

## **End-Of-Year Report**

Faculty Affairs Committee

May 2014

The Faculty Affairs Committee reviewed the following issues during AY 2013/14:

### 1. Faculty 180 – campus-wide, new software for the UAF Annual Activities Report (AAR)

The Faculty Affairs Committee (FAC) met with Dr. Eric Madsen to discuss Faculty 180 and voice concern regarding the efficacy and rationale for this new reporting requirement. Inefficiencies in the software for entering certain kinds of data (e.g., publications) and apparent bugs in the program pertaining to saving and revising data entered was acknowledged by Dr. Madsen. As this reporting requirement has been ratified, no further requests for extensions or exemptions were submitted by FAC.

### 2. Promotion/merit recognition of term-funded instructors

The basic question before us was: What are the mechanisms for recognition of work accomplishments by way of promotion for term-funded instructors? Research faculty generally goes through a recognized procedure for promotion, but instructional faculty does not.

When FAC met to discuss this issue we realized that the frame-work for such a procedure should really come from the instructors themselves. Based on these guidelines the committee was prepared to work with these instructors to develop criteria for recognition and promotion. One mechanism by which the status of term-funded instructors could start on the path of promotion involved changing their description to “visiting faculty”. This opportunity was rejected by the instructors. No further initiative to advance the issue of promotion was brought to FAC and currently there are no new guidelines, but the issue is being dealt with in a sub-committee.

### 3. Challenges to merit recognition and responsibilities in Interdisciplinary Programs

Interdisciplinary Studies/programs/degrees are increasing, in part because of the increasing recognition of its relevance in academia and society. What are the guidelines for allocating

interdisciplinary responsibilities (departmental requirements) and merit recognition (e.g., workload distribution and indirect cost recovery) in ID projects/grants?

Currently interdisciplinary research projects are typically administered through the department/institute/school of the principal investigator. Indirect cost recovery is based on how the budget is divided among the principal and co-principal investigators. The budget allocation to the partnering entities is decided upon by the investigators themselves. Annual reports are the responsibility of the PI who may solicit contributions to the reports from the Co-PIs. There are no explicit guidelines for distributing this workload, but the merit, by way of record to the funding agency, is obviously tagged to the entity which submits the reports. As noted, this is invariably the home institution of the PI. These issues were presented in a report (INTERDISCIPLINARY EDUCATION AND RESEARCH AT THE UNIVERSITY OF ALASKA FAIRBANKS: PROSPECTS AND CHALLENGES) by the Faculty Senate Task Force on Interdisciplinary Studies chaired by Dr. C Gerlach in November 2013. There is still considerable debate on how to structure interdisciplinary programs and how much UAF should focus on interdisciplinary research. The report calls for profound institutional changes - from how the statewide accounting system functions to determine credit hour counts to changes in the promotion/tenure process such that interdisciplinary researchers are rewarded rather than penalized for their efforts.

#### 4. Geographic Salary Differentials

FAC reviewed the draft resolution on Geographic Salary Differentials introduced to the Faculty Senate in October 2013. During the FAC meeting we discussed the language of the resolution and the issue of increased fuel cost, which in part motivated this resolution. The committee agreed with the current language in the resolution and provided no revisions at this date, but noted that the differential need to be updated as new labor data become available.

#### 5. Change to the Department Chair Policy

FAC did not have time to deal with this issue directly, but several revisions of the motion put forth by Dr. D. Misra (CEM) to revise the Dept. chair policy were dealt with in the Administrative Committee. A copy of the latest revision is attached to this report.

**MOTION:** The Faculty Senate moves to adopt the following changes to the UAF Department Chair Policy.

Effective: Immediately

Rationale: The Department Chair Policy has not been revisited or reviewed since 2000. With some new changes to the United Academics (UNAC) Collective Bargaining Agreement in 2014, it is pertinent to review and revise the existing policy. ~~Also, currently, some of the clauses are not in compliance with the shared governance principles and have been updated in the following.~~

CAPS and **Bolded** – Addition; [[ ]] – Deletion

### **UAF Department Chair Policy**

The following is a description of the role and duties of the department chair, and procedures for the election of department chairs at the University of Alaska Fairbanks. The size and composition of departments and programs are defined by each individual college and school.

#### **I. ROLE OF THE DEPARTMENT CHAIR**

A. The department chair [[is the administrative and academic officer of the department and as such]] has the primary responsibility [[and authority]] for: (1) leadership in developing high quality academic programs which fulfill department, college, and university objectives; (2) leadership in the implementation of college and university policies and programs at the department level; (3) leadership in developing resource requests and an appropriate departmental budget; and (4) service on the college/school executive committee.

B. The department chair is first a faculty member. The department chair is primarily a teacher-scholar serving as a leader of his/her department colleagues. The department chair is a role model for faculty responsibility.

C. The department chair is responsible for providing mechanisms and processes for members' participation in discussion and decision making within the department. All members of the department should be informed of these mechanisms and processes. Regular meetings should be held for purposes of communicating information, discussing issues, and making decisions on department matters.

D. The department chair is ~~REQUIRED~~ ~~[[expected]]~~ ~~REQUIRED~~ to communicate faculty perspectives and concerns to the administration and other segments of the community as appropriate. The department chair is the primary spokesperson ~~FOR~~ the faculty of the department. The department chair will also ~~REQUIRED TO~~ ~~[[convey]]~~ ~~BE REQUIRED TO CONVEY~~ administration views and concerns to the faculty.

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## II. DUTIES OF THE DEPARTMENT CHAIR

The department chair is responsible, either directly or by delegation, for performance of at least the specific duties enumerated below (the duties are not prioritized) which shall be performed in accordance with the extant collective bargaining agreements on the role and status of department chairs.

### A. Academic Programs

1. Initiate, plan, oversee implementation of, and review the preparation and offering of the academic program, after appropriate involvement of members of the department and consultation with the dean.
2. Ensure interdepartmental coordination and cooperation.
3. Take leading role in ensuring academic program quality.
4. Ensure reports are prepared as needed. Ensure that course [[schedule]] **SCHEDULES** are prepared in a timely manner.
5. Ensure catalog is current.
6. Supervise departmental office and ensure that files and records are maintained.
7. Keep the dean informed of departmental and faculty activities. Act as a liaison with the University community.

### B. Personnel

1. Coordinate [[and evaluate]] professional activities of all members of the department, to include providing guidance to faculty concerning expectations regarding promotion and tenure. [[Request and obtain faculty activity reports as appropriate to this process]].
2. Provide recommendations for appointments, [[promotion]], sabbatical leaves, [[tenure]], and release of faculty after consultation with members of the department.
3. Review and recommend to dean/director workloads **IN CONSULTATION WITH AND** as proposed by faculty members.
4. Take lead role in departmental faculty and staff recruitment and retention.
5. Provide for the management and supervision of support staff.
6. Appoint appropriate committees within the department.
7. Facilitate support for faculty teaching, research and service activities.

8. Function as spokesperson and advocate for the department, both within and outside the University community.

C. Students

1. Administer the departmental student advisement program and counsel students.
2. Recruit students in cooperation with other members of the department and the dean.
3. Act on student petitions.
4. Provide for the management of student assistants.
5. Address student concerns as appropriate.

D. Budget, Inventory, Facilities, Etc.

1. Initiate resource and budget requests with justifications.
2. Maintain fiscal control of departmental budgets.
3. Ensure upkeep of equipment and facilities assigned to the department.

### III. ELECTION AND TERMS OF SERVICE OF THE DEPARTMENT CHAIR

A. Departments Involved

The procedures will apply to every unit that is considered a department.

B. Eligibility to Vote

All full-time faculty members holding academic rank **AS DEFINED BY THE CURRENT APPLICABLE COLLECTIVE BARGAINING AGREEMENT** who are affiliated with the department are eligible to vote. **~~THOSE ELIGIBLE TO VOTE MUST BE REPRESENTED EITHER BY UNITED ACADEMICS (UNAC) OR BY UNIVERSITY OF ALASKA FEDERATION OF TEACHERS (UAFT)~~** [[Visiting faculty who are in an academic rank position are eligible to vote]].

A full-time faculty member currently holding academic rank is affiliated with a department

if [[1] the chair of that department evaluates the faculty member or;]

[[2]] ~~1~~ the chair of [[the]] **THAT** department reviews the faculty member's workload agreement.

C. Eligibility to be Nominated and Serve as Department Chair

Only tenured members of a department who are eligible to vote are eligible to be nominated and serve as department chair. [[Only in exceptional circumstance,]] Where the majority of the department faculty feel that options are severely limited, [[should]] there **MAY** be deviation from this policy. **BUT THE DEPARTMENT CHAIR MUST BE REPRESENTED EITHER BY UNITED ACADEMICS (UNAC) OR BY UNIVERSITY OF ALASKA FEDERATION OF TEACHERS (UAFT).**

#### D. Procedures for Elections

1. By March 15, those faculty in the department who are eligible to vote will establish a list of nominees for department chair. The names of the nominees will be placed on an official secret ballot for the department and distributed from the dean's office to those faculty eligible to vote.

2. Faculty members eligible to vote but who are absent because of sabbatical leave, leave of absence, or for other official reasons will be provided with an absentee ballot.

3. Secret ballots are to be cast. EACH BALLOT SHALL INCLUDE THE OPTION TO VOTE FOR "NONE OF THE ABOVE". ~~and T~~

4. THE DEAN'S OFFICE SHALL TALLY THE VOTES. THE RESULTS MAY BE VERIFIED BY ANY FACULTY MEMBER REQUESTING TO DO SO.

5. The person receiving a simple majority of the votes cast will be elected. In the case of a tie which cannot be resolved by the voters, the dean shall select the department chair from those faculty involved in the tie vote. IF "NONE OF THE ABOVE" RECEIVES A MAJORITY VOTE, A NEW ELECTION MUST BE HELD.

6. If no nominee receives a simple majority of the votes, a run-off election of the top two nominees shall be held immediately under the same procedures outlined above. The deadline for accepting ballots for the run-off election will be the last working day prior to April 15.

7. Departments and the provost will be notified of election results by May 15.

#### E. Term of Elected Department Chair

A department chair shall serve for a term of two years, beginning July 1, following his/her election. The department chair may continue in the position indefinitely by a simple majority of the voting faculty of the department.

#### F. Department Chair Disputes, Vacancies, and Recall

1. If an action of the department chair is appealed by a simple majority of the eligible voting members of the department and the issue cannot be resolved within the department, the matter shall be referred to the dean for arbitration. If necessary, the dean will refer the matter to the Provost. (See Section F 6 for recall procedure.)

2. If the department chair's position becomes vacant due to unexpected prolonged leave, illness, death, resignation, or other circumstances, the dean shall appoint a department faculty member **OR OTHER** [[AN]] **ELIGIBLE FULL TIME TENURED FACULTY MEMBER AS DEFINED IN THE CURRENT APPLICABLE COLLECTIVE BARGAINING AGREEMENT** ~~FROM WITHIN THE UNIT~~ to act as department chair. ~~THE TENURED FACULTY MEMBER~~

~~APPOINTED BY THE DEAN TO ACT AS DEPARTMENT CHAIR MUST BE REPRESENTED EITHER BY UNITED ACADEMICS (UNAC) OR BY UNIVERSITY OF ALASKA FEDERATION OF TEACHERS (UAFT).~~ An election to fill this position will be held the following April 15.

3. The department chair shall appoint an acting department chair whenever their absence from the department is for a period of less than two months. If this absence extends beyond two months, the procedure defined in Section F. 2. above is to be followed.

4. Election of a new department chair may be requested by petition to the dean signed by three-quarters of the eligible voting members of the department or by the petition of the Dean to the department approved by 3/4's of the voting members of the department. After the election by the faculty [[and ratification by the Dean]], the new department chair will take office immediately and serve the unexpired term.

#### G. Acknowledgement for Department Chair Duties

A Department chair's duties may be acknowledged through release time, remuneration, and/or their service component of their faculty duties. Any acknowledgement must be agreed upon between the Department chair and the Dean and must be consistent with UAF and Board of Regent's policies and extant Collective Bargaining Agreements.