

Commission on Faculty Affairs  
Minutes  
April 24 1992

400-D Burruss Hall

*Present:* E. F. Carlisle, S. Crumwell (for J. Buffer), D. de Wolf, G. Flick, P. Hyer, M. Murray, C. Schwertz, R. Sorensen, W. Williams

*Visitors:* Susan MacDonald

*The meeting was called to order at 1:20 P.M. by David de Wolf, who chaired the meeting in the absence of Joe Falkinham.*

*Announcements:* The Resolution on Instructors passed its first reading at University Council without negative comment. Second reading is scheduled for May 6.

*The agenda was adopted with addition of item 3 under New Business, involuntary transfer of extension agents.*

*The minutes of April 10, 1992 were adopted as corrected.*

*New Business:* (1) *Revision of the Faculty Handbook* -- Susan MacDonald reviewed a three phase process for revision of the *Faculty Handbook*. The first phase involves incorporation of changes recorded by John Perry and Presidential Policy Memoranda issued since the last revision. Bruce Harper has drafted these changes; Susan MacDonald has edited the draft. Results of the first phase could be available for examination next week by CFA and others involved in the process. The second phase, which should be completed by August 1, will bring the *Handbook* up to date as of July, 1992. The complete text with changes highlighted should be electronically available by September. The third phase will begin during the summer and will look to the future, addressing general issues of content, structure, and format of the *Handbook*. E.g. What matters are essential? In how much detail should they be treated? Under what major headings should they be organized? Should the *Handbook* be in loose-leaf form? Should it be distributed in hard copy at all? There was desultory discussion of these questions. MacDonald suggested that CFA might wish to be consulted about phase two over the course of the summer. Her suggestion was adopted. D. de Wolf, M. Murray, and W. Williams will follow developments on behalf of the Commission.

(2) *Parental Leave Policy*-- Pat Hyer presented a draft of the faculty Family Leave Policy (see attachments) developed by the Women's Subcommittee of the EO/AA Committee. The draft consolidates existing relevant policy concerning (a) leave without pay, (b) sick leave, (c) part-time status, and (d) extension of the tenure probation period. It proposes, in addition, that up to ten days of family leave may be used by parents at the birth of a child or at the time of adoption and that annual leave may be used by calendar year faculty to extend the leave period for childbirth, adoption, or family care. A motion was made and seconded that the proposal be adopted by CFA and forwarded to University Council as CFA Resolution 1991-92 B. Subject to two changes the resolution was adopted by unanimous vote. (Changes were (a) that "negotiated" be replaced by some such word as "discussed", not connoting labor-management bargaining procedures, to describe the working out of arrangements for family leave etc. and (b) that a sentence be added to the effect that requests in writing for the extension of the tenure probation period on grounds that professional development has been severely impeded by childbirth, adoption or serious family illness should be submitted in a timely fashion, but in any case, no later than one year after the qualifying event.)

*Involuntary Transfer of Extension Personnel* -- Courtney Schwertz raised a concern with respect to procedures governing geographical transfers of Extension personnel. He was assured that such transfers are governed by the general procedures for geographical transfer of faculty. He requested that the application of those procedures in the case of Extension Agents be monitored.

There being no further business, the chair thanked Commission members for their work of the past year, and *the meeting adjourned at 2:30 P. M.*

W. H. Williams

Secretary