



VILLANOVA UNIVERSITY FACULTY CONGRESS
Academic Year 2010-2011

Meeting of January 31, 2011, 1:00 PM, Dougherty West Lounge

Present: Cantrell, Chaudhry, Chung, Drago, Eckstein, Glasgow, Haas, Karson, Kelley, Kresch, Levitan, McWilliams, Modena, Ott, Pagano, Pasles, Russo, Schick, Sharts-Hopko, Veverka, Wang

Absent (nia = notified in advance): Akoma(nia), Bremser(nia), Copel(nia), Dellapenna(nia), Groch(nia), Hadley(nia), Kulkarni(nia), Mackey-Kallis(nia), McLaughlin(nia), Payne(nia), Petit de Mange(nia), Poeta(nia), Reilly(nia), Rosier(nia), Santhanam(nia), Styer(nia), Sullivan(nia), Way(nia), Welch(nia), Whidden(nia), Willens(nia), Zaleski(nia), Zamani(nia).

1. Welcome 1:05 PM

2. The invocation was delivered by Q Chung.

3. The motion to approve the minutes of the meeting of November 17, 2010 was made by Nancy Sharts-Hopko and Barbara Ott and was passed by acclamation.

4. Announcements and Committee Reports (see attached)

- Adjunct Faculty (See attached document)
 - Improving alignment between Adjunct Faculty and Full-time faculty, both tenure-track and non-tenure-track. Policies around pay, benefits, computers, office space, first right of refusal, etc.
- Committee on Faculty (see the attached document)
 - Update on issues for Full-time Non-tenure-track Faculty (FTNTT)
 - Question on whether each department will treat FTNTT faculty in the same way. At the moment, current policies regarding FTNTT are specified in the Faculty Handbook but are not uniformly followed.
- Full-Time Non-Tenure-Track Faculty (see the attached document)
- Academic Policy Committee (see the attached document)

5. Closure on Faculty Football Survey

- Q Chung summarized the topic to date. The results from the faculty survey on football have been summarized and will be forwarded to Fr. Donohue and Fr. Ellis as

soon as possible. The members of FC who met with the President discussed the sense of that meeting. Discussion ensued around the possible directions of the University's decision. It is notable that the Faculty Congress has not been granted a meeting with the Board of Trustees before the decision is to be announced. This meeting was requested by FC in the fall of 2010. While the voices of FC and the faculty (through the survey) have been presented to the administration, departments and other units are still welcome to submit opinions on the issue of football.

6. Faculty Forum on Benefits

- Faculty forum on February 21 from 3:00 PM to 4:30 PM in Driscoll 134. Members of HR (Ellen LaCorte & Raymond Duffy) will first present data to faculty at the meeting. Faculty members are invited to meet to discuss the report. Then COF will also be meeting to discuss the issues. Discussion of whether or not administration considers FC members to be representatives, especially in light of the occasions in which faculty are included in committees without being permitted to share information. What is the meaning of representation? Are faculty included on committees only for the appearance of involvement or is there a full dialog between faculty and the administration? (COF will discuss this question with the President.) Can we discuss the issue of information control with the faculty at large?
- In light of this discussion, the members present agreed that it will be crucial for there to be a large attendance with a great deal of discussion generated by the faculty at the Benefits Forum. FC must make the effort to stress the importance of this report to the faculty. There will be a COF-led follow-through after the meeting for faculty to have time to discuss the implications of the facts presented.

7. Amendment of the Constitution of the Faculty Congress

- Subcommittee – Ed Kresch will head this subcommittee. Volunteers to serve on the committee are Victoria McWilliams, James Glasgow, and Robert Styer.

8. Evaluation of Associate Deans (COF)

- The idea was briefly discussed with the aim to make a policy that is similar to the policy for evaluation of Deans with faculty involved in the process. This idea will be discussed at future meetings.

9. New Website (COF, FC)

- Because of reorganization within UNIT, the revised web site is taking longer than hoped.

10. Faculty Funds for Students

- The announcement of a Faculty Fund for Student Emergencies through the office of University Advancement was discussed. Because it was delivered from the Advancement office, with a form for regular deduction from paychecks, and even though it was delivered with a letter from Helen Lang, the majority of the faculty may not have perceived this as a faculty-led initiative. It is expected that participation will be low as a result. This issue will be discussed at a future meeting.

11. Future Agenda Items

- Faculty governance guides
- Announcing campus job opening
- Tuition remission rate

12. The meeting adjourned at 2:15 PM.

Respectfully submitted,
Joe Schick
Faculty Congress Secretary

Adjunct Faculty Committee Salary/Benefits Proposal

To attract and retain highly-qualified adjunct faculty who support Villanova University's standards of academic excellence and are committed to the University's mission of service to the community, the Adjunct Faculty Committee presents the following salary/benefits proposal:

Salary:

1. For a course which is at or below the enrollment limit, remuneration should be set at a fair percentage (suggested: 12.5%) of that of the highest paid full-time, non-tenured track instructor who is teaching eight courses per year or its equivalent. This figure may vary by college, but will be supported by data (e.g. market forces) which explain the discrepancy. The overall goal will be equity among colleges. Also, a reasonable adjustment will be made for four-credit/lab courses.
2. Should enrollment in a given course exceed the limit set by the department chair or dean with no option of opening up another section, adjuncts should receive \$100 for each additional student.
3. The above levels should apply to adjuncts with 45 or fewer total credits of teaching (or equivalent for non-credit courses); there should be incremental increases of 10% of base pay for adjuncts with between 46 and 60 credits and 20% of base pay for adjuncts with over 60 credits. Furthermore, adjuncts with a terminal degree or over 25 years of cumulative experience should receive an additional 20% increase in pay. An equitable scale will be used for continuing studies and other special academic programs.

Benefits:

1. Adjuncts with one year (two semesters) or 6 credits hours of service will be eligible to buy into the University health plan. With continued service, the proportion of the premium paid by the instructor will be reduced. (Example: 45 or fewer credits, pay 50% of premium; 46-60, pay 25%; over 60, no cost to instructor).

Tuition Remission (For adjuncts hired after 1999)

1. The policy should be amended to implement an accelerated rate of remission (for example, 24-45 credits: 25% remission; 46-60 credits: 50%; 61+, 75%).

Laptops:

1. In an effort to provide adjuncts with the tools necessary in the contemporary classroom, each department should make laptops (with updated internet capability and appropriate software) available to adjuncts who request them for the length of their employment.

Office Space:

1. In order to provide the best possible service to students, all adjuncts should have access to adequate office space, including a locked storage drawer(s), office supplies, printers and copiers.

Notification of Course Assignment:

1. Length of service will be a strong consideration in the hiring process, with longer-term adjuncts holding the right of first refusal. Seven years of service will entitle adjuncts to the equivalency of tenure status.

2. Departments will notify adjuncts of their assigned courses as quickly as possible.

3. In the event of course cancellation less than two weeks prior to the start of the semester, adjuncts will receive a course preparation stipend of 25% of the original compensation for the course.

Report from the Committee on Faculty

COF looks forward to hearing back from the VPAA regarding three proposals submitted for consideration by the VPAA and college Deans, for (1) college-level, faculty-led recognition of staff excellence (to complement the *Facultas Award*, which is given to staff members whose contributions are university-wide); (2) a new level of distinguished professorships, for exceptionally meritorious faculty members; and (3) a modification to language in the Faculty Handbook that would require the college Deans to make available to their constituents an explanation of the process and criteria for each year's decisions regarding teaching loads.

We are also monitoring the status of our recommendations of faculty members chosen to sit on the Board of Trustees standing committees, as well as the ongoing discussion of a possible new policy for parental leave, which has been brought to the COF, and the Congress, at different times over the last two years.

We recently drafted a letter (of which you'll get a cc:) stating our position on the Big East's invitation to the football program to move up to the BCS level; in short, while we are not against football *per se*, we are against such a move if it means not being able to make similar expenditures in what we consider to be more vital areas related to the university's academic goals.

For our meeting this semester with Fr. Peter, we have once again been able to include the Faculty Congress Executive Committee; that meeting will take place on March 29th, and we will no doubt be discussing the recent benefits review, the formation of the Provost search committee, and other matters that are brought to our attention between now and then.

During our meeting in February, we will begin to consider the question of faculty governance on issues involving full-time non-tenure-track faculty, as well as the possibility of working on faculty-based guide to complement certain parts of the university's Academic Administrative Policy and Procedures Manual.

Following the 21 February benefits presentation, COF will keep an ongoing dialogue with Ellen LaCorte and Ray Duffy from the Office of Human Resources; and to this end we will devote the entirety of our 8 March meeting to a discussion stemming from the 21 Feb presentation, and Ellen and Ray have accepted our invitation to attend that meeting.

Our two April meetings will give us a chance to continue these discussions and to begin working on a longer-term project: the possibility of developing a policy regarding partner accommodations and dual career appointments (using the AAUP's policy as a point of departure).

We will also have to find time for the awards that COF has a hand in (a job made significantly easier thanks to the work of Joe Schick and Tom Way!!!!).

As always, COF invites comments and input from you, from anyone on Congress, and from anyone interested in faculty matters here on campus.

Report from the Full-Time Non-Tenure-Track Faculty

The objectives of the FTNTTF included:

1. Long Term Contracts
2. Eligibility to vote for the Chairs of their departments
3. Paid Leave of Absence Program, for research

1. The Long-Term Contracts were implemented for the 2010-2011 AY.

2. Eligibility to vote for the Chairs of their departments: In the spring of 2010 a resolution was passed by the Faculty Congress that recommended that the Committee on Faculty take up the question of faculty governance on issues involving full-time non-tenure track faculty. In December of 2010 two resolutions were provided to the COF for their consideration that would enable FTNTTF who have received their second, three year contract, to participate in the voting for their Departmental Chairs.

· **Proposal #1)** All full-time, non-tenure track faculty (FTNTTF) who have completed four years of continuous service in this capacity be granted full voting rights on the department chair [which would require amending the Faculty Handbook].

· **Proposal #2)** All full time non-tenure track faculty (FTNTTF) who have completed four years of continuous service in this capacity be granted full voting rights on the department chair (which would require amending the Faculty handbook). If they so elect, the tenured faculty may call for a separate recording of the tenured and non-tenured faculty votes.

3. Paid Leave of Absence Program, for research: Nancy Kelley submitted the following proposal to Jack Doody, acting Dean of the College of A&S. "To honor Father Ellis's decades of distinguished service as Dean of the College of Arts and Sciences, we propose to establish in his name an annual fellowship for one semester leave with full pay to one full time, non-tenure track faculty (FTNTTF) who has demonstrated both excellence in teaching and a commitment to service in this College. The recipient of the Ellis Fellowship must have completed at least seven years of continuous service to the College and be expected to return to teaching in the semester following its award. It is expected that this fellowship will be used by the FTNTTF to pursue scholarly interests that also benefit the College. A recipient of the Ellis Fellowship may not apply again for this fellowship until another seven years of continuous service have passed."

- Middle States Report Concurrence: We are delighted to see that the recommendations in the Faculty section of the Middle States report include comments that support the FTNTT faculty's quest for fuller inclusion in the collegial faculty body of the university.

- ***Establish a development fund for full-time non-tenure track faculty that will support their research efforts***

- **That the academic administrators and faculty governance bodies specifically address issues of the current "class system" perceived by FTNTT and adjunct faculty with the goal of investing every faculty member with the maximal reasonable responsibilities and opportunities.**

Report from the Academic Policy Committee

The APC continues to work, through a subcommittee, on an assessment of a number of recent years worth of aggregate undergraduate CATS data. It will be cumulative but also broken out by College and by Arts and Sciences (combined and separately). Classes of 14 and larger will be included and the CAT scores will be assessed in terms of a large number of variables (as previously reported) including now also average class grade.

Working with OPIR the committee hopes to have preliminary results by the end of this academic year to report out to APC at our final meeting of the year in April.

We are also examining the language of the "Final Exam/Assignments during the last week of class" policy as listed in the Faculty Handbook for issues of clarity, applicability and functionality. This is ongoing but we expect that changes regarding some exemptions for graduate classes and changes regarding the final week of class assignments will be recommended to COF and the V.P.A.A. For final approval.

The Bookstore will be implementing an online book ordering procedure which will be rolled out in the fall. (We will still be using the paper copy system one last time this spring for classes running in the summer and fall) This new systems impacts the textbook ordering practices of faculty in, we think, a positive way and better addresses the "TBD" designation that faculty can currently use in order to comply with new federal law regarding deadlines for ordering textbooks for the subsequent semester. In order to disseminate information re: this new online system and solicit faculty and student feedback the APC is planning to hold an informational session led by Frank Henninger, Director of the Bookstore, at one of our APC meetings later in the semester (date to be determined). Additional announcements regarding this session to the FC and to you will obviously be forthcoming.