

Faculty Senate Minutes

February 14, 2023

The regular business meeting of the Faculty Senate was held on Tuesday, February 14, 2023. The Senate President was in the chair and the Secretary was present. The minutes of the last meeting were approved.

SU President Lyn Lepre made announcements.

Assistant Provost Jessica Clark made announcements.

The Senate President made announcements.

After debate and amendment, the motion by Senator Ellen Schaefer-Salins passed for “Joint UCC and GCC proposal regarding curriculum terminology”

MOTION: All program level curricular descriptions shall use the following terminology:

- A Concentration is 24 or more credit hours over the core above the courses required for all programs in the major (24 or more credits above the major “core”).
- A Track is 12-23 credit hours over the core above the courses required for all programs in the major (12-23 credits above the major “core”).
- A Focus is less than 12 credit hours over the core above the courses required for all programs in the major (less than 12 credits above the major “core”).
- Departments do not need to submit Curriculog proposals for SU internal terminology changes.

After debate, the motion made by Memo Diriker to accept the report as amended of the Faculty Welfare Committee on FTNTT (Full-time non tenure-track) Faculty was approved.

REPORT: The Faculty Welfare Committee (FWC) was given a charge to review information regarding Full Time Non-Tenure Track (FTNTT) faculty needed to be included or improved in the Salisbury University faculty handbook. Specifically, we were asked to see if information regarding the following was in the faculty handbook.

- When and how PIN lines are provided to FTNTT faculty.
- When and how health and retirement benefits are provided to FTNTT faculty.
- Specific information that would be consistent across Units regarding the expectations of FTNTT Faculty.
- Specific information that would be consistent across Units regarding the evaluation of FTNTT –including whether FTNTT faculty are required to submit self-evaluations.
- Specific information identifying the requirements and process for promotion to new titles, such as Senior Lecturer.

We were asked to solicit input from FTNTT Faculty prior to finalizing any recommendations and were encouraged to solicit input at multiple points in the process. We were asked to submit a report to the Faculty Senate before their last meeting in December of 2022 with any information that we recommend to be incorporated or changed in the Faculty Handbook, with a justification for each item. We were asked to submit language to include in the faculty handbook, while

indicating where the language should be located within the Faculty Handbook. This report is a response to that charge. It should be stated here that a majority of this work does not address issues of FTNTT faculty from CHHS, as we have found that policies in place for many of these issues for these faculty are already included in the Faculty Handbook.

Methodology and Findings

The first step the FWC took was to look at what was written regarding FTNTT faculty in the SU Faculty Handbook. We found that there was only a paragraph or two in the Faculty Handbook about FTNTT faculty, with the exception of FTNTT in the College of Health and Human Services. We then looked up what was written in the University of Maryland System Board of Regents (BOR) policy (<https://www.usmd.edu/regents/bylaws/SectionII/II105.html>). Here we found some general information regarding the hiring and employment of FTNTT faculty. Included in the BOR policies is information regarding ranks of FTNTT faculty, search criteria, hiring procedures, and working conditions. Again, much of this information is very general, and there are many instances where the BOR policy states that each institution or each department should have specific procedures for FTNTT faculty. For example, one BOR policy states that “The institutional president or designee shall assure that each department or unit has in place written procedures for evaluating faculty performance on a regular schedule, as required by Board of Regent's Policy II-1.20”. It should be noted that since FWC began its study of the FTNTT faculty, the BOR policy has been included in the SU Faculty Handbook.

The second step that the FWC took was to write a series of questions regarding FTNTT faculty, and to research these questions by looking at the BOR policy, and by asking questions to members of the SU community, such as the Provost’s office, multiple Academic Deans, and Human Resources. Some of these questions included:

- To get a PIN position, what do the FTNTT faculty have to do? Is it 6 years of service, and if they don’t get a PIN do they have to leave?
- Is there a written policy in place regarding the promotion of FTNTT faculty?
- Where is the information regarding FTNTT faculty located?
- Is there any policy in place regarding how a FTNTT faculty not in CHHS are promoted?
- How does one go about applying for/receiving a PIN?
- What are the requirements for a FTNTT position (service, scholarship, etc.).
- Who is responsible to let the FTNTT faculty know that they are eligible for a PIN?
- Are there benefit changes when (a) someone receives a PIN, and (b) if someone is “promoted” to Lecturer or Senior Lecturer?
- What does the faculty handbook say regarding annual self-evaluations?

By researching these questions we learned the following:

- FTNTT faculty are eligible for a PIN after six years of continuous service. According to BOR policy, a disruption in service due to certain family and serious health conditions shall not be considered a break in the continuous nature of a faculty member’s years of full service. Any other type of disruption in service means that FTNTT faculty would return to year zero in achieving six years of continuous service.

- Health Benefits and Tuition Remission benefits start at the time of hire for FTNTT faculty. Retirement benefits start after six years of continuous service.
- There is no formal policy regarding who lets the FTNTT faculty know that they are eligible for a PIN position, although typically it is the academic Deans who inform the faculty member.
- There is no policy promising a change in salary when one is promoted to Lecturer or to Senior Lecturer.
- BOR policy states that FTNTT faculty should be evaluated regularly, although the policy does not state that FTNTT faculty need to submit self-evaluations.
- BOR policy states that each department should have written procedures in place on how to evaluate FTNTT faculty, and that departments shall evaluate the teaching of FTNTT faculty members on the same basis used to evaluate the teaching of tenure-track faculty members.
- According to the SU Faculty Handbook, criteria and procedures for reviewing FTNTT faculty who are not on tenure-track lines are developed by their academic departments.
- The criteria and procedures for reviewing FTNTT faculty should be provided to each faculty member in a “memo of professional expectation” at the time of hiring.
- BOR policy states that each department should adopt a definition of what is considered “full time”.
- We found that many departments do not develop a “memo of professional expectation” for the FTNTT faculty, but this is developed at the academic college level and given to the FTNTT faculty by the Deans of the school.

After looking at these questions and striving to find answers, we developed a survey and shared it with FTNTT faculty. This anonymous survey had both a series of multiple choice questions, along with a place for FTNTT faculty to give feedback. A summation of the multiple choice questions is included at the end of this report. This data, as well as the comments at the end of the survey provide much data regarding this subject. Some of the highlights include:

- There are differences in the expectations for teaching, service, and scholarship across campus. This is to be expected based on the different needs in each department.
- In terms of teaching, some FTNTT faculty teach as few as 4 credit hours a semester, but have other responsibilities, such as leadership, which counts toward their overall full-time status.
- Many FTNTT faculty are teaching a large overload, with some members teaching up to 16 or even 20 credit hours per semester.
- Many schools require FTNTT faculty to be academic advisors to undergraduate students. Other schools do not require this.
- For those who are asked to be academic advisors, some schools count this toward “teaching” while other schools count this toward “service”.
- There is misunderstanding among some FTNTT faculty regarding whether they are allowed to vote on faculty matters (anything coming from the faculty senate), who represents their interests on campus (is it the faculty senate or someone else?), what

types of benefits they receive when they start their service at SU, and whether or not they can become members of the faculty senate and faculty senate committees.

- Many FTNTT faculty expressed concern about how much lower their salary is compared to their Tenure-Track colleagues.
- Some FTNTT faculty feel undervalued at Salisbury University.

At the request of some of the FTNTT faculty, some of our committee members met with them to discuss their concerns.

Recommendations:

The Faculty Welfare Committee believes that the Faculty Handbook needs an entire new section devoted specifically to FTNTT faculty either in Chapter II or in the Appendices, similar to what has been done for library faculty. This section should be clear regarding Salisbury University policy for FTNTT faculty. This section should include the information currently included in the faculty handbook for Tenure-Track Faculty. Some items within this new section should include (but should not be limited to):

- Written guidelines for promotion for FTNTT faculty
- An explanation of benefits at the time of hire, as well as what benefits will be received after 6 years of continuous service. If these benefits for some reason cannot be consistent across campus, the faculty handbook should clearly state that Human Resources needs to meet with each faculty member to discuss these benefits at the time of hire.
- A written explanation of how PIN lines work, and a clear policy of how FTNTT faculty will learn that they are eligible for a PIN. It should also be clearly stated that FTNTT faculty do not have to “apply” for a PIN, but the PIN position may be offered to them (1) after six years of service and (2) once a PIN position becomes available.
- An explanation of what benefits change once a FTNTT faculty receives a PIN.
- An explanation of their rights as a faculty, such as who represents them in shared governance, and their options to participate in shared governance.
- Dates for which FTNTT faculty need to be informed if their contract is not being renewed.

In addition, we believe that each department should develop a “memo of expectations” for FTNTT faculty members. Included in this memo should be a clear, detailed list of the expectations of the faculty members, if self-evaluations are required, and how the faculty members will be evaluated. These memos should be presented to each college Dean for approval and for archiving purposes. As part of this approval, the Dean should confirm that the evaluation process is the same for FTNTT faculty and Tenure-Track Faculty within each department[, using their specific expectations]. The existence of these memos of expectations should be indicated in the faculty handbook so that FTNTT faculty are aware they should be receiving them on a department by department basis. We also believe that each school within Salisbury University should have a written policy explaining how available PINs will be

distributed to FTNTT faculty (by seniority, by terminal degree, etc.), and this policy should be shared with new FTNTT faculty upon hire.

Although the FWC was tasked with providing some language that can be used in the faculty handbook, we feel that this task is too large for our committee to attempt at this time. We suggest that someone be hired to write this entire section. Another option is to task someone in the Provost's office be tasked with writing this section, with the new language being sent to the Faculty Senate for approval.

Summary

In conclusion, we have found that there are different expectations of FTNTT faculty across campus, and that there is much confusion regarding the expectations, rights, and benefits of the FTNTT faculty. Many of our FTNTT colleagues feel like they are looked down on by some members of the SU community. Currently, there are few policies regarding FTNTT faculty in the SU Faculty Handbook. To rectify this, we believe that devoting an entire section in the Faculty Handbook will help to alleviate much of the confusion that FTNTT faculty sometimes feel. We believe that even if some of the information in this new section will be repeating what is found in other sections of the Faculty Handbook, it is better to have all of this information in one place.

Faculty Welfare Committee

Angeline Prichard, Claudia Burgess, Echo Weaver, Lisa Seldomridge, Matt Bailey (Chair), Tom Goyens

A proposed amendment to the Consortium Bylaws (attached) was presented to the Faculty Senate. The Faculty Senate did not pass these changes.

The meeting was Adjourned at 4:50pm

Ellen Schaefer-Salins, Secretary
Written 02/21/2023
Amended 2/28/2023

BYLAWS OF THE SALISBURY UNIVERSITY CONSORTIUM

(UPDATED MAY 3, 2021)

Role and Objectives of the Consortium

The Consortium is the shared governance body that coordinates communication among the faculty, staff, and students of Salisbury University for the purpose of facilitating information sharing and enabling shared decision making when issues affect the wider campus community and its collective interests. In order to fulfill its responsibilities, the Consortium shall:

- Bring the leaders of its constituent organizations together for dialogue on a regular basis;
- Establish Consortium Standing Committees and Consortium Special Purpose Committees as needed;
- Convene meetings of the University Assembly to permit cross-constituency dialogue on issues of campus-wide concern as necessary; and
- Perform other such duties as may hereafter be delegated to it by the President of the University, the Board of Regents, or a majority of its constituent organizations.

Article I: Members

Section 1: Constituent Organizations

The constituent organizations of the Consortium include the Faculty Senate, the Adjunct Faculty Caucus, the Staff Senate, the Student Government Association, and the Graduate Student Council.

Section 2: Consortium Coordinating Committee

The Consortium Coordinating Committee shall consist of five members: the Presidents of the Faculty and Staff Senates, the Student Government Association, the Adjunct Faculty Caucus, and the Graduate Student Council, all *ex-officio* and voting.

Section 3: University Assembly

The members of the Assembly shall consist of the following:

- A. All full and part-time faculty and staff of the University not covered by collective bargaining (NCBCB);
- B. All full- and part-time undergraduate and graduate students of the University;
- C. All emeriti faculty and staff of the University; and

D. Such others as the Coordinating Committee by majority vote shall designate.

Article II: Relationships and Rules

Section 1: Board of Regents

The Board of Regents of the University System of Maryland has final legal authority on all policy matters.

Section 2: Administration

The President and Executive Staff of the University are charged with implementing the policies of the Board of Regents and the University System of Maryland in day-to-day operations of the University. Recognizing the value of shared governance, the Executive Team supports each faction of the University Consortium and seeks input on issues of campus policy and decision making. The Administration also provides staff support for the Consortium Coordinating Committee and the Consortium Advisory Committee.

Section 3: The Consortium and its Constituent Organizations

The rights and responsibilities of the constituent organizations to act within their own spheres of authority shall not be infringed. However, if they desire to undertake actions of wider scope, they may consult with the Coordinating Committee to facilitate collaboration with other shared governance bodies. Alternately, the Coordinating Committee may solicit input from one or more constituent organizations to address issues of concern to the University community.

Section 4: Rules

Unless otherwise specified in these Bylaws, the latest edition of Robert's Rules of Order shall provide parliamentary procedures for conducting the business of the Coordinating Committee, Standing Committees and Special Purpose Committees.

Article III: Consortium Coordinating Committee

Section 1: Purpose

The Consortium Coordinating Committee shall be the body charged with primary responsibility for implementing the purposes of the Consortium, particularly facilitating communication among the constituent organizations and monitoring the operation of Consortium

Committees.

Section 2: Coordinating Committee Chair

The Faculty Senate representative shall Chair the Coordinating Committee in even fiscal years and the Staff Senate representative shall Chair the committee in odd fiscal years. The term of the Chair will be the fiscal year, July 1 to June 30. The Chair shall preside over all Consortium Coordinating Committee and University Assembly meetings.

If the Chair is unable to fulfill their duties and responsibilities, or is recalled by a majority vote of the Coordinating Committee, a Chair *pro tem* will be elected from among the other faculty and staff members of the Coordinating Committee for the remainder of the term.

Section 3: Meetings

The Coordinating Committee will meet at least twice each semester. A quorum of the Committee shall be four members.

Section 4: Duties

The responsibilities of the Coordinating Committee shall include the following:

- A. Facilitating discussions and/or convening meetings to help resolve differences between the recommendations of its constituent organizations;
- B. Forming ad hoc committees to serve as advisory bodies on matters which would benefit from more frequent or more extensive feedback than the Advisory Committee can provide;
- C. Reviewing policy-making reports and recommendations of Consortium Committees and, if so disposed, forwarding them to the appropriate governance bodies for further input;
- D. Resolving questions of purview of Consortium Committees;
- E. Recommending policies and procedures involving relationships among its constituent organizations, committees, and the Administration;
- F. Assuring that records of Consortium business, including minutes of Coordinating Committee meetings, Consortium Committee membership and annual reports, and an up-to-date copy of the Consortium Bylaws are maintained and made accessible to the University Community; and
- G. Amending the Consortium Bylaws, when desirable.

Article IV: University Assembly

Section 1: Purpose

The University Assembly shall be convened whenever it is desirable to address or engage in discussion with the entire University community, particularly when issues or proposals that would affect students, faculty, and staff are under consideration.

Section 2: Assembly Meetings

The Assembly shall meet as a body to engage in discussions when convened by the Chair of the Coordinating Committee, who shall preside. Such meetings shall be announced in advance and publically convened:

- A. Whenever the Coordinating Committee so directs;
- B. Upon request of the President or Provost of the University; or
- C. Upon receipt by the Coordinating Committee Chair of a petition to convene a meeting of the Assembly, signed by no fewer than five percent of the members of the entire Assembly. The petition must include faculty, staff, and students among its signatories.

Article V: Committees

Section 1: Purpose

The work of the Consortium shall generally be performed by its committees. These shall be empowered to make studies, reports, recommendations, and decisions in those areas which fall within the purview of their delegated responsibilities. Neither the Coordinating Committee nor the Assembly may create committees which duplicate those already reporting to any of the Consortium's constituent organizations.

Section 2: Selection of Committee Members

Members on committees shall be determined by the Consortium's constituent organizations, as appropriate, and their names forwarded to the Coordinating Committee. The President of the University and President's Executive Staff, including the academic deans, are not eligible for election or appointment to Consortium committees, but may serve as *ex-officio* members.

The terms of standing committee members and officers shall begin on July 1, and the terms of members from the same constituent organization shall be staggered to provide continuity.

Whenever possible, the members of a committee should not include more than one faculty member from the same discipline or staff member from the same administrative office.

No one, other than designated *ex-officio* members, shall serve as a voting member on more than two committees. All *ex-officio* members of committees may be represented by a designee if necessary.

If a constituent organization is unable to fill their seat on a committee, the Chair of the Coordinating Committee shall be notified as soon as possible. Where there is a parallel governance body (Faculty Senate and Adjunct Faculty Caucus; Student Government Association and Graduate Student Council), the seat will first be offered to the parallel body to fill. If the seat remains unfilled, other bodies may then volunteer to fill the position for one year, after which the original body shall have the opportunity to fill the position for the remainder of the term.

Section 3: Duties

Standing Consortium Committees shall meet no less than twice a semester. The first meeting shall be held no later than October 15, so the committee may elect its chair and other officers from among its incoming members and establish a set meeting schedule for the rest of the academic year. The committee chair shall communicate the names of all officers and the committee's schedule to the Coordinating Committee Chair.

Ad Hoc Consortium Committees shall meet as the committee's responsibilities require. The first meeting shall be held no later than one month after the creation of the ad hoc committee, and the committee shall elect its chair and other officers from among its members during the first meeting. The committee chair shall communicate the names of all officers to the Coordinating Committee Chair.

Reports and recommendations of Consortium Committees shall be submitted to the Coordinating Committee and appropriate administrative offices. Members of the Coordinating Committee shall share these with the committees and membership of their governance bodies if and as appropriate, without altering the content of the recommendations or the intent of the committee's action.

Should any member of the Coordinating Committee dispute or take issue with a Consortium Committee recommendation or report, they may delay the Coordinating Committee's action on the matter in order to allow their constituent organization to conduct its own review and make its own recommendation to the Coordinating Committee. Unless extended by the Coordinating Committee Chair, this review shall be conducted and recommendations made within thirty days of the initiation of the delay.

No later than the end of each spring semester, each Consortium Committee shall submit a written report to the Coordinating Committee detailing the committee's actions, deliberations, and recommendations during the previous year.

Section 4: Ad Hoc Committees

When necessary, ad hoc committees may be formed by the Coordinating Committee,

which will notify its constituent organizations of the committee's formation in order that members may volunteer to serve on it.

Article VI: Consortium Standing Committees

Section 1: Advisory Committee

The purpose of the committee shall be to provide feedback on proposed and current University-wide initiatives and on the budget, develop and recommend policies and guidelines which impact the University as a whole, advocate for diversity and equity throughout the University, promote the wellbeing of the University community, and otherwise advise the administration and the campus governance bodies on matters of interest or import to the University or University community.

The Committee shall send its policy recommendations to the Vice President for Administration and Finance, the President's Chief of Staff, and/or the Provost, as appropriate, and to the Chair of the Consortium Coordinating Committee.

The 15 voting members shall consist of three representatives from each of the five Constituent Organizations listed in Article 1, Section 1. Those from Faculty Senate and Staff Senate shall serve for three-year terms. Those from Adjunct Faculty Caucus, Graduate Student Council, and Student Government Association shall serve for one-year terms. The administrative support person from the President's Office shall be responsible for convening the committee until a chair is elected.

Article VII: Approving or Amending Bylaws

Section 1: Minor Modifications

The Coordinating Committee may make minor, editorial modifications such as those resulting from changes in title, administrative restructuring, and reassignment of duties, provided these modifications are approved by no less than four of its five members and do not materially change the nature, charge, or functioning of the Consortium or its committees.

Section 2: Communicating Proposed Bylaws or Bylaw Amendments

The Coordinating Committee may submit proposed bylaws and bylaw amendments in writing to its constituent organizations at any time. Proposed bylaws and bylaw amendments may also be submitted in writing to the Coordinating Committee by any of its constituent organizations; or by any member of the Assembly, provided the proposal carries the endorsing

signatures of no fewer than five percent of the Assembly, including students, faculty, and staff among the signatories.

Section 3: Voting Requirements to Approve

The bylaws of the Consortium shall be amended by a vote of all five of its constituent organizations. The amendment will be made if four of the five organizations, following a simple majority vote within each group, votes in its favor. The Coordinating Committee shall certify the adoption or failure of all proposed amendments and communicate them to the Assembly. Unless otherwise specified by the proposal, amendments will take effect upon this communication.