MINUTES
Commission on Administrative and Professional Faculty Affairs
February 2, 2007

Members Present: M. Adcock, C. Boone, A. Campbell, P. Hyer, F. Keene, J. Niles, and L. Woodard


Guests: T. Mack, Associate Dean for Information Technology and Distance Education, College of Agriculture and Life Sciences, and A/P faculty rep to the Commission on Graduate Studies and Policies
R. Plaza, Project Specialist for Diversity Initiatives, Office of Multicultural Affairs

Keene called the meeting to order with five agenda items: 1) Report on CGSP Activities, 2) Presentation on the Electronic Faculty Activities Report, 3) Role of the Faculty Senate Ethics Committee, 4) Employee Advisory Committee regarding Restructuring and 5) Discussion of Performance Evaluation Information.

Faculty Senate Ethics Committee

Ray Plaza discussed recent conversations of the Commission on Equal Opportunity Diversity (CEOD) that focus on how staff-related violations of the Principles of Community (POC) would be facilitated. The Faculty Ethics Committee is responsible for addressing incidents relative to academic faculty. However, a system is not in place for administrative/professional faculty. CEOD suggested the reinforcement of an existing structure for ALL faculty. Woodard explained that several offices (Human Resources, Equal Opportunity) have convened to develop strategies on how the Principles of Community intersect with the entire community. The Principles of Community are not policy. They were not approved by the Board of Visitors. The group suggests developing a matrix that incorporates current policies and supports the Principles of Community. Hyer recommended that instead of drafting a resolution, a publication could be created. According to Keene, the Principles of Community are our value statements and the matrix would relate the standards back to our policies.

A website that answered “frequently asked questions” was also proposed. Niles maintained that contextual information is needed due to a lack of clarity in the Faculty Handbook. He suggested that the website should identify the population covered by the policy and the office responsible for dealing with the violation. The following individuals will assist with data collection: Debbie Morgan (Human Resources), Ellen Plummer (student, abusive conduct), and Pat Hyer (faculty).

Timeline:

- To demonstrate a commitment to our community standards, the matrix project will be unveiled during the second anniversary of the Principles of Community (March 14th).
- A press release, with statements from the president and provost) will go on the website.
- Letters announcing the project will be sent to faculty.
- Formal publication developed over spring and summer; available by fall.

CGSP Activities

Tim Mack reported on two activities that the Commission on Graduate Studies and Policies has worked on this year: 1) residency requirements for Ph.D. students and 2) admissions categories for graduate students. In order to accommodate students who have been out of school for awhile, but may have sufficient work experience, the GPA for "provisional" status admittance is being changed. Students with a "2.99 GPA or below" will now be admitted on a provisional basis. At the completion of the first semester, a 3.0 GPA is necessary for continued enrollment. Additionally, “conditional” status has been
added for students who meet the GPA requirement but not have enough courses for regular acceptance (i.e., engineering).

The commission is also looking into how the Bologna Declaration (agreement between 29 European countries) will affect enrollment. In 2010, the university will begin to accept these students who hold three year bachelor’s degree.

Concerns regarding admissions for current employees were discussed. Woodard explained that if supervisors are expected to sign-off on plans of study, staff may be reluctant to apply for admissions. Woodard maintained that supervisors should not be gatekeepers. They should assist with educating the employee on the time commitment and expectations. The commission will look into this matter.

**Electronic Faculty Activities Report**

Tim Mack conducted a virtual tour of the Electronic Faculty Activities Report. According to Mack, the EFARS system was developed about two years ago and is currently being used by the College of Agriculture and Life Sciences.

Mack reported the following:

- The projected consisted of a two year timeline that included weekly meetings. Costs associated were in personnel; the database is in Oracle – no issue with storage.
- Faculty members are required to use this system; failure to do so could jeopardize salary increases.
- The report is consistent with what the university already requests regarding grants and student evaluations.
- It allows administrators to track progress and summarize the activities of faculty throughout the department. An automated summary report can also be downloaded into a word document.
- The College of Agriculture and Life Sciences requires faculty to include an annual report and impact statement; resume is optional.
- The system features a secure login and a user friendly “help” function. 82% of faculty and administrators reported use without problems, and 52% didn’t think that they needed to use the help desk.
- The system has a function that allows supervisors to document meetings and perform evaluations. Upon completion, an email is sent where the faculty member is to acknowledge receipt of the evaluation.
- Faculty report that the system is time consuming. Adcock agreed and expressed confusion with the specifics of where to enter data. However, she adds that the advantage of the system is that you can keep up with your progress and enter information on a monthly basis and the system is accessible at work and home.

**Employee Advisory Committee regarding Restructuring**

As a result of the Higher Education Restructuring Act, Virginia Tech, UVA, and William and Mary will no longer hire employees as “classified staff.” The new status, “university staff,” governed by the Board of Visitors, will apply to all new employees and current classified staff will have the opportunity to convert. Woodard reported that during the months of November, December, January, and February, focus groups were/will be conducted with 300 randomly selected supervisors to generate input on a survey to be distributed this spring. Off campus focus groups are also scheduled for Salisbury and Suffolk.

The Employee Advisory Committee (EAC) will be formed to analyze the results of the survey and to discuss other issues that affect staff. The EAC will consist of about 20 classified and university staff members. The chair of the Commission on A/P Faculty Affairs will sit on the EAC and any other staff who is knowledgeable or interested in staff concerns (staff can self-nominate).
The 1st meeting will occur in March. Three to five design teams will be developed to serve as work groups for a topical area. These groups will research best practices and make recommendations.

**Performance Evaluation Information**

The last agenda item (Discussion of Performance Evaluation Information) was tabled until the next meeting. Keene asked that committee members digest the e-FARS information and make recommendations for how that system can be used for A/P Faculty.

Recorder: Tracey Cameron, Office of the Provost