



**University Senate
Annual Committee Report
Academic Year 2020-2021**

Section I

Name of Committee: Personnel

Submitted by: Mary Jane Parmentier, Chair

Date Submitted: April 23, 2021

Membership Roster: Eric Welch, Stephen Toth, Simon Holzapf, Mark Manfredo, Vanessa Hill (Vice Chair), Antonios Printezis, Eric Welch, Susanna Fishel, , Eric Kostelich, Brad Vogus, Christofer Bang, Antonios Printezis, Thurmon Lockhart

Overview Narrative:

This year the Personnel Committee worked on 12 Requests for Consultation (RFC), and several other issues not yet established as RFCs. During this year, the committee closed 9 of those RFCs and have left 3 open to be carried through to next year. The RFCs that were closed were a mix of older ones that were either resolved, or other circumstances made the obsolete; or new ones that emerged in response to the pandemic and were quickly resolved. The three that remain open center on faculty equity issues, and non-tenure eligible faculty issues in particular. There are also two items that were discussed by the committee without RFCs so far. One item is about the new faculty evaluation platform, Interfolio/ASU Vita, and the other is about creating 'communities of care' as we move out of the first full year of the pandemic into an uncertain future.

Section II

Request for Consultations and/or topics reviewed by the committee and outcomes (topics reviewed by the committee decided not to act/review should be listed here with, no action taken):

RFC-187 on ACD 510-01 Outside business arrangements could not exceed 312 hours per academic year for those on academic-year contracts or 384 hours per fiscal year for those on fiscal-year contracts. Faculty in certain disciplines must work more hours than this for professional reasons. A request was sent to the Provost's office to add a sentence to this section of the ACD: *For faculty in certain circumstances these hours might be exceeded, per approval by the Provost.* Provost agreed on amendment to ACD, and Motion was approved by Senate, Spring 2021. **RFC closed.**

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RFC-120 Dependent documentation requirements for ASU benefits; employees with dependents with different last names required to supply extra documentation of relationship. In fall of 2018 Human Resources approached the State to investigate changing this undue burden on some employees. The issue was not resolved, and in April 21 Vice President Kevin Salcido reported that soon the state would be requiring similar documentation for all employees. A record of the response: *ADOA is in the process of implementing a new life event documentation tool, with the goal of requiring documentation for every life event. This is a best practice in the insurance industry and provides a more equitable process for all members. There will come a time when everyone has to submit the appropriate documentation for every event – including hire.* **RFC closed.**

RFC-63 Unit bylaws and response time from Provost and OGC. The long response time, in some cases years, for the approval of unit bylaws was addressed by this RFC beginning in 2017. While some progress was made, the Senate President followed up in Spring 2021 about the continued delay. Vice Provost Deborah Clarke reported that she does all of the reviews and is beyond but will endeavor to catch up this summer. **RFC closed.**

RFC 197 (Re-Opened) ACD 510-02 be revised to include a 60-day notification for faculty prior to the start of summer session of what class enrollment will be used for determining a full class for summer pay and how pro-rated pay will be done. From CISA Faculty. This was once again considered and decided by the PC that a university wide rule on summer pay determination and notification was not in the interest of units and faculty. **RFC closed.**

RFC 172 Funding formula from ASU online to academic unit concerns the compensation to the units per student for Online courses, and after discussion with the Ad Hoc Committee on Digital Learning & Teaching, and the Senate President, it was determined that this was not best addressed by the PC nor the Senate. **RFC closed.**

RFC 191 Study Abroad Faculty Gender Requirements addresses a current recommendation for gender balance (male/female directors on each program if possible) on the Study Abroad Office website; PC voted to close with the SAO facing many challenges during the pandemic, and no one being aware of any issues raised with this recommendation. **RFC closed.**

RFC 218 Request for faculty to be identified by professional names on ASU websites, etc. Some faculty and staff members across the university were being misidentified on ASU websites by their legal names instead of their professional names. This primarily affected female faculty and staff but is not necessarily limited to women. In response, the UTO has created a process for this changing ones name to the preferred name via [ServiceNow](#). However, since many steps are involved in the process, the Senate Office was sent the instructions to post on the Senate website. **RFC closed.**

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RFC-216 Whether the faculty should be discussing university-wide policies or guidelines for the annual evaluation of the work by faculty members (during the context of the pandemic). In response to this RFC the PC drafted a memo that was approved by the UAC and sent to the Provost by the Senate President, asking for another message to deans and directors to keep in mind the context of the pandemic, and unequal burdens it has placed on some faculty, when conducting annual faculty evaluations this year. The Provost sent the message to deans and directors early in Spring semester. **RFC closed.**

RFC 217 Extending tenure clock by an additional year (for two total), including the timing of third-year reviews, due to pandemic. A memo was sent to the Provost with this request, and the Provost responded that further extensions would be granted on an individual basis. **RFC closed.**

Section III

Request for Consultations and/or topics that were not started or remain unfinished and need to be carried over to the next academic year.

RFC-124 Review of Merit Pay Systems at ASU. Summary: A letter was drafted in 2018 by the University Senate Personnel Committee and revised and approved by the UAC and the University Senate Executive Committee was sent to President Crow in spring 2019. The transmitted letter is posted on the Senate website. On 11/2/19 Provost Searle briefed the Senate on the status of this requested review and stated that the review of tenure track faculty was complete, but they still needed to complete the review for non-tenure eligible faculty. On 4/27/20) Provost Searle stated that the review was not completed, with many activities in the Provost's Office sidelined by the COVID-19 pandemic, but that there is every intention to do so. **RFC remains open.**

RFC-171 Fifteen percent cap on multi-year contracts for the NTE (non-tenure eligible) faculty. This RFC reflects work done by the Task Force on NTE issues, the Personnel Subcommittee on NTE issues, dating back to 2011. In the Spring of 2021, the Arizona Academic Faculty Council continues to work on sending letter to ABOR on 15% cap on MY contracts, with the possibility of the rule being lifted and delegated to each university to set. Suggestions are also being included in the memo mentioned below in RFC-160. **RFC remains open..**

RFC-160 Professional Development and other Issues for NTE faculty. During the 2018-2019 academic year the Personnel Committee established a subcommittee for Non-Tenure Eligible faculty issues. This subcommittee identified the following items to be explored: Sabbatical type leaves for NTE faculty with MY contracts; Instructor career pathways; Notification periods for

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non-renewed NTE faculty members; Review of instructor and lecturer pay/career progress; Other issues. The PC is working on a memo to the Provost, with updated numbers on NTE faculty, teaching, research, and leadership, to be sent to the UAC by the end of April. **RFC remains open.**

The following two items could become RFCs in the next academic year, if necessary and productive:

ASU Interfolio/Vita – There are multiple issues and concerns raised by PC and other faculty on the new faculty reporting and evaluation platform. In March, the Personnel Committee Chair sent Susan Barrett, director the Interfolio implementation, in the UTO an email offering help from the Senate in fielding faculty questions and concerns. Ms. Barret responded that faculty need to go through each designated Vita contact in their respective units, and that this was mandated by the Provost’s Office. Simin has suggested to the Provost’s office that the unit contacts are not the best way for faculty to communicate the issues that they are having. As of April 2021 this is not resolved.

COVID-19 Community of Care – During the Spring semester the School of Geographical & Urban Planning produced a document on how their unit was seeking to provide guidelines for supporting and addressing the needs of faculty during the global pandemic. The PC and UAC agreed that this comprehensive document could provide guidelines for other units, or the Provost’s office, but that by August it might need to be updated; as well, it needed to be expanded to include NTE faculty. This report has been uploaded to the Senate Personnel Committee Google drive. It is also available from the PC Chair and the Senate President for 2020-2021.

Section IV

Recommendations to the Senate or Final Comments

It is clear that moving forward NTE issues of fairness and equity, and overall faculty concerns about equity and support in times of pandemic, are dominant themes that should be pursued and dealt with in the Senate Personnel Committee.

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