

University Faculty Affairs Committee (UFAC) Meeting Minutes
Friday, March 29, 2024, 1:00 pm
Virtual Meeting Through Zoom

Attendance: Amrita Dhar, Smita Jain Oxford (with Moomoo), Bradley Lamphere, Miriam Liss, Kyle Schultz (secretary), Jessica Zeitz (chair)

Continuing Business

February 23 Meeting Minutes: UFAC reviewed and approved the minutes from the February 23 meeting prior to the meeting through asynchronous communication.

Faculty Morale Report: Responding to calls for specific recommendations stemming from the report, UFAC reviewed the recommendations from last year's report (appended to these minutes) and determined the following:

- Recommendations 1 & 2 will be addressed through revision to the Faculty Handbook.
- For Recommendation 3, UFAC urges UFC to call for a market study to be conducted, given that the recent equity study did not address salary differences between UMW faculty and those of comparable institutions and the last market study was conducted in 2008.
- Recommendations 4, 5, 7, and 8 are not actionable for UFC other than advocating that administration carry out these tasks.
- Recommendation 6 is currently being address by UFAC's investigation of faculty workloads.

Academic Affairs Organization: UFAC discussed next steps for the organization process now that the final model has been announced. UFAC reviewed the Faculty Handbook to determine where responsibilities fall in terms of codifying the new organizational model within the Faculty Handbook and other venues. Relevant text is found in Section 1.12, included below. The university president and/or UFC have the ability to propose amendments to Sections 1–7 of the Handbook, which must be approved by the Board of Visitors.

Faculty Workload Analysis: The Provost is working to provide data related to special assignments and the previous faculty workload report. UFAC has set up a Teams section dedicated to UFAC work and will enable the Provost to access its Faculty Workload Folder. During today's meeting, UFAC reviewed questions generated by the committee for the workload survey to be distributed to academic units and worked to refine it. Debra Schleef's office will assist in this survey process. The final list of questions will be distributed to department chairs/academic unit heads by the end of the semester.

UFAC questioned whether the new academic affairs organization would impact faculty workload in any way, impacting the validity of the current study. An approach mindful of upcoming changes is needed.

New Business

Equity Study Report: Gallagher provided the report to HR. Faculty can view the report in the confines of the HR office, but not made available for outside viewing. HR will review the questions previously generated by UFAC and work to provide answers.

Final Meeting: UFAC will meet briefly prior to the end of the semester to welcome its new members and select officers for AY2024–2025.

The meeting concluded at 2:00 pm.

2023-24 Faculty Handbook language related to amending the Faculty Handbook

1.12 AMENDING THE *FACULTY HANDBOOK* When a policy change or procedural revision is adopted that needs to be reflected in this *Faculty Handbook*, it is incumbent upon the body adopting the change or approving the revision to provide the necessary amendment(s) in appropriate *Handbook* language at the time the action is taken. See Appendix E (Faculty Handbook Style Sheet) for guidance on preparing materials for inclusion in the *Handbook*.

1.12.1 Amending sections 1 – 7 of the *Faculty Handbook* Amendments to these sections are adopted by the Board of Visitors. Recommendations for such amendments may come either from the President or directly from the University Faculty Council. In the latter case, they must first be approved formally by a majority vote in a meeting of the University Faculty Council, except as provided in §§ 2.3.2.4 and 2.3.2.6. Recommendations for *Faculty Handbook* amendments may also come by a vote of the General Faculty, if reconsidering an action on an amendment that was passed by the UFC and voted on but not approved by the faculties in the colleges as stipulated in §§ 2.3.2.4 and 2.3.2.6. (See also §2.1.6.)

1.12.2 Changes to section 8 of the *Faculty Handbook* Because this section contains information about a variety of university policies and services that faculty members need to know, and these policies and services are subject to change by the units in charge of them, corrections to the material contained in this section may be made when the *Faculty Handbook* is updated without necessarily having a formal vote of approval by the Board of Visitors.

1.12.3 Changes to appendices included in the *Faculty Handbook* Material in each appendix is created and maintained by separate offices or groups. The appendices are included for information and reference. In some cases, an appendix outlines specific procedures followed by one of UMW's colleges (such as the college's governance and committee structure, or a particular college's tenure and promotion policies and procedures).

1.12.4 Enacting amendments Approved changes to the *Faculty Handbook* go into effect in August at the start of the next academic year following their adoption unless otherwise stated in the amendment itself. The Office of the Provost is responsible for annually updating the *Faculty Handbook* to incorporate any amendments approved through the procedures specified above. The Office of the Provost will annually notify the faculty of any changes made to the *Faculty Handbook*, and will ensure that those changes are appropriately published and distributed.

Practical Recommendations from Morale Survey:

1. A consistent message on service expectations that can be applied equitably across departments. For example, 1 university wide committee and 1 department committee
2. UFAC Handbook:
 - a. Re-evaluation of P&T service commitments. Make it clear what is expected.
 - b. Re-evaluate COE and COB commitments in order to better reflect the number of faculty we have vs. the number of roles that need to be filled.
3. **Pursue a market study on salary with appropriate benchmarks, which accounts for inflation and cost of living. Faculty salaries need to be a priority. Too often any salary adjustment is stated as a burden.**
4. Create clear and consistent messaging from the administration to students that faculty are one of many options to learn about resources about mental health on campus but are not licensed to treat mental health.
5. Reinstate the summer faculty research grant and increase the supplemental fund during the academic calendar to match inflation.
6. Greater transparency is needed regarding teaching loads across campus with a goal to create equity. For example, we would support an explicit goal to move away from a 4-4 teaching load consistently across campus. Overloads should also be fairly compensated.
7. Create more opportunities for faculty to connect with each other both formally and informally. For example, faculty used to have free access to gym classes at times that matched faculty schedules. This could be reinstated as a policy (free access and services available).
8. The administration could explicitly note and recognize faculty achievements. This could be done in their UFC minutes or in All Faculty wide emails to create a sense of pride in their faculty (beyond extraneous service and applauding sacrifice). For example, noting recent publications or presentations or taking a moment to recognize Promotion and Tenure to help increase morale.