



MEMORANDUM

TO: President Edward T. Foote II

FROM: Dr. William J. Whelan *WJW*
Chair, Faculty Senate

DATE: May 4, 1993

SUBJECT: Faculty Senate Legislation #92016(B) -
Limitation on Administrative Assignments

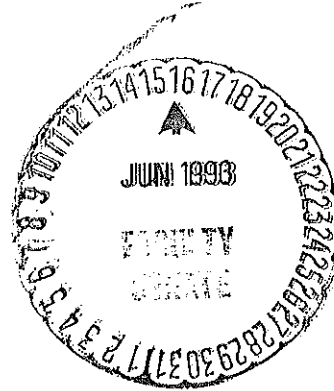
The Faculty Senate, at its meeting of December 14, 1992, voted to approve Faculty Senate Legislation #92016(B) - Limitation on Administrative Assignments. The text of the legislation follows:

"Untenured members of the regular faculty shall not be given any administrative duties by the University. They should not chair service committees nor be given administrative assignments by their departments or schools, but are expected to share in normal committee service. The faculty member shall be advised in writing by the Chair how any administrative or committee assignments beyond customary norms shall be evaluated in the decision on the award of tenure. Time spent on any assignment of administrative duties cannot be used to extend the probationary period."

This legislation is now forwarded to you for your action.

WJW/b

cc: Provost Luis Glaser



Edward T. Foote II
President

MEMORANDUM

June 14, 1993

TO: William J. Whelan
FROM: Edward T. Foote II *ETF*
SUBJECT: Faculty Senate Legislation #92016(B)
Limitation on Administrative Assignments

I agree with the sense of this proposal, and will approve a modified version of it, but the one before me is entirely too rigid.

We need a simple, general policy limiting administrative assignments for untenured faculty members, but not the kind of absolute prohibitions suggested here.

ETF:LLS

CAPSULE: Faculty Senate Legislation #92016(B) -
Limitation on Administrative Assignments

RESPONSE BY THE PRESIDENT:

DATE: _____

APPROVED: _____

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: _____

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

4.x.Limitation on Administrative Assignments to Untenured Members of the Regular Faculty.

Because administrative duties are not a sufficient justification for the award of tenure, untenured members of the regular faculty shall not be given any administrative duties by the University. Untenured members of the regular faculty may be given limited committee and other assignments by their departments and schools, that are clearly related either to their teaching or research responsibilities (e.g., library committee). The faculty member shall be advised in writing how such assignments shall be evaluated in the decisions on the award of tenure. Time spent on any assignment of administrative duties cannot be used to extend the probationary period.

Matters arising from the Minutes

The President responded to a question about the activities of a special ad hoc committee reviewing the Medical School finances by explaining that the committee is addressing the Medical School financial deficit, along with two other committees dealing with the longer term issues confronting the School. Following interviews, a consultant will be hired to assist in the structuring of the health plans.

Professor Green announced that the proposal for a Ph.D. in Physical Therapy has been withdrawn for revisions recommended by the visiting committee. It is anticipated that the proposal will be resubmitted next year.

Limitation on Administrative Assignments

The proposed legislation on the limitation on administrative assignments had been referred to the Senate Council for redrafting. Professor Green discussed the changes proposed by the Council. The second sentence would read: "They should not chair service committees nor be given administrative assignments by their departments or schools, but are expected to share in normal committee service." The President expressed concern about the rigidity of the language of the legislation. It was suggested that a statement enunciating the policy be included in the *Faculty Manual*, with more flexibility available for exercising the policy. Following discussion, it was *moved* and seconded to approve the amended legislation. The *motion carried* by a vote of 12 in favor, 5 opposed, with 1 abstention.

Waiver of Limitation on Administrative Assignments

The *motion* from the Council, dealing with the proposed waiver of limitation on administrative assignments, was *amended* by substituting "limitation" for "prohibition" at the end of the first sentence. The second sentence was *amended* as follows: "...the Chair, Dean, or Provost, as appropriate, how such duties...". The *motion as amended* carried by a vote of 16 in favor, with 1 opposed.

Ballots on Changes in the Faculty Charter

Professor Whelan reported on the results of the balloting on the Faculty Charter amendments, and on the extension of voting rights to Research and Educator Faculty. All the proposed legislation was approved by an overwhelming majority. The results of the balloting will be conveyed to the Board of Trustees at its December 15 meeting. Now that the legislation has been approved by the faculty, Professor Whelan suggested that an election for a Chair and two Vice Chairs should take place at the January 25 Senate

Care's own facilities.

It was *moved* and seconded to recommend that the Budget Committee deliver a full report, at the February meeting of the Senate, giving the fiscal assumptions of the medical plan and the principles which guide the plan, and the series of understandings which govern the medical plan. The *motion carried*. Dr. Green suggested that an ad hoc committee, composed of Associate Provost Ullman, Dr. Yacoub, the new Director of Employee Benefits, and himself, meet to prepare the report to be passed to the Senate Budget Committee, then to be forwarded to the Senate.

Dr. Green indicated that he had three conversations with the Provost concerning the Budget Committee recommendations regarding enrollment that were endorsed by the Senate. He had also conferred with the Budget Committee and the Committee, after negotiations with the administration, has reluctantly agreed to the undertaking by the Provost that the Enrollment Office will monitor the F6 category closely and act to assure that the number enrolled for next year will be below the model presented to the Senate.

Provost's Remarks

The Provost said that he will present retention figures at the next Senate meeting. He stated that because the discount is moving higher, it is imperative that more attractive and different programs be offered in an effort to curb attrition.

In response to a question about salaries, the Provost stated that the recommendation for a 4 + 1 salary increase had been approved by the Board of Trustees.

Committee on Professional Conduct

Dr. Whelan reported that the Senate approved the proposal to increase the Committee from the current three members to five members by a vote of 27 in favor, none opposed, with 1 abstention.

Limitation on Administrative Assignments to Untenured Faculty

Dr. Knoblock reviewed the suggested changes of the proposal. The amended paragraph would read: "Untenured members of the regular faculty should not chair committees nor be given other administrative assignments by their departments and schools. They are expected to share in normal committee service. The faculty member shall be advised in writing by the chair how any administrative or committee assignments, beyond customary norms, shall be evaluated in the decisions on the award of tenure. Time spent on any assignment of administrative duties cannot be used to extend the probationary period." It was *moved* and

seconded that the amended paragraph, and the waiver paragraph, become a Council recommendation to the Senate for adoption. The *motion carried*.

Distinguished and University Professors and Fellows

The first issue to be decided was whether or not the schools should vote on whether to grant the appellation of Distinguished Professor in that school. It was *moved* that the Senate Council recommends against schools opting to grant the appellation. The *motion carried unanimously*.

The amount of the stipend will not be stated as part of the published description in the *Faculty Manual*. The second paragraph, second sentence will be changed to read: "Individuals holding ..., in addition to salary, a stipend to support professional activities." The amount of the stipend represents 10% of the average University's full professor's salary. There were some editorial changes made in the transmission of material through the Provost to the President. Paragraph 3, the second sentence, was amended to read: "...scholarly, or creative and artistic achievements...". Discussion took place on the issue of removing "superior teaching skills" as a criterion for the Distinguished Professor award in order to give it independent status elsewhere. The modified legislation is to be brought to the Senate following discussion with the administration.

B.S. in Biomedical Engineering

Dr. Robert Warren, Chair of the ad hoc Review Committee to review the proposal for a B. S. in Biomedical Engineering, presented the Committee's final report and Dr. Tarjan's responses to questions raised during the review. The Committee recommended approval of the program but did request additional funding for library resources. Consultation had taken place with the College of Arts and Sciences and the School of Medicine. The proposal had been approved by the College of Engineering. It was *moved* and seconded to approve the recommendation of the Committee and recommend the proposal to the Senate at the January meeting. The *motion carried*. A letter of financial support for the program will need to be secured from the Provost before consideration by the Senate. Dr. Warren, and his committee, were congratulated on the speedy review of the proposal and it was suggested that their activities be used as a model for future review committees.

Dr. Whelan asked about the status of the proposed Ph.D. in Physical Therapy. Dr. Gesse, a member of the review committee, said that the proposal had been sent back to the school for revision.

Committee on Professional Conduct

Professor Knoblock summarized the proposal for reconstituting the Committee on Professional Conduct. The *motion* from the Senate Council was *approved by a vote of 27 in favor, none opposed, with 1 abstention.*

Administrative Assignments to Untenured Faculty

Professor Knoblock outlined the intent of the proposal and responded to questions from the Senate. Following discussion, it was *moved* and seconded to amend the second sentence to read: "Untenured members of the regular faculty should not be given administrative, committee and other assignments by their departments and schools other than duties clearly related either to their teaching or research responsibilities or reasonable service as members of faculty committees." The *amendment carried.* It was *moved* and seconded to refer the matter back to the Senate Council for rewording in light of the discussion. The *motion carried.*

Distinguished Professors

Professor Knoblock reviewed the history of the proposal and the present draft. It was suggested that paragraph 4, sentence 1, be changed to read: "Candidates must be approved by a two-thirds majority vote of the faculty and by a two-thirds vote of full professors of the department." It was *moved* and seconded that the last sentence of paragraph 2 be deleted. The *motion failed* by a vote of 6 in favor, 19 opposed, with 1 abstention. Following further discussion, it was *moved* and seconded to *amend* the sentence to read: "Distinguished Professors shall receive, in addition to salary, a stipend to support professional activities." In addition, a confidential letter would be sent from the Chair to the President indicating the Senate's understanding that the stipend would normally be in the range of 10% of the average full professor's salary, and that the amount shall be uniform for all individuals. The *motion to amend* carried by a vote of 24 in favor, 2 opposed, with 1 abstention. Professor Oxman suggested that a statement be included at the beginning of the section that schools may, by majority vote of the faculty, recognize the appellation of "Distinguished Professor" in that school. The *motion as amended* carried by a vote of 23 in favor, 1 opposed, with 1 abstention. It was suggested that the modified section be distributed to the Senate following discussion with the administration.

University Professors

Professor Knoblock reviewed the intent and criteria for the legislation creating the title of "University Professor". The same editorial changes would apply to this section as were made to the "Distinguished Professor" section. It was *moved* and seconded to *amend* paragraph 2, line 3, to read "...and outstanding scholarly, or creative and artistic achievements. The *motion carried* by a vote of 23 in favor, 1 opposed, with 1 abstention.