

2001-2002 Agenda Items for the Academic Personnel Committee (APC)

Current members: Sigmund Rothschild, Arts & Media; Tom Beck, Auraria Library; Vacant, Business & Administration; Robyn Hess, Education; Vacant, Engineering & Applied Science; Brad Stith, Liberal Arts & Sciences; Vacant, Public Affairs

1. Elect Chair (approved by Executive Committee; chair receives 1 course release; member of Executive Committee), Secretary (keep minutes; archived online week following meeting with assistance from FA assistant)
2. Develop agenda for year; select and announce meeting times, days, and locations; clarify committee and subcommittee membership; plan for monthly progress reports and action recommendations to Faculty Assembly
3. Review by-laws and make recommendations to Executive Committee for clarifications, elimination of inconsistencies, and modifications (elaboration, elimination, or consolidation of text) of responsibilities
4. Examine (need for) relations to similar UCD committees and develop appropriate procedures and make recommendations to Executive Committee
5. Review current membership from UCD on the systemwide Personnel Committee and the systemwide Privilege & Tenure Committee, determine commitments and terms of membership, and make recommendations for candidates for these committees to Faculty Assembly's Executive Committee; current members of the Personnel Committee from UCD are John Ruhnka, Business & Administration, Lynn Holland (Honoraria?), and Pamela Laird (Honoraria); the Personnel Committee Chair is Mike Preston, UCB (michael.preston@colorado.edu); meeting times, Friday, 1:00 to 3:30, September 7, October 5, November 11, & December 7; current members of the Privilege & Tenure Committee from UCD are David Hubly, Civil Engineering; Joe Juhasz, Architecture & Planning; Sally Nathenson-Mejia, Education (on sabbatical, 2001-2002); Peter Schneider, Architecture & Planning; and Carmen Williams, Education (Carmen is on sabbatical, 2001-2002; committee chair would like a minority replacement); Chair of Privilege & Tenure Committee is Margaret Topf, HSC (margaret.topf@uchsc.edu); meeting times TBA
6. Meet with new RTP chair (and perhaps Vice Chancellor for Academic and Student Affairs) re: policy issues such as college/school advocacy for candidates in RTP process
7. Review President's Goal 4: Diversity (possibly assign to MAC and WIC for preliminary discussions and assessments)
8. Contact Mary Lou Fenili (or Denise Sokol?) about "equity letters" that APC must send to faculty who may have an equity problem; copies to Deans

Faculty Assembly Academic Personnel Committee
Agenda for August 31, 2012

1. Introductions
2. Review agenda from 2001-2002
3. Elect chair, vice chair, and secretary (or decide to postpone until additional members are appointed from schools, colleges, and library).
4. Explore goals for this academic year
 - a. One-Sixth Rule
 - b. Implementation of multi-year contracts for NTTF
 - c. Other issues and concerns. . .
5. Set meeting dates for the semester/AY [Laura Goodwin's best days for Faculty Assembly matters are Tuesday & Friday]

From the Faculty Assembly bylaws:

4. The Academic Personnel Committee (APC) shall serve as the primary consultative body to Faculty Assembly and UCD administration on personnel policy development and on the administration of policies governing personnel practices.

a. The purview of APC shall include:

(1) academic personnel

(2) all matters dealing with faculty, particularly professional ethics, discipline, and potential layoff

(3) actions and policies of UCD committees that affect the responsibilities of the APC such as policy and procedures of the Reappointment, Tenure, and Promotion Committee

b. In addition, APC shall:

(1) review and analyze UCD's faculty salaries as needed

(2) report all pertinent analyses to the Diversity Committee

(3) establish and post in a public forum the policies and procedures for tenured and tenure-track faculty salary appeals

Faculty Assembly Academic Personnel Committee
Agenda for September 25, 2012

1. Introductions
2. Elect chair, chair-elect, and secretary
3. Explore, rank, and schedule goals for this academic year. (The following list came out of our initial session and is not in any particular order.)
 - a. One-Sixth Rule
 - b. Compression and inversion (not as budgetary issues but as faculty concerns regarding morale, retention, etc.)
 - c. Implementation of multi-year contracts for NTTF
 - d. Center for Faculty Development: Invite Donna Sobel to explore needs APC should address, especially during transition and in light of the recent external review?
 - e. CU P&T Committee: Invite campus representative, Bill Cherowitzo, to explore needs APC should address?
 - f. Dependent tuition benefits for graduate courses? Consult with CU Faculty Council Personnel Committee?
 - g. Faculty Ombuds Office
 - h. Diversity: Omar Swartz has already contacted Brenda J. Allen to begin exploring needs APC should address.
4. Strategies for moving forward on top priorities.

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(2) report all pertinent analyses to the Diversity Committee

(3) establish and post in a public forum the policies and procedures for tenured and tenure-track faculty salary appeals



University of Colorado
Denver

**DDC Faculty Assembly
APC – Academic Personnel Committee**

Minutes

9/25/2012

12:00pm to 1:30pm

LSC, 14th Floor Alumni Conference Room

Attending Members:

Brian Brady (Engineering), Margaret Brown-Sica (Auraria Library), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Michael Jenson (CA&P), Pamela Laird (CLAS), Omar Swartz (CLAS)

Unavailable Members:

Brian Gerber (SPA)

Guest:

Laura Goodwin (Provost's Office)

Business School and SEHD have not designated representatives.

*After introductions, Pam Laird was elected as chair (unanimously), Judy Coe as Chair-elect (unanimously), and Candan Duran-Aydintug as secretary (unanimously). The members agreed that these officers will hold these positions for one year. The committee also agreed to dividing up the stipend provided by the Faculty Assembly among officers.

*The first agenda item to be discussed was the 1/6th rule: Laura Goodwin provided some background history of the policy and stated that the locus of control for decision making is at the Deans' level. She also said that case by case approach is useful, that we need to make it work for all faculty members, and that legal is a great source to get information. During the discussions, it has been stressed that faculty in certain schools such as CAM and CA&P and Engineering are affected by this policy more than other faculty members. The committee discussed ways that Anschutz handles it and how the policy is applied on Boulder campus. Pam and Judy volunteered to start gathering information from Deans and HR. When it comes to policy, members agreed that the committee's role could be defined as proposing revisions to the existing policy, helping faculty members to find out about this policy, and the paperwork to be filled out.

*Discussion on Compression and inversion issues (as they are faculty concerns and affect morale, retention, etc). The library uses information from the exit interviews, but it is not clear whether schools are and colleges do systematically exit interviews. Salaries now can only be accessed via employers' id numbers. In past, APC has dealt with salary inequities. IR collects data for women, minorities, and white men to compare the data with peer institutions. This is a Regents' requirement and the information then is given to the Deans. Pam and Omar will work on getting information from IR (possibly from Nathan Schwab) and the Deans (to follow on the reports they are given).

*It has been decided that multiyear contracts for NTTF and their implications/implementations could be taken on by the committee during spring semester after the CU System policy guidelines are in place.

*Discussion on Center for Faculty Development. Donna Sobel is the acting director and the center has gone through external review and a search for the new director will take place soon once it is decided whether it is going to be an external or internal search. To start the conversation with Center for Development and to explore the needs APC should address, the committee decided to wait until the director is hired.

*The committee decided to invite the campus representative Bill Cherowitzo so that needs that APC should address be explored. Faculty Assembly bylaws state that APC deals with matters of faculty regarding professional ethics, discipline, and potential layoff. Omar Schwartz inquired about APC's role when it comes to grievances and issues like denied sabbaticals. During Cherowitzo's visit, these issues will also be brought up.

*Dependent tuition benefits: After a discussion of what the benefits now entail (according to Payroll Benefits Website, 9 credits are issued per year), changes implemented, and what still falls short, it was decided and Meg and Candan will look into the policy and find out details about it (such as tax issues), the policy's implication on recruitment and retention, and whether it applies to graduate courses.

*Laura Goodwin shared that Peter Bryant is being trained as the faculty Ombuds. The committee agreed on inviting him after his training is over.

*Diversity: As stated in the agenda, Omar Schwartz had already contacted Brenda J. Allen. He will meet with her to start exploring needs that the APC should address.

1:30 pm Adjourn

The next two meetings for the fall semester are: October 23 and November 27. The meetings will be in the Lawrence Street Center, 14th floor Alumni Conference room from 12:00pm to 1:30pm.

Faculty Assembly Academic Personnel Committee
Agenda for October 23, 2012

1. Approval of minutes from September 25, 2012 (Candan Duran-Aydintug)
2. Planning for guest Brenda J. Allen, (November?) (Omar Swarz)
3. Questions on multi-year contracts for instructors (Pam Laird)
4. [12:30] Guest: Bill Cherowitzo, UCD DDC representative to CU Privilege and Tenure Committee
 - a. Update on P&T's evolving approaches and goals
 - b. Introduction to exploring what, if anything, APC should or could be doing to assist P&T or UCD faculty on P&T issues
5. Update on the One-Sixth Rule (Judy Coe & Pam Laird)
6. Old business.
7. New business.



University of Colorado
Denver

**DDC Faculty Assembly
APC – Academic Personnel Committee**

Minutes

10/23/2012

12:00pm to 1:30pm

LSC, 14th Floor Alumni Conference Room

Attending Members:

Brian Brady (Engineering), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Pamela Laird (CLAS), Omar Swartz (CLAS)

Unavailable Members:

Brian Gerber (SPA), Michael Jenson (CA&P), Margaret Brown-Sica (Library)

Guest:

Bill Cherowitzo (CLAS representing P&T) and Laura Goodwin (Provost's Office)

Business School and SEHD still have not have not designated representatives. Pam Laird, APC chair will send the September minutes to the associate deans of these schools.

*September 25, 2012 minutes were approved unanimously with minor modifications

*Omar Swartz had contacted Brenda Allen's office to schedule her visit to committee's December meeting. The chair of Minority Affairs committee will be asked to come to the same meeting.

*The December meeting time was scheduled to be 12/18/2012 from 2:00pm to 3:30pm. In spring semester, the committee will meet the 4th Tuesday of each month from 12:00pm to 1:30pm.

*The committee members had a short discussion regarding NTTF multi-year contracts and possible outcomes of policy changes.

*Bill Cherowitzo representing P&T committee came as a guest speaker. He shared that the system-wide P&T committee had suggested some procedural changes that are being discussed with the legal counsel and with upper administration. The committee is waiting to gather reactions from all 4 campuses and the faculty members' input will be sought. By the end of next semester, these changes are expected to go to the Faculty Senate and then to the Regents to be approved. One of these changes is about a fast track option so that these changes (optional) can be handled without having all the formal levels involved. Another proposed change is that P & T is not going to be limited to procedural only recommendations. Along with that, it is proposed the final decisions are to be made by the P & T committee and not the chancellor (chancellor will have input). Cherowitzo shared that P & T realizes that to protect academic freedom one has to protect everybody's academic freedom including non-tenured faculty members. He suggested that many issues that P & T is dealing with can actually be effectively handled by APC such as faculty grievances that are not tenure or academic freedom related. Pam Laird stated that in past APC has been involved in resolving those issues and the culture

needs to be re-created. The new Faculty Ombudsperson, Peter Bryant, and APC can divide up roles and responsibilities. Pam Laird mentioned to invite Peter Bryant to talk at the APC's November meeting.

*Judy Coe and Pam Laird reported on their work regarding the 1/6th rule. They have been reading Regential and legal documents and studying peer institutions. Pam Laird said that currently the Regents rules have 2 categories of faculty to whom this rule applies. Further studying this issue may lead to a rule change so that if a faculty member's role requires that he/she works outside to fulfill his/her job requirements this will also be understood as an exception (based on FRPA < the annual Faculty report of Professional Activities). Therefore, a negotiation case by case basis is the desired outcome.

1:30 pm Adjourn

The next two meetings for the fall semester are: November 27, 2012 (12:00pm to 1:30pm) and December 18, 2012 (2:00pm to 3:30pm). The meetings will be in the Lawrence Street Center, 14th floor Alumni Conference room.

Faculty Assembly Academic Personnel Committee
Agenda for November 27, 2012
Noon-1:30, Alumni Conference Room, LSC

1. Approval of minutes from October 24, 2012 (Candan Duran-Aydintug)
2. Updates and planning
 - a. Plans for putting FRPA online and relevance to APC's roles
 - b. Brief update on 1/6th Rule explorations
 - c. APS on multi-year contracts for instructors moving forward
3. [12:30] Guests: Peter Bryant and Mary Chavez Rudolph, UCD Ombuds Office
 - a. Update on Faculty Ombuds Office activities, approaches, and goals.
 - b. Introduction to exploring what the APC should or could be doing to assist or complement Ombuds Office roles.
4. Suggestions for Standing Committee Organization, Goals, & Procedures
 - a. Draft document prepared by Rod Muth for the Faculty Assembly.
 - b. Our assignment: read and revise as appropriate for eventual posting on Faculty Assembly website.
5. Old business.
6. New business.

Next Meeting:

Tuesday, December 18, 2012, 2:00-3:30 [note different time]
(Including discussion with Brenda J. Allen, Associate VC for Diversity and Inclusion)

Faculty Assembly Academic Personnel Committee
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(Including discussion with Brenda J. Allen, Associate VC for Diversity and Inclusion)

Faculty Assembly Academic Personnel Committee
Agenda for December 18, 2012
2:00-3:30, CU 299

1. Approval of minutes from November 27, 2012 (Candan Duran-Aydintug)
2. Update on 1/6th Rule explorations of peer institutions' policies (Pam Laird & Judy Coe)
3. [2:30] Guest: Brenda J. Allen, Associate Vice Chancellor for Diversity and Inclusion
 - a. Update on Diversity and Inclusion activities, approaches, and goals.
 - b. Introduction to exploring what the APC should or could be doing to assist or complement AVC Allen's activities.
4. Suggestions for Standing Committee Organization, Goals, & Procedures
 - a. Draft document prepared by Rod Muth for the Faculty Assembly.
 - b. Possible revisions for eventual posting on Faculty Assembly website.
5. Old business.
6. New business: thinking about strategies for focusing our directions and moving forward in the spring term.

Next Meeting

Tuesday, January 22, 2012, 12:00-1:30 [return to our standard time]



University of Colorado
Denver

**DDC Faculty Assembly
APC – Academic Personnel Committee**

Minutes

1218/2012

2:00pm to 3:30pm

LSC, 14th Floor Alumni Conference Room

Attending Members:

Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Honorine Nocon (SEHD), Omar Swartz (CLAS), Cliff Young (Business)

Unavailable Members:

Brian Brady (Engineering), Margaret Brown-Sica (Library)

Guest:

Laura Goodwin (Provost's Office), Brenda J. Allen (Associate VC Diversity and Inclusion)

1. Minutes of November 27, 2012 (taken by Candan Duran-Aydintug) were approved provisionally.
2. Candan Duran-Aydintug mentioned that her spring 2013 teaching schedule is conflict with proposed APC meetings in spring semester. Pam Laird will find out Laura Goodwin's schedule for spring and let the committee members know whether different meeting times are a possibility.
3. Pam Laird and Judy Coe updated the committee members on their explorations of peer institutions' policies regarding the 1/6th rule. They found out that in general the term "conflict of commitment" is used. Many peer institutions have a policy page for "conflict of interest (COI)" but not for 1/6th rule and many also do not have specific forms. On the other hand, a couple of institutions, such as University of Akron and University of Missouri St. Louis have detailed information. Both Pam and Judy noted that general policies are directed to sciences, business, and medicine but they felt that the performing arts were left out. Pam mentioned that University of Tennessee stands out with a positive tone. Pam and Judy will figure out what to do next such as suggesting uniform and consistent implementation, even re-considering amendments to existing policy (it is a system policy and that would require Regents' approval).
4. Guest Brenda J. Allen, Associate Vice Chancellor for Diversity and Inclusion joined the group at 2:30 and participated in the 1/6th rule discussions. The new CLAS taskforce on tenure track faculty members' roles and rewards (Pam and Candan serve on it) will think about outreach activities as

scholarship of engagement. These ties that are valuable links between the university and community and it is expected that there will be productive discussions in APC's and Roles and Rewards" Task Force meetings regarding these issues. Allen also asked about the relevance/importance of how faculty track their professional time. This question is valuable to consider both for APC and CLAS Roles and Rewards Task Force.

5. Brenda Allen gave a short background on the new Diversity web-site. APC can complement her office in acknowledging the needs of students and faculty (staff will also be included). She mentioned the University Strategic Priority 5 which states: Enhance diversity university wide and foster a culture Allen mentioned two goals for her 1st year: 1. Doing an in-depth inventory of what is already in place for goals and objectives (re: the strategic plan), pulling resources and forming collaborations; 2. Developing a web-site to showcase. Additionally, her office will work on generating a primary focus for the next 2-3 years. The Diversity Summit will take place on 4/23/2013 at a neutral site between downtown and Anschutz campuses. Her office has full support of the Provost and the Chancellor. She encouraged ideas and willingness to be involved (she can be reached via email). In addition to working on faculty and student issues, her office will work o actively engaging the staff members and will meet with groups related to staff issues. Professional Developmental Activities as they relate to diversity and inclusion will be worked on and staff will be included. She also mentioned the role of the non-tenure-track faculty and the need for their integration in diversity and inclusion plans. Allen concluded with focusing on possible ties between her office and APC and the need to work together in working toward diversifying faculty and staff and retention issues.

3:30 pm Adjourn

The next meeting for the spring semester is: January 22, 2013 (TBA).