

Minutes
Commission on Faculty Affairs
January 6, 1977

Present: Mandelstamm, King, Hall, Dickman, Wildman, White, Harper, Nurse,
Wilson, Bliznakov, Torgerson

Absent: Smallwood

1. Announcements

The next meeting of the CFA will be held on January 26, at 2:00 p.m., Randolph Room 137; not on January 19, at 3:00 p.m., in Hutcheson Room 116 as previously scheduled.

Dr. C. Hardy Long, Chairman of the Faculty Handbook Committee, will see to it that the new edition of the Handbook, now in preparation, includes an updated and expanded section on Study/Research Leave (See CFA Minutes for December 15, 1976, item 4). Chairman White added, parenthetically, that the clarified GUIDELINES FOR CALCULATION OF PRIOR SERVICE (see item 5 below) would need to be included as well.

Dr. White shared with the CFA a letter he had written to President Lavery concerning the desire of the CFA to be consulted for input before negotiations are begun with potential underwriters of a long term disability package. The Commission expressed approval of the letter.

2. Agenda

No preliminary agenda had been distributed for this meeting, but it had been agreed at the previous meeting on December 15, that the principal items of business were to be consulting policy and prior service calculation guidelines.

3. Minutes of Prior Meetings

There being no additions or substantive corrections, the minutes of both the December 7 and December 15 meetings were approved.

4. Report of the Subcommittee on Consulting Policy

Dr. Dickman reported that, having met only once, the subcommittee was not yet ready to recommend anything for Commission consideration or action. However, eight areas of concern, mostly those which had been identified in the report of the Faculty Senate's Ad Hoc Committee on Consulting, had been assigned to subcommittee members for preliminary examination as follows:

- Dr. White - participation by University employees in "private businesses" (e.g. - boards of directors)
political subdivisions
- Dr. Hall - is consulting a right or a privilege?
policy on maximum time allowances for consulting activities
- Dean Harper - University-wide policy versus individual college policies
expert witness in court cases
- Dr. Dickman - summer consulting
use of university facilities in conjunction with consulting activities

Subcommittee members will meet again within a week to review progress on these assignments. One general thing the subcommittee will strive for is

the minimization of distinctions among faculty categories (e.g. AY versus CY, 208/230 versus 231).

In a brief discussion on the blanket inavailability of university facilities for consulting activities, it was pointed out that the Self-study had looked into this. It was not made clear what recommendations the Self-study had made.

5. Guidelines for Calculation of Prior Service

Dr. Wilson opened the discussion with the observation that there are indications that the AAUP may be close to some relaxations of its own in the area of prior service reckoning policy. But be this as it may, we need to move forward with our own institutional policy, a draft of which had been left with Commission members at the previous CFA meeting.

Discussion of the "Guidelines" statement centered upon its stipulation that the faculty member seeking exception to standard AAUP guidelines, declare his/her decision to do so at the time of appointment. The Commission finally agreed that this implied that it was the responsibility of the Department Head and Dean to acquaint the faculty candidate, at the time of appointment, with these "Guidelines" and their specific implications in the case at hand, exploring with him any possible grounds for exceptions. If all parties agreed that an exception should be sought, the candidate would be instructed to write an appropriate letter to the Provost, presenting his request and its justification, as discussed with his Dept. Head and Dean. The Provost would hand down a ruling in the case as promptly as possible for inclusion in the new faculty member's personnel file.

Dr. Wilson agreed to provide a footnote for the Guidelines policy, spelling out these implications. With that (plus a minor editorial change) a motion was made, seconded, and unanimously passed that the amended draft be approved. The "Guidelines" statement, as amended, is attached to these minutes.

6. SPOT Report Subcommittee

The subcommittee, headed by Dr. Mandelstamm, has sent out letters to the Department Heads for review of the report. The deadline for response has been set for January 31. The subcommittee has already met three times and no future meetings are scheduled until after the January 31 deadline. A review of the SPOT Report is on the agenda of the February 8 Faculty Senate meeting.

Dr. Nurse reported that a review of the Report was on the agenda of the Commission on Undergraduate Studies and Commission on Graduate Studies and Research. Dr. Maxwell will attend both Commission meetings and the Faculty Senate meeting. Hopefully, a tentative report from Dr. Mandelstamm's subcommittee will be ready for the February 16 CFA meeting.

7. Adjournment

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Philip L. Hall, Secretary

GUIDELINES FOR THE CALCULATION OF PRIOR SERVICE

Upon appointment to a Department and College of VPI&SU, each new member of the Faculty will be notified by his Department Head of his standing regarding the tenure system. This statement will be included in the letter of initial appointment. Excepting temporary appointments with finite terms (including, most especially, lecturers and persons of Faculty rank appointed expressly on sponsored research contracts), each Faculty appointee is to be given clear notice of when his term or probationary appointment will be considered for renewal and/or when consideration for tenure will be given. In this latter calculation, AAUP standards for assessing prior service will be observed. This is to say that up to three years of prior service (assuming this service to have been full time in an accredited American college or university) will be granted.

Exceptions to this rule may be granted only at the request of faculty members whose credentials are being reviewed and only under the following conditions:

- (1) The prior service appointment was held before the faculty member completed his terminal degree; and

there was a significant gap between the prior appointment and appointment to the faculty of VPI&SU (ordinarily this gap must measure at least two years and must have been filled with full-time study culminating in the awarding of the terminal degree); or

- (2) The prior service was clearly in a discipline or field significantly different from the discipline to which the VPI&SU appointee is named.

The faculty member shall declare his/her decision relating to the above exceptions at the time of appointment. Faculty members requesting a waiver of prior service for the purpose of tenure review calculation must initiate a written request to the Department Head at the time of appointment. The request must be approved by the Department Head, College Dean, and Provost. The faculty member will be notified of the subsequent approval or denial at the time of appointment. This new policy is effective commencing with appointments as of July 1, 1977. However, presently appointed faculty, who wish to initiate a review and clarification of their prior service record may do so prior to June 1, 1977.