UHD Faculty Senate

Minutes recorded by: Michael Cavanaugh
February 19, 2019 2:30-3:59pm
UHD A-300

Senate: Hsiao-Ming Wang, Michael Duncan, Michael Cavanaugh, Maria Benavides, Ray Cao, Kristen Capuozzo, Stephanie Coleman, David Epstein, Shannon Fowler, Angela Goins, Felicia Harris, Susan Henney, Pamela Hurley, Karen Kaser, Cynthia Lloyd, Steve London, Stephen Miller, Laura Mitchell, Mitsue Nakamura, Andrew Pavelich, Rebecca Quander, Rachna Sadana, Joseph Sample, Johanna Schmertz, Nell Sullivan, Jace Valcore, Pat Williams, Ting Zhang, Zehai Zhou

Absent: Beverly Alford, Susan Baker, Vida Robertson

Guests: Eric Link, Provost/VPAA; Jerry Johnson, AVP Research; Sandra Dahlberg, Faculty Ombuds; Darlene Hodge, FS Admin; Pat Ensor, Library Director; Lucy Bowen, Director SI; David Branham, Chair of Social Sciences

Call to order: The Senate was called to order at 2:30 pm by Senate President Hsiao-Ming Wang.

Minutes

Minutes of the February 5th, 2019 were approved unanimously.

Reports

Dr. Jerry Johnson gave a report on the UH/UHD Synergy Grants (see attached handout).

Q - The last time the announcement was given provided a quick timeline and gave faculty very short notice, why?
A - Dr. Johnson said the whole thing was designed to get off the ground quickly, so having things done in a timely fashion was very important.

Q - Rubrics were used but no one knew what they were, why weren't we given the rubrics?
A - Dr. Johnson indicated that this is in line with other funding avenues. Other grants, including major federal grants, do not provide the rubrics that they use either.

Provost Link provided a quick enrollment update for Senate. He informed us that for the last report he said that we were closing the gap between paid SCHs and enrolled SCHs. Now that gap has closed. As of today's report, UHD is up 1.8% in headcount, 0.8% in paid SCHs, and 0.7% in enrolled SCHs. Overall, the increases are positive.

Provost Link also wanted to address the UHD Senate Resolution on Start-up Funds for New Faculty (see attached resolution SR-18-02). The resolution called for a plan to be presented to Senate for this meeting, but as of now, Provost Link does not currently have a plan in place. The budget process is

ongoing, and this is the current holdup. There are a number of things that need to get worked out during the budget process so, Provost Link would ask for a little patience while this happens. He believes that the reasoning behind the resolution is sound, although base funding may not be the best avenue for start-up funding. This is due to the varying amount of faculty hires per year. Fall 2019 may be when a plan actually gets implemented.

Provost Link said there are other considerations when discussing these start-up funds and those relate to three areas. These types of issues need to be addressed prior to the plan being implemented.

> Do we want every new TT hire to receive the same stipend across all disciplines? If so, how much is that stipend?

> When we have new hires in departments we also have to increase M&O for departments. This is because larger departments will need more resources. Money will need to be allocated for this.

> Finally, Provost Link indicated that we needed to look at how we handle capital gains purchases. Some start up funding is discipline and individual specific. For example, there are certain needs that a biologist or a chemist has (lab resources and equipment) that other faculty will not have and those needs tends to cost much more. Additionally, some individual faculty may require specific equipment, software, licenses to continue their research at UHD, which can be expensive. Is the resolution trying to deal with these types of start-up funds too?

Q - Can we do something now? For the open jobs that will be filled in the fall?
A - Provost Link said that a university plan will not be in place for fall hires. However, if the candidate brings this up in negotiations, this is something that could be on the table.

Provost Link also talked about the draft bureaucracy resolution that was briefly discussed in the previous Senate meeting. He asked for the faculty to be a bit more specific in the request. He felt that a step by step approach to a few policies/procedures that most impact the faculty (with relation to bureaucracy) would be beneficial. His idea would be to take those policies/procedures and work on a one-page flowchart of who to talk to at each stage of the policy/procedure and timelines of each. Provost Link believes that through this exercise, we will develop "cheat sheets" on how to navigate the difficult policies and procedures for faculty and also find out where the problems or breakdowns occur.

Q - Currently you are in the budget and planning for the university. Are merit raises on the table?
A - Provost Link said that this is something he has asked about too. He does not yet know. It is important for him to get merit raises for the UHD faculty, but he does not know if there will be money budgeted for it.

Announcements

Dr. Wang made a few announcements. First, he announced the list of finalists of the Faculty Awards (see attached list). He also thanked the Faculty Awards committee (see attached list) for their continued hard work. Dr. Wang also announced the results of the voting for the faculty awards potential upgrade. The Senators voted in favor of the upgraded award (see voting results attached), choosing the gold medal with the UHD logo.

Dr. Pavelich made a motion to pass the award changes, and Dr. Henney seconded the motion. The vote was 28 in favor of the motion and one opposed. Dr. London indicated that he voted no, not because he was against the new design but rather that he was against the Faculty Awards, generally. He felt that the Faculty Award process caused divisiveness among the faculty and he would like to see the awards done away with instead. The motion passed and the 2019 Award Winners will receive the new designed medallions (see attached design).

Dr. Wang also gave a presentation on his visits to the University of Houston System Faculty Senate meeting (UFSE) on February 7th and the statewide Texas Faculty Senate Meeting (TCFS), along with Senate President-Elect Dr. Michael Duncan (see attached presentation).

Short discussion centered around Health Insurance.

If we pull out of the state system, we probably won't have a big enough group to keep costs down.

Isn't health insurance paid by the state?

The smaller schools, like us, have our health insurance funded by the state. However, the bigger schools that have their own insurance, UT and TAMU, actually fund their own plans.

Old Business

Dr. Wang said that he heard from a few people that the draft resolution on bureaucracy was too broad. The thinking from FSEC and the Provost was to have a brainstorm session to identify the policies and processes that were most troublesome to you as faculty.

About 15 minutes of brainstorming and the senators were able to come up with a rough list (see attached).

Dr. Wang asked the Senate what should be done next?

Maybe use Qualtrics to rank order the list and ask constituents about their views.

Possibly identify more easily fixed items and do those first.

Maybe let those who know more about the processes/procedures help identify the problems.

Dr. Wang indicated that these ideas were helpful and FSEC would work to incorporate these into a solution moving forward.

New Business

Dr. Wang brought up the topic of Standardized Evaluation of Adjunct Teaching (see attached policy).

Discussion ensued.

One adjunct faculty member mentioned she hasn't ever had a raise. Maybe we should look at that issue.

We don't need to over encumber adjuncts with more work. They do a lot for not much money. Having a time consuming standardized evaluation may not make sense.

Not sure why we are having this discussion. Are there complaints? I've never seen a written evaluation of adjuncts and I'm a program director. Am I in trouble?

I would like to echo the comments. I observe classes of adjunct faculty members, but don't do written evaluations. Am I also in trouble?

This may go back to student evaluations. The response rate on those is very low. Maybe the university can look at ways to increase that. It may help ease the burden for evaluation of adjunct faculty.

Dr. Fowler made a motion to adjourn the meeting and Dr. Epstein seconded the motion.

Meeting adjourned at 3:59 pm.

2019 Faculty Awards Selection Committee
AS of 1/28/2019

Elizabeth Hatfield (Chair, 2018 Excellence in Teaching Award, **A&C**)

Ray Cao (2018 Excellence in Scholarly/Creative Activity Award, **GMSC**)

Abigail Koenig (2018 Outstanding Lecturer Award, **A&C**)

Richard Simonds (2018 Outstanding Adjunct Award, **CJSW**)

Susan Henney (**SOS**)

Edwin Tecarro (**MS**)

Paul Fortunato (**ENG**)

Yuchou Chang (**CSET**)

Shohreh Hashemi (**FNIS**)

John Kelly (**UE**)

Arpita Shroff (**ACCI**)

Austin Allen (**HHL**)

Whitney Morgan (**MGTI**)

Yuan Kang (NS)

Bureaucracy Issues
Brainstorming in 2/19 Senate Meeting

- Issue is not "not knowing what to do"—it is how much time, effort, and "how many approvals" are needed.
- Too many layers of approvals are needed for everything we do.
- Rank and Tenure process is onerous.
- CONTRACTING ISSUES:
    - Study abroad process—disjunction between contract negotiation/administration and the academic planning process.
    - Study abroad process—contract process is inflexible to the academic year/academic planning process. When the contracting process breaks down, it is a waste of faculty time.
    - Bringing in speakers from out of town is a complex contractual process.

Automation of approval process.

Up-to-date budget reports are not available for grant PIs.

Why is e-signing not available for reimbursement requests and other matters?

Cumbersome process for travel requests—often results in <u>additional costs</u> and additional work for staff and faculty.

Compensation and other requests from faculty that relate to our compensation, workload, or additional work/grants/etc. should not be able to be denied after the beginning of the semester when faculty are already doing the work in good faith.

Room requests, particularly those involving food or other special requests, is unnecessarily complex and time-consuming.

No feedback or transparency to chair and dean evaluation process.

Annual evaluation process creates overwhelming amount of work for faculty, faculty evaluation committee, and for chair.

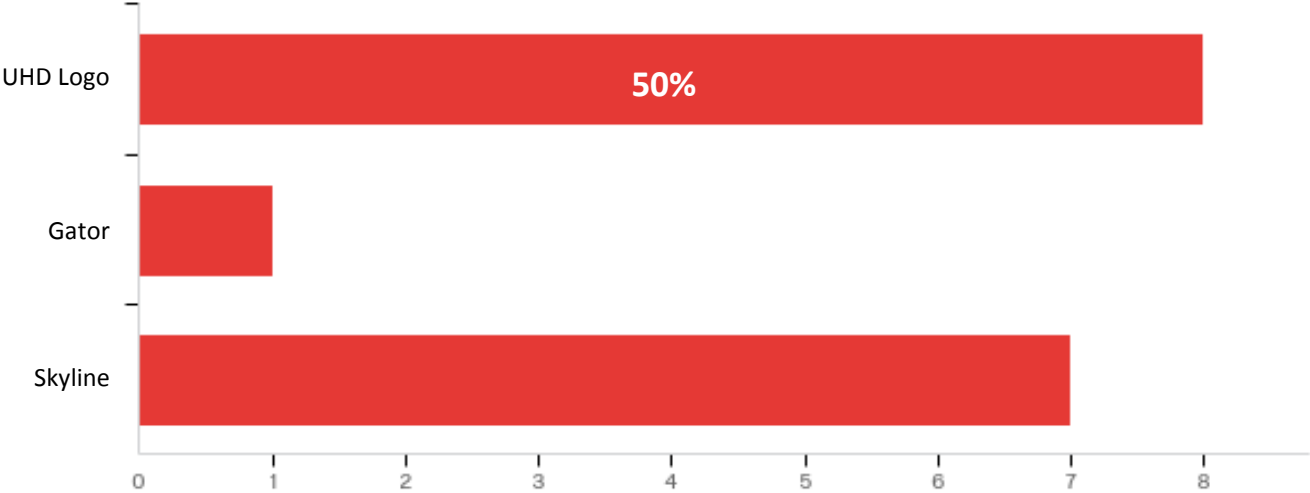Results Report

Survey New Design: Faculty Awards Medallions

February 18, 2019, 3:14 pm CST

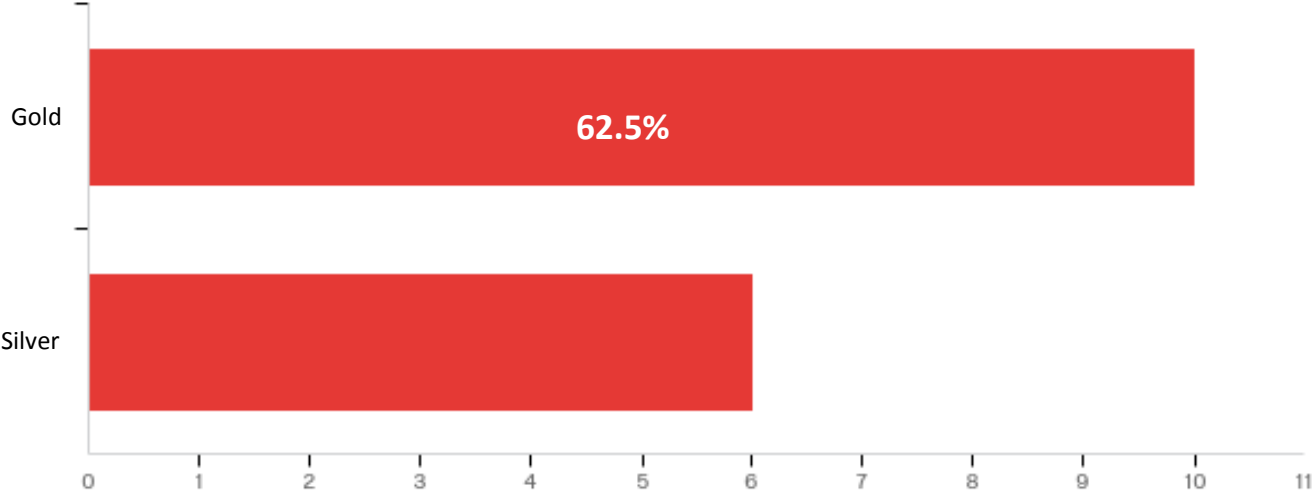**Q1 - I agree with the decision to upgrade and personalize the faculty awards medallions for 2019.**
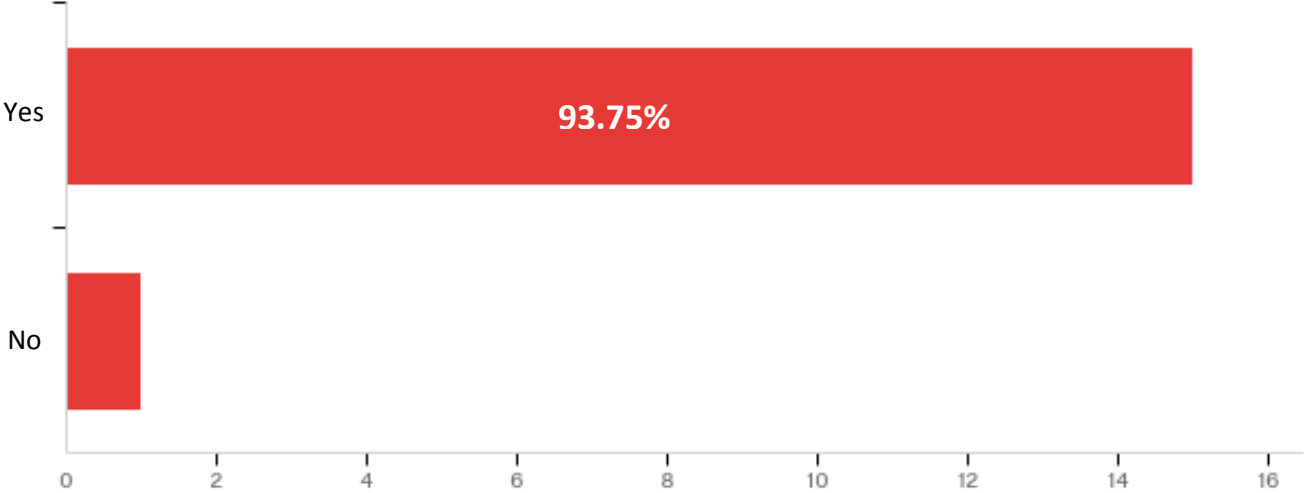
#	Answer	%	Count
1	Yes	93.75%	15
2	No	6.25%	1
	Total	100%	16

Q2 - My preference for the front side design of the medallion is the

#	Answer	%	Count
1	UHD Logo	50.00%	8
2	Gator	6.25%	1
3	Skyline	43.75%	7
	Total	100%	16

Q3 - My preference for medallion color is

#	Answer	%	Count
1	Gold	62.50%	10
2	Silver	37.50%	6
	Total	100%	16

2019 Faculty Award Finalists

Teaching
Ashley Archiopoli, Communication Studies
Heather Goltz, Social Work
Judith Harris, Criminal Justice

Scholarship/Creativity
Krista Gehring, Criminal Justice
Omprakash Gupta, Management
Benjamin Soibam, CSET

Service
Michael Cavanaugh, Criminal Justice
Windy Lawrence, Communication Studies
Bernardo Pohl, Urban Education
Creshema Murray, Communication Studies

Lecturer
Elizabeth Gilmore, Criminal Justice
Simon Jakubowski, Natural Sciences
Laila Sorurbakhsh, Political Science

Adjunct
Sam Sen, Natural Sciences
Dalia Sherif, College of Business

Highlights of UFEC and TCFS

- **UFEC (Feb 7)**
  - **Health Insurance: Dialogue with UHS Adm**
- **TCFS (Feb 15-16)**
  - **Degrading professional librarian status: The cases of TAMU-Corpus Christi and TAMIU**
  - **Shared governance: Looking in and out from all sides (by Dr. Bowen Loftin)**
    - **Spent too much time on issues like parking lots**
    - **Demographics of FS**
    - **Not "us and them"—should cultivate unity of campus**

Highlights of UFEC and TCFS

- TCFS (Feb 15-16)
  - Inspiration (by Dr. Reuben May)
  - Roundup Summaries:
    - Administration turnover
    - Summer pay/Promotion pay
    - Non-tenure policy
    - Policy revision (e.g., workload)
    - Evaluation of administration
    - Field of study (UT/AM letter ⟶ TCFS Resolution)
    - Senate Office

1. PURPOSE

This PS establishes university policies governing the hiring, support, supervision, evaluation, and termination of adjunct faculty who constitute a significant component of the university's teaching work force and have a critical role to play in carrying out the university's mission.

2. DEFINITIONS

2.1 Adjunct Faculty are defined in PS.10.A.03B (Non-Tenure & Non-Tenure Track Academic Appointments).

2.2 Continuing adjunct faculty: For the purposes of this document only, "continuing adjunct faculty" are defined as those current adjunct faculty members eligible for rehire.

3. POLICY/PROCEDURES

3.1 The university employs adjunct faculty to provide course coverage which cannot be provided by the full-time faculty. They are appointed to teach a course or participate in the instructional processes for a department or program.

3.2 All offers of employment as adjunct faculty are conditional on enrollment. Thus, the department's offer to teach a given course may be withdrawn if that course is canceled because of insufficient enrollment or if the course is reassigned to a full-time faculty.

3.3 The duties assigned adjunct faculty may vary across departments; however all departments shall employ an adequate number of full-time faculty to provide effective leadership in teaching, mentoring, scholarship, curriculum development, institutional planning and shared governance.

3.4 Compensation of all adjunct faculty shall be on a per-course basis following university guidelines.

3.5 The employment guidelines for tenured and tenure track faculty outlined in PS.10.A.03 and PS.A.10.13 do not apply to adjunct faculty.

3.6 Qualification, Hiring, and Support

    3.6.1 Qualification: Adjunct faculty must meet the requirements for hire set forth in PS 10.A.03B.

    3.6.2 Hiring procedure:

        3.6.2.1 The department chair shall request the approval of the dean to fill an adjunct faculty position for one long semester.

        3.6.2.2 Departments shall be responsible for advertising for adjunct faculty positions.

        3.6.2.3 The department chair or designee reviews, at minimum, the candidates' CV, cover letter, and transcripts. Additional application materials may be requested and reviewed based on disciplinary, departmental, and/or accreditation needs. Top candidates are then interviewed on-campus, via video interviews, and/or via phone interviews.

        3.6.2.4 The department completes the hiring package for successful candidates, including an offer letter signed by the chair, and sends it to the provost's office for finalization of the hiring process.

    3.6.3 Support: Each department shall establish written policies and procedures regarding the support of its adjunct faculty. These policies and procedures shall include the following provisions:

        3.6.3.1 The university and/or department shall supply adjunct faculty with orientations and department handbooks with information on departmental procedures and other needed university information.

        3.6.3.2 Adjunct faculty shall be provided with office space where students seeking face-to-face academic assistance have access.

3.7 Evaluation, Supervision, Reappointment and Dismissal: Each department shall establish written policies and procedures regarding the evaluation, supervision and evaluation of its adjunct faculty. These policies and procedures shall include the following provisions.

    3.7.1 Evaluation: The department chair or the chair's designee shall perform periodic written or oral evaluations of continuing adjunct faculty. These evaluations shall

clearly articulate the faculty member's positive contributions as well as possible improvements needed.

3.7.1.1 Development and Review of Departmental Evaluation Rubrics: Continuing adjunct faculty shall be evaluated according to evaluation criteria rubrics written by the department, as well as the terms of the faculty contract. These evaluations shall be based on information from all available sources including, but not limited to, syllabi, available student opinions. To ensure consistency, by December 15, each department shall submit its rubrics to be used the following year to the adjunct faculty, appropriate dean, and to the Office of the Provost. If such updated criteria and rubrics have not been submitted, the department shall use the criteria and rubric in effect the previous year.

3.7.1.2 Evaluation Meetings: The department chair or their designee may schedule meetings with individual continuing adjunct faculty to discuss their performance evaluations. However, these meetings may be waived by written, mutual consent. Continuing adjunct faculty who do not schedule a meeting or request to waive their meeting with the department chair within ten business days after receiving their departmental performance report are assumed to have waived their meeting.

3.7.2 Supervision: Responsibility for supervising adjunct faculty shall be clearly assigned to the department chair or their designee. Supervision should assure that adjunct faculty adhere to duties agreed to on their contract (offer letter).

3.7.3 Dismissal: Adjunct faculty members are subject to "dismissal" as defined in UH SAM 06.A.09. Dismissal decisions for adjuncts are not subject to the university grievance process.

4. EXHIBIT

There are no exhibits associated with this policy.

5. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review: Every five years, or as necessary

Signed original on file in The Office of the Provost

6. POLICY HISTORY

Issue #1: 4/11/17