COMMITTEE: Faculty Welfare

MEETING DATE: February 13, 2003 3:00 pm

PERSON PRESIDING: Tracy Carpenter-Aeby

REGULAR MEMBERS IN ATTENDANCE: Phil Lunsford, Paul Spence, Marieke Van Willigen

EX-OFFICIO MEMBERS IN ATTENDANCE: Greg Miller, Gary Lowe, John Core, Sudesh Kataria, Rick Niswander

OTHER: Lori Lee

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ACTIONS OF MEETING

**Agenda Item:** Minutes of last meeting

**Action Taken:** Minutes of last meeting were approved with minor change to reflect the new name for Robert Thompson’s area.

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**Agenda Item:** Non-Tenure Track Faculty Task Force

**Discussion:**

Gary Lowe reported that the task force has met twice and is scheduled to meet again on Monday 2/17/03 at 7:15 am. An interim status report was presented that showed the current status of each of the 8 recommendations of the report. Recommendation number 1, which is concerned with faculty staffing plans, has been discussed and a draft plan has been formed and should be finalized at the next meeting. When finalized, this plan will be forwarded to Provost Swart and Vice Chancellor Lewis for consideration. The Faculty Welfare Committee thanked the task force for their work thus far.

Gary Lowe will be reporting directly to the Faculty Senate on this subject during the March meeting.

A copy of the working draft that will continue to be updated is given below:

**RECOMMENDATION 1:**

Each UNC institution should develop a staffing plan defining a desired mix of various types of faculty appointments and monitor its progress in moving toward its staffing goals. These plans should be developed with input from a broad array of campus constituencies, including non-tenure track faculty. The staff of the Office of the President should also undertake periodic studies of the mix of faculty appointments across the University.

*Status: ECU FT-Task Force has drafted a proposal for the review and approval of the Provost/VCAA and VCHS requesting academic units to prepare faculty staffing plans for the time period of 2003/04 through 2004/05.*

**RECOMMENDATION 2:**

Each campus, whenever possible, should offer multi-year contracts (for three or more years) to full-time non-tenure track faculty who have successfully completed a
probationary period or otherwise demonstrated their effectiveness and contributions.

*With careful planning, departments should be able to determine their needs for continuing full-time faculty while reserving flexibility in some positions in anticipation of changes in enrollment, funding, and the availability of tenure-track and tenured faculty.*

**Status:** There are currently no stipulations or policy issues preventing academic units at ECU from offering multi-year contracts to full-time non-tenure track faculty.

*Appendix C, 1.A. (p. C-3) describes the unit administrator’s authority, in concert with the relevant vice-chancellor, to determine the “number and nature of positions needed” in any given academic unit.*

**RECOMMENDATION 3:**
The Office of the President should develop a policy and guidelines for non-tenure track appointments, requiring each institution to develop the following:

A. a definition of “full-time” faculty load appropriate to the institution’s mission and program array;
B. a definition of assignment and responsibilities that constitute 50%, 75%, and 100% loads, with identification of the employee benefits available to faculty employed at a percentage of a full-time load;
C. a policy determining under what circumstances faculty on part-time appointments can be assigned full-time loads;
D. a policy determining under what circumstances, if any, part-time faculty should be issued two-semester continuing contracts with accompanying eligibility for benefits;
E. a policy for timely notice of appointment and reappointment of part-time faculty.

**Status:** At ECU there currently exist within individual academic units unrelated and uncoordinated practices and policies addressed in items A through D above. In terms of item E, Appendix D, II A & B specify the policies and procedures for appointment and reappointment, including fixed-term faculty. The ECU Faculty Manual does not specify any distinction between full-time and part-time faculty.

**RECOMMENDATION 4:**
Each campus should develop a set of clearly defined position descriptions and titles for full and part-time non-tenure track positions. The use of “advanced” titles with appropriate salary increases and other recognition should be considered to appropriately distinguish faculty with longer service records and accomplishments (for example, Senior Lecturer or Research or Clinical Faculty with rank).

**Status:** The ECU Faculty Manual does specify a set of position titles for both fixed-term and tenure-track faculty: Appendix D, II A, 1a-c.

*Currently there is no specific titles to denote longevity or “advanced” status for fixed-term faculty.*

**RECOMMENDATION 5:**
At campuses which have not done so, full-time and part-time non-tenure track faculty should be provided a specific description of the evaluation process and criteria by which their performance will be judged and how the evaluations will be linked to reappointment and salary determination; training should be provided to department chairs on effective means of evaluating and supervising non-tenure track faculty.
Status: Appendix D, IIA & B currently provide guidelines for the evaluation and reappointment, or non-reappointment, of fixed-term faculty.

RECOMMENDATION 6:
Each campus should:
A. provide non-tenure track faculty adequate orientation to their responsibilities and access to office space, telephones, computers, email, clerical support and other assistance necessary to fulfill their responsibilities;
B. develop guidelines for the proper compensation, either through stipends or adjusted teaching loads, for advising and administrative activities assigned to non-tenure track faculty;
C. include non-tenure track faculty as appropriate in decision-making processes at the department, [school], college, and university level, particularly in decisions affecting their own responsibilities and employment conditions.

Status: There is probably a high degree of variability as to practices in relation to item A above. There is also variability as to how individual units explicitly address item B above. The ECU Faculty Manual stipulates the various arenas wherein faculty have the right to vote............

RECOMMENDATION 7:
Each campus should provide opportunities to non-tenure track faculty for professional development activities and for recognition of their accomplishments through campus awards.

Status:

RECOMMENDATION 8:
As part of their staffing plans, institutions should:
A. analyze the compensation of full-time and part-time non-tenure track faculty and weigh this compensation against the duties and responsibilities of these positions;
B. increase compensation where appropriate to ensure the continued employment of qualified, experienced, and professional faculty;
C. develop policies for the eligibility of full-time non-tenure track faculty for regular salary increases and for the increases in part-time faculty stipends, both across-the-board, within disciplines, and for individual faculty based on experience and performance.

Status:

Action Taken: No action by the Faculty Welfare Committee.

Agenda Item: Faculty Exit Interviews

Discussion: Greg Miller reported that within the next month, a faculty exit interview process will be in place. A packet will go out to all Deans explaining the new process. The interview will be face-to-face with a Human Resources employee and be done in the Human Resources department. Summary data from exit interviews will be reported back to the appropriate Deans at least once a year.

Action Taken: none
Agenda Item: State Health Plan

Discussion:

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Greg Miller presented a copy of a series of emails from Paul Sebo concerning potential premium increases for next year.

Greg also presented a copy of a newspaper article by Jean P. Fisher published in the February 8, 2003 edition of the News and Observer. The article reports how Jack Walker, the state health plan leader, is trying to cut costs for the plan. The article reports that the state health plan’s costs are increasing at a rate of about 13 percent a year.

Action Taken: Task Force created

Agenda Item: Research Leaves/Sabbaticals

Discussion: This agenda item was tabled until the next meeting.

Action Taken: The item tabled until the next meeting.

The meeting was adjourned at 4:10

NEXT MEETING: March 13th at 3:00 p.m.
ITEMS TO BE DISCUSSED:

1. Approval of February 13, 2003, meeting minutes.

2. Progress report on activities of the Non-Tenure Track Faculty Task Force, including a qualitative review of information gathered thus far from academic units.

3. Consideration of a subcommittee to formulate a resolution pertaining to research leaves/sabbaticals.

4. Other Committee business.