

University Faculty Affairs Committee Meeting Minutes

November 21, 2019

3:30pm, Combs 236

In attendance: Betsy Lewis (at-large, Chair), Jennifer Magee (at-large, Secretary), Randall Reif (at-large), Xiaofeng Zhao (COB), Jo Tyler (COE), Eric Bonds (CAS)

Meeting was called to order at 3:35 pm.

1. The committee considered our charge as described in the Handbook and determined that it is appropriate.
2. Committee discussed the issue of meetings scheduled during times when classes are not in session, the issue brought to us by Leigh Frackelton. Our conclusions are summarized below.

Leigh Frackelton of the College of Business brought a question about faculty duties during university breaks including winter and spring breaks. At his request, UFAC took time to review and interpret the language of faculty handbook about the leave policy for faculty during winter break. As a committee we reviewed two sections of the faculty handbook shown below:

3.13.7 Annual Leave Annual leave is not earned by either full-time or part-time teaching faculty. Faculty have various breaks and vacation times when classes are not in session; these times are listed on the academic calendar and also published in the current *Academic Catalog*.

5.4.1 The Academic Year The calendar of the academic year is published at least a year in advance. Faculty with 9-month appointments are expected to be available to meet their contractual responsibilities to their respective college during the entire academic year between August 16 and May 15. Any exceptions are considered to be leaves of absence, and must be approved under the appropriate leave policy in section 3.13. The various breaks and vacation times listed on the University Academic Calendar, and as published in the current *Academic Catalogs*, are to be strictly observed.

After an in-depth discussion of these sections of the current UMW Faculty Handbook, our committee determined that, based upon the wording of these sections and examining the University Academic Calendar, winter break should be considered the time between when grades are turned in at the end of the Fall semester until the day that classes start at the beginning of the Spring semester. The statement in section 3.13.7, "Faculty have various breaks and vacation times when classes are not in session," as well as the statement in section 5.4.1, "The various breaks and vacation times listed on the University Academic Calendar, and as published in the current *Academic Catalogs*, are to be strictly observed" both indicate that faculty are considered to be on leave during the various breaks provided to students.

3. Discussion of Section 6 of Faculty Handbook. Ratings of meets expectations, exceeds expectations, or fails to meet expectations in the three categories of teaching, professional activity, and service, as well as an overall level of satisfactory or unsatisfactory, to be justified in writing by the supervisor. We discussed issues related to changing these evaluation levels and updated the appropriate sections of the draft Handbook language. Jo and Betsy will work on a rationale and send our proposed Handbook language to the UFC.

Meeting adjourned at 5:06 pm.