



MEMORANDUM

To: Julio Frenk, President

From: Tomás A. Salerno
Chair, Faculty Senate

Date: April 24, 2019

Subject: Faculty Senate Legislation #2018-73(B) – Amend the *Faculty Manual* Sections C2.1 (Definitions), C12 (Annual Salary Performance Review), and C17.6 (Part-time Faculty in the Categories of CLINICAL, RESEARCH, LIBRARIAN, EDUCATOR and ASSOCIATED FACULTY)

The Faculty Senate, at its April 17, 2019 meeting, voted unanimously to approve the proposal to amend the *Faculty Manual* Sections C2.1 (Definitions), C12 (Annual Salary Performance Review), and C17.6 (Part-time Faculty in the Categories of CLINICAL, RESEARCH, LIBRARIAN, EDUCATOR and ASSOCIATED FACULTY). This amendment is drafted to address the Southern Association of Colleges and Schools (SACS) requirement that part-time faculty be defined and that there be clear, published criteria for evaluating them.

Proposed revisions in underline format:

BEGIN TEXT:

C2 Definitions^{1 2}

C2.1 See Section A2.1 for the definitions of the following terms: The GENERAL FACULTY, UNIVERSITY FACULTY, REGULAR FACULTY, RESEARCH FACULTY, EDUCATOR FACULTY, LIBRARIAN FACULTY, ASSOCIATED FACULTY, and the UNIVERSITY FACULTY of Each School. Any UNIVERSITY FACULTY may have either full-time or part-time status as defined in Sections C4.2(a), C5.4, and (with the exception of REGULAR FACULTY) C17.6. Any ASSOCIATED FACULTY may have full-time or part-time status as defined in

¹ The definitions of faculty groups reiterate those in Section A2 of the Faculty government Charter.

² #2011-37(A) – Effective June 1, 2013 as approved by the Board of Trustees and a vote of the REGULAR FACULTY of the University.

Sections C2.4(d), C4.2(b) and C17.6, except that consistent with Section C2.4(a), ADJUNCT FACULTY shall not be full-time.

[...]

C2.4 Titles of ASSOCIATED FACULTY¹

- (a) ADJUNCT FACULTY. The term ADJUNCT is prefixed to the title of persons who collaborate in some special way in the academic work of the University. ADJUNCT FACULTY may be paid or unpaid, but shall not be full-time.^{2 3}

[...]

(C4.2 Faculty Status

- (a) UNIVERSITY FACULTY may have either full-time or part-time status as established by their contracts with the University⁴. Unless on sabbatical or other approved leave, UNIVERSITY FACULTY shall be deemed to be "in residence." Members of the UNIVERSITY FACULTY may request reduced teaching, research, or professional service loads for reduced pay while retaining all rights and privileges, in accordance with applicable law and University policy.
- (b) ASSOCIATED FACULTY may have either full-time or part-time status as established by their contracts with the University.

[...]

¹ For a definition of "ASSOCIATED FACULTY," see Section A2.1(g). Additional titles for ASSOCIATED FACULTY may be created by a special Bylaw defining the title (See [#99026\(A\)](#)).

² [#99027\(B\)](#)

³ [#2011-37\(A\)](#) – Effective June 1, 2013 as approved by the Board of Trustees and a vote of the REGULAR FACULTY of the University.

⁴ [#2004-16\(B\)](#)

C5.4 Terms in Writing

All appointments shall specify in writing whether they are REGULAR, RESEARCH, EDUCATOR, LIBRARIAN or ASSOCIATED appointments and, in the case of untenured REGULAR FACULTY, the expiration of the probationary period. All appointments shall specify rank, salary, and full-time or part-time status.

[. . .]

C12 Annual Salary and Performance Review^{10 11}

In accordance with Section A14.5 of the Faculty Government Charter, chairs of each department or deans of non-departmentalized schools shall review annually each member of the UNIVERSITY FACULTY and ASSOCIATED FACULTY in that department or school. Such reviews shall be based upon a systematic evaluation of the faculty member's performance in the past year, and shall include counseling to the faculty member on correcting any deficiencies identified. Unless the faculty member prefers otherwise, the chair shall discuss the evaluation with each faculty member¹². For faculty members with tenure-earning appointments, the review shall also be provided to the faculty member in writing. All other members of the UNIVERSITY FACULTY shall receive on request a written summary of their own review and of any available previous years' written¹³ reviews. Each dean shall report annually to the Executive Vice President and Provost when the review of all members of the faculty under the dean's purview has been completed consistent with established University procedures. The Annual Salary and Performance Review is complete when the dean advises the Executive Vice President and Provost of the recommendations concerning salary.

[. . .]

C17 Faculty Benefits

[. . .]

C17.6¹⁴ Part-time Faculty in the Categories of CLINICAL, RESEARCH, LIBRARIAN, EDUCATOR and ASSOCIATED FACULTY¹⁵

Part-time defined:

A part-time appointment to the faculty as CLINICAL, RESEARCH, LIBRARIAN, EDUCATOR or ASSOCIATED Faculty shall specify the percentage of effort for the position but assumes that the persons' full professional efforts occur in their University employment. Only positions of 50% effort or greater are entitled to benefits. Benefit eligibility for ASSOCIATED FACULTY are listed in Section C4.6 (b).

¹⁰ [#2002-17\(B\)](#)

¹¹ [#2011-60\(B\)](#)

¹² [#2011-60\(B\)](#)

¹³ [#2011-60\(B\)](#)

¹⁴ [#2004-20\(B\)](#)

¹⁵ [#2009-19\(D\)](#)

Policies related to appointments, qualifications, the processes for transition from full-time to part-time status and from part-time to full-time status, tracks and rank, voting rights and the process for reappointment/non-reappointment may be created by individual schools and should be created insofar as they differ from those applicable to full-time faculty. Part-time faculty are subject to performance assessments on a regular basis as determined by the criteria established by their Schools and Colleges for evaluation. These policies shall be approved by the School Council and Dean and submitted to the Faculty Senate, which shall review them to ensure that they are compatible with the *Faculty Manual*.

[...]

END TEXT

This legislation is now forwarded to you for your action.

TAS/rh

Enclosure

cc: Jeffrey Duerk, Provost and Executive Vice President for Academic Affairs
All Academic Deans

CAPSULE: #2018-73(B) – Amend the *Faculty Manual* Sections C2.1 (Definitions), C12 (Annual Salary Performance Review), and C17.6 (Part-time Faculty in the Categories of CLINICAL, RESEARCH, LIBRARIAN, EDUCATOR and ASSOCIATED FACULTY)

APPROVED:  DATE: 5/9/19
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Faculty Senate

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY
(pending any additional approval by the Board of Trustees)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____