

AGENDA  
UCA Faculty Senate  
C  
Tuesday, April 8, 2008  
Wingo 315, 12:45 p.m.

- I. Approval of minutes from March 11, 2008 (attachment 1)
  
- II. President's report
  - A. Provost search update
  - B. At-large election results
  - C. College elections reminder
  - D. Correspondence
  
- III. Committee reports
  - A. Executive Committee
  
  - B. Committee on Committees
  
  - C. Academic Affairs
  
  - D. Faculty Affairs I
  
  - E. Faculty Affairs II
    - 1. Changes in faculty pay distributions (Attachment 2)
  
- IV. Announcements and Concerns
  - A. Next meeting: Thursday, April 24, 2008 (12:45 pm)
  - B. Faculty concerns and announcements
  - C. Other
  
- V. Adjournment

## Attachment 1: Minutes from March 11, 2008

UCA Faculty Senate  
Tuesday, March 11, 2008  
Wingo 315, 12:45 p.m.

President Powers called the meeting to order at 12:45 p.m. Present were Powers, Boniecki, Johnson, Parrack, Bradley, Bell, Wiedmaier, Hebert, Young, Holden, McCullough, Lance, Craig, Mehta, Seifert, Christman, Lichtenstein, Jones, Ray, Schaefer, Runge, Interim Provost Atkinson, Concurrent Enrollment Policy Committee Chair Francie Bolter. Absent: Rospert, Castro. Advised absence: Wilmes.

- I. Approval of minutes from February 28, 2008. Senator Mehta moved approval of the minutes with second by Senator Ray. Corrections suggested by Senator Mehta included slight wording changes (1) in the report of the Executive Committee on the implementation document for Honors faculty; (2) and in the report on reorganization of Chapter 3 of the Faculty Handbook. The changes, involving no substantive differences, were accepted for the corrected minutes. Senator Seifert also asked that his remarks regarding library expenditures be characterized as follows in the February 28 minutes: "Senator Seifert noted that in the above time frame, E&G expenditures have increased 100% while the library budget only increased 41%. These proposed increases [in the Faculty Senate library budget resolution of February 28] for the library will total less than 10% increase in the current library budget, even including the present budgeted amount that represents a special infusion of funds to meet critical needs for the first time in years." Corrected minutes were then approved.
- II. President's report
  - A. Resolutions for Faculty Handbook Changes. President Powers reported for the Faculty Handbook Committee, bringing forward to the senate three resolutions for proposed changes to the handbook.

Resolution 1 addresses the current language of the Faculty Handbook regarding the activities of the Departmental Personnel Advisory Committee (DPAC). Current language approved by the Board of Trustees in November 2007, states at page 18 (Chapter 3, "Faculty Policies, Procedures and Guideines", Section VI.B):

To meet its responsibilities in mid-tenure review, early tenure review, annual review of the appointment status of untenured faculty, and long range planning for faculty appointments, the tenured faculty in each academic department shall make its recommendations as the standing Department Personnel Advisory Committee. The

committee shall communicate in writing its recommendations in these matters to the chair and, where appropriate, to the dean of the college. (p.18)

To elaborate this language and to emphasize departmental autonomy in the operation of DPAC, the Faculty Handbook Committee proposes to insert into Chapter 4, "Faculty Responsibilities" at page 41, a new third paragraph in Section VI, "Service" as follows:

Further, tenured faculty members in departments will serve as a Department Personnel Advisory Committee (DPAC) to assist the department chair by taking an advisory role in matters related to the academic staffing of the department. The structure of DPAC along with the scope and procedures related to DPAC activity should be determined annually by the tenured faculty of each department. [More information about the DPAC can be found in the Faculty Handbook Chapter 3, VI. Academic Tenure: Purposes and Obligations, B. Obligations and Responsibilities.]

Senator Bell made the motion to approve Resolution 1 with second by Senator Bradley. Motion passed without opposition.

Resolution 2 recommended by the Faculty Handbook Committee involves a change in wording to make possible the granting of the assistant professor rank during an academic year, should the candidate for rank complete the doctorate or appropriate terminal degree during the fall term. At present, appointment to assistant professor must wait until the following academic year even if completion occurs in the fall term. Senator Parrack moved, with second by Senator Bell, to replace current language (third paragraph at page 15 under "Instructor") with the following paragraph:

Initial appointment of faculty without the doctoral degree in a tenure-track line position will be at the instructor rank. Any instructor with a tenure-track appointment will be promoted to assistant professor contingent upon receiving the doctorate or appropriate terminal degree (with proof of completion), before the end of the first semester of employment. If the doctorate is received after the first semester but before the start of the next academic year, promotion to assistant professor will be effective with the start of the next academic year. These conditions should be stated in the initial letter of appointment along with an indication of the length of time allowed for completion of the doctorate (or appropriate terminal degree) and any considerations regarding salary incentives and the tenure-track time line.

Motion passed.

Resolution 3 from the Faculty Handbook Committee relates to certain changes in the description of the Radiation Safety Committee, as requested by the Radiation Safety Committee to be in conformity with standard practice. President Powers moved with second by Senator Boniecki that the description of the Membership be changed to the following:

Membership: The university radiation safety officer and all authorized campus users of radioactive materials. The makeup of this committee is dictated by Arkansas Statute. There are no appointed members. All users of radioactive material on campus must be approved by the Arkansas State Department of Health through its licensing requirements. The licensing process originates with this committee. Only approved individuals are eligible for membership on this committee. The committee selects its own chair and designates the university radiation safety officer.

Motion passed.

- B. Provost search update. The search firm has contacted over 250 professionals. Currently there are twenty-three nominations and twenty-two committed candidates. The search committee will be meeting in early April to identify individuals for campus invitation for April visits. The search has been a challenge — getting people to consider coming to Arkansas.
- C. Faculty Senator at-Large Elections. The Faculty Senate constitution calls for at-large elections to be held by April 1. After discussion, the President Powers called the election for Friday, March 21. By usual rotation, there are two vacancies. The continuing at-large senators are by tradition expected to serve as election officials. Qualified candidates include any full-time faculty member who is not an associate dean, dean, or provost, and who is not currently completing a second term of service on the Faculty Senate. Absentee balloting will be held two days prior to the general ballot. Balloting will occur in Torreyson Library.
- D. Correspondence. Because of general safety concerns, Officer Jeremy Crabb has established a UCA Police web link to sign up for email alerts. Senators urged that additional alert measures be implemented by UCA Police, including mobile phone alert.

### III. Committee reports

- A. Executive Committee:
  - a. Faculty Development Funding Proposal. The forthcoming proposal seeks to tie faculty development funds to the current salary pool, so that as the pool enlarges due to new hires and increases in salary rates, so will the funds for faculty development. The formula under discussion would budget approximately \$1,200 per full time faculty members, to be distributed to departmental M&O budgets. The IDC and University Research Council travel funds, as well as sabbatical and summer research stipends, would also be linked to the overall salary pool. This proposal is under discussion with President Hardin.

- b. Concurrent Enrollment Policy Committee Recommendation. Professor Francie Bolter was present to give the recommendations from a year-long study of desirable policy covering concurrent enrollment. The full text of proposed guidelines is in the Faculty Senate president's files.

President Powers moved with second by Senator Shaefer that the Faculty Senate endorse the proposed guidelines. Senators commended the committee for its work on a difficult task. Asked for comment, the Provost observed that the Council of Deans was to meet within days to discuss concurrent enrollment, and he preferred not to comment yet. Professor Bolter said that the policy was designed to give explicit academic oversight to concurrent enrollment and that, as it has always been the responsibility of academic departments to identify and articulate the curriculum to be taught within their purview, so it is that the same responsibility exists with regard to concurrent enrollment offerings. This responsibility includes the identification of courses to be taught, with a rationale for that identification. [Provost: departments do have control of their upper division course offerings, and they should be attentive to what they require for completion of the major, including courses to be completed in residence at UCA.]

With regard to general University standards relative to concurrent enrollment, Prof. Bolter observed that UCA has stipulated a 3.0 student GPA qualification. Space has been created in the guidelines for the academic units to stipulate higher standards, for example, scores on various literacy tests. There has been space left in the guidelines to put assessment tests, placement tests, and comprehensive exams of the department, if those are a general practice of the department. [Provost: There needs to be an objective justification for putting performance standards into place, such as existing practice.]

With regard to considerations of "timely review" by academic departments of CE proposals, the Provost observed that high schools plan their schedules so far in advance that "timely review" should not pose a dilemma. Regarding the issue of "annual review" of concurrent enrollment offerings and statistics, Senator Bradley with second by Senator Mehta moved an amendment that an annual report be made in writing to the Faculty Senate by the campus-wide supervising administrator of the concurrent enrollment program. Amendment to the main motion passed. Then the main motion to endorse the guidelines passed. The senate expressed much appreciation to Professor Bolter and her committee in developing the guidelines.

- B. Committee on Committees: No report.

- C. Academic Affairs: Academic progress of athletes. Senator Seifert reported for the committee. Coach Shock provided the committee with some NCAA links to "graduation success rates." The most recent data are for 1997-2000 student cohorts, because of the six-year delay to measure graduation success. The answer to the question "where do we sit?" relative to other schools depends on the sport. Women's volleyball is relatively high, for example, while football is relatively low. A number of schools have "general studies" for athletes, while UCA does not. The committee asked for information on race, gender, GPA by sports-specific classification; the response is still pending.
- D. Faculty Affairs I: No report.
- E. Faculty Affairs II:
  - 1. Investigation regarding payroll technicalities. There is no cap on summer salaries, but there is no increase this coming summer from the six percent rate per course. A concern was raised for low-paid faculty, for those whose six percent figure applied to their salary results in an amount below the "minimum rate per course." They get paid the "minimum rate" but that minimum is not being raised, so that while most of the campus is getting a summer raise tied to their salary (at six percent) the low-paid faculty are not.
  - 2. Investigation of technology funding. The recommendations are standing still awaiting the response of the University Technology Committee to the report of the out-of-state visit team. [Provost: the executive summary from the report will at some point be made public; in the meantime the committee is reviewing the details of the report itself.]

#### IV. Announcements and Concerns

- A. The next meeting of the senate is Tuesday, April 8, 2008.
- B. Senator Lance: Is there any information on the status of a proposal of SGA to permit retaking of courses for grade forgiveness (within the 12-hour limit) for students with "B" or "C" grades? [Provost: my understanding is that the President is favorable, while a number of academics have spoken against it. The larger university issue is the potential impact on scholarship spending; lots of students presently lose scholarships.] Students with a "C" are currently skipping the final exam in order to get a "D" or "F" and thereby qualify to retake the course.

- C. Senator Bradley: The University is accepting D's as transfer grades despite the senate resolution against it.
- D. Senator Runge: Has there been any response from HR on social security options for part-time faculty? [President Powers: the answer is "no".]
- E. Senator Bradley: For years there has been no closure on Honors. Please come to some closure and resolve the faculty status issue one way or another.

#### V. Adjournment

Motion by Senator Ray with second by Senator Lance to adjourn. Meeting adjourned 2:10 p.m.

## Attachment 2: Faculty Affairs II, Changes in Faculty Pay Distribution

### Changes in Faculty Pay Distributions

As of January 1, 2008 faculty paychecks were changed from a monthly to a bi-monthly pay schedule. Everyone, including students, will receive their paychecks by direct deposit. For the remainder of the 2007-2008 academic year faculty will be paid twice each month, January through May. The gross amount of each check will be 1/20 of the faculty members annual salary. Faculty will receive a check on May 30<sup>th</sup>, 2008. All of these checks will be direct deposits.

Faculty who are having their pay deferred (12 month pay) will still have money withheld during this time and distributed in the summer according to the monthly schedule as in years past. These will be paper checks.

Starting with the 2008-2009 academic year faculty will receive 18 bi-monthly paychecks (one check at the end of August, two checks each month September through April and one check on May 15). The gross amount of each check will be 1/18 of the faculty members annual salary.

Starting with the academic year 2008-2009, payroll will no longer offer faculty deferred pay for the summer. Faculty can have their paychecks direct deposited in up to three different accounts. If faculty wish to set aside money for the summer, then one of these accounts could be an account that the faculty member uses for that purpose. Each faculty member will determine how much money is deposited into each account. Currently payroll puts 15% of faculty salary into the summer deferral account. The direct deposit form allows faculty to distribute pay to one, two, or three accounts by a specific dollar amount or a percentage of total pay.

At this time there is a lag time from when you request changes in direct deposits to when the direct deposit takes place. If you are changing banks payroll will issue a paper check for the first pay period. This allows payroll to test the information that they have been given to ensure that when your pay is sent to the bank via direct deposit that it goes to the correct account and that the routing number is correct. The old direct deposit form is online and faculty may use it or email [hr@uca.edu](mailto:hr@uca.edu) and someone will fax you the new form. Payroll requests that you submit a voided check or other form to verify account and routing numbers.

Please see the attachment for summer pay information. Summer checks will be direct deposited the same way that your bi-monthly paychecks are. If you have money going to two or three accounts, then your summer pay will go to those same accounts in the same dollar amounts or percentages unless you change your direct deposit form.

Part-time faculty will be paid on the same schedule as full-time faculty. For the fall and spring semesters part-time faculty will receive 1/9 of their salary by the 15<sup>th</sup> and the last day of the month (August 30<sup>th</sup> through December 31<sup>st</sup> and January 15<sup>th</sup> through May 15<sup>th</sup>), provided that PAF's are sent to human resources in a timely manner.



<b>2008</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
May 12 Intersession Begins			May 15 <b>Payday</b> <b>1/20 annual salary</b> <b>PLUS</b> <b>4 days of intersession</b>	
May 19				
May 26 Memorial Day No classes				May 30 <b>Payday</b> Intersession Ends <b>1/20 annual salary PLUS</b> <b>10 days of intersession</b>
June 2 Summer I begins				
June 9				June 13 <b>Payday</b> <b>10 days summer I</b>
June 16				
June 23				
June 30 <b>Payday</b> <b>11 days Summer I</b>			July 3 Summer I ends	July 4 No Classes
July 7 Summer II begins				
July 14	July 15 <b>Payday</b> <b>3 days summer I</b> <b>7 days Summer II</b>			
July 21				
July 28			July 31 <b>Payday</b> <b>12 days summer II</b>	
August 4				August 8 Summer II ends
August 11				August 15 <b>Payday</b> <b>6 days summer II</b>
August 18				
August 25				August 29 <b>Payday</b> <b>1/18 annual salary</b>

- Faculty insurance is paid over 10 months, so these amounts will not be deducted from summer salaries.
- Faculty are paid for the number of teaching days that occur in each pay period.
- Eight and ten week sessions will be paid by the 15<sup>th</sup> and the last day of the month that falls on a weekday (see calendar) and will receive pay according to the number of teaching days that fall in each pay period, similar to Summer I and Summer II sessions.
- Faculty receiving pay through grants will be paid in equal installments according to the dates given on the PAF. For example, if a faculty member receives 2 months of summer salary through a grant and the PAF gives June 2- July 31 as the working dates, then the faculty member will receive ¼ of the total amount on June 13, June 30, July 15, and July 31.
- Maximum pay restrictions on summer pay have been lifted beginning this summer (2008).