to-recruit individuals is a major reason for the proposal.

- Review of the proposed resolution for the redefinition of A/P faculty appointments:
  - Commission members suggest that the current categorization of “administrative” faculty remain similarly defined but renamed “senior administrators” to more accurately reflect the nature of these appointments.
  - They further suggest that “professional” faculty be renamed “managers and professionals” to reflect the variety of roles and appointments that will now be included in this category. They also suggest minor changes to the definition and expected qualifications criteria.
  - Commission members suggest removal of the word “rare” from the following qualification criteria statement: “In some rare cases, individuals with substantial professional-level experience or expertise which equates to the minimum educational qualifications may be considered for appointment.”
  - ACTION: With these changes, the Commission on Administrative and Professional Faculty Affairs unanimously approved the proposed resolution for the redefinition of administrative and professional faculty appointments under HR restructuring (attached).
2. Payment of A/P Faculty for Teaching Credit Courses

- Commission members discussed the attached draft policy regarding additional employment for A/P faculty teaching credit undergraduate or graduate courses at Virginia Tech.

- The proposed policy does not include research faculty whose employment is often subject to federal guidelines and certification of activities. Hyer will meet with the VP for Research to explore the possibility of overload pay that would still be in compliance with certification of effort for those on grants and contracts.

**ACTION:** Commission members will present the proposal to the following constituencies:

- B. Gittens – CPAP and Pamplin College of Business
- P. Hyer – deans and department heads
- H. Irvin – Vice President for Administrative Services senior staff meeting
- F. Keene – Student Affairs leadership
- M. West – Vice President for Finance senior staff meeting

- The commission will continue discussion of the issue at their May 8 meeting and, assuming there is reasonable support for the proposal in the university community, move forward with the policy in the fall.

3. CAPFA Grievance Procedures

- Commission members began a review of proposed changes to the CAPFA reconciliation and grievance procedures.

- A key procedural change involves the selection of a Faculty Reconciliation Committee and its chair. There is no longer a standing committee, which means that each fall the CAPFA chair must solicit nominees to serve as needed on the Faculty Reconciliation Committee.

- A minor procedural change involves the reference to use of "audio tape." Commission members suggest that, "If necessary, other means of testimony will be considered by the Chair."

- Is there better language to convey the meaning of "reprisal" and "discriminatory practice"?

- The group quickly realized that there may be benefit in separating the procedures for the two processes (reconciliation/informal resolution of conflicts, and grievance), and for including mention of the mediation process.

  **ACTION:** D. Robinson and K. Eriksson will provide a revised document to commission members at the May meeting.

4. Revision to the A/P Faculty Formal Grievance Procedure

- The Board of Visitors recently authorized the President "to delegate authority and responsibility to the Associate Vice President for Human Resources for hearing faculty grievances filed by faculty members reporting through a vice president to the president as the step 4 administrator in accordance with the university’s formal grievance procedures, as outlined in the Faculty Handbook, 3.11.4."

- A perhaps unintended result of this authorization is that a faculty member in the IT area may never have the opportunity to have his or her grievance considered by the Vice President for Information Technology before it goes to the AVP for Human Resources for a final decision.
• P. Hyer and F. Keene will meet with representatives in the President’s Office regarding the matter.

5. Nominations Committee and Elections

• F. Keene, K. Oaks, and L. Gorr agreed to serve on the Nominations Committee.

• The Virginia Extension Service Association (VESA) will not meet until late May. At their May meeting they will arrive at Extension representatives to fill the slate of nominees in the A/P faculty elections.

• F. Keene agreed to be considered as a nominee for the Student Affairs opening on CAPFA and L. Gorr agreed to be considered as a nominee for the Extension opening on CAPFA.

• **ACTION:** Keene and Gorr left the room, and the remaining CAPFA members unanimously agreed to accept their names in nomination to avoid a conflict of interest with their roles on the nomination committee.

• **ACTION:** S. Karlin will notify the A/P faculty who responded to the call for nominations that the slate of nominees will be prepared in late May, with elections expected by mid-June.

• **ACTION:** The Nominations Committee (Keene, Oaks, and Gorr) will meet in early June to determine the slate of candidates for A/P faculty elections.

6. Topics for May 8, 1:30-3:30 p.m. Meeting in 210 Burruss Hall

• Dependents Scholarship Fund, T. Kaloupek

• Payment of A/P Faculty for Teaching Credit Courses

• CAPFA Grievance Procedures