

## FHRC AGENDA Tuesday, November 8<sup>th</sup> 2016

Approval of minutes from October 11<sup>th</sup> 2016

### Ongoing Business

#### 1. Administrative Leave

##### C. 11.5 Administrative Leave.

**Concern:** A faculty member recently applied for administrative leave to work on a special project. The Faculty Handbook notes to contact the President's Office for the application form. The request was redirected to the Office of the Provost. Therefore, perhaps the FH language should be revised to inform faculty to direct such request to the Office of the Provost. The Office of the Provost would then work with the faculty member to complete the appropriate forms.

##### 11.5. Administrative Leave

**Current Language**, first paragraph. All academic Department Heads and School Directors, all academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made to the President of the University prior to November 1 of the year preceding the beginning of the period for which the leave is requested.

Application forms for administrative leave are available in the Office of the President.

**Proposed Language**, first paragraph. All academic Department Heads and School Directors, all academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made to the President of the University prior to November 1 of the year preceding the beginning of the period for which the leave is requested.

Application forms for administrative leave are available in the Office of the Provost. The Office of the Provost will provide guidance so that the appropriate completed forms can then be submitted by the Provost Office to the Office of the President.

#### 2. Faculty Sick Leave & FMLA

Questions/Concerns:

- 1) Does the language in the online Employee Handbook "conflate" staff short-term sick leave (see section 7.2) with new language for extended medical leave for faculty (see 7.20) and a prospective family leave policy?
- 2) The language in the Employee Handbook does not appear to parallel FMLA categories. This is important because it describes circumstances under which staff are permitted to take short-term leave.
- 3) The Employee Handbook includes short-term sick leave to care for in-laws and "other family members (not FMLA categories), but the faculty up to a semester leave that it proposes treats caring for an adoptee or newborn as an "exceptional" category, whereas this is actually squarely under FMLA territory. In essence, "the new language in the online employee handbook offers both more and less than FMLA categories."
- 4) Is clarification or a change needed to the current practice of reporting sick leave for faculty?
- 5) Is clarification needed on what constitutes sick leave. Given that faculty have professional responsibilities outside of the classroom related to service and research or scholarship, should reporting of sick time be limited to missed classroom teaching responsibilities? Sister institutions may provide guidance.
- 4) In terms of reporting sick leave,
  - \* Current discrepancies in application of policy for 12-month versus 9-month (non-administrative) faculty exist.

\* How does the current reporting of sick leave for 9-month faculty differ from sister institutions?

### **New Business**

1. Anti-bullying policy. Faculty Senate chair was approached by a colleague and suggested a need for an anti-bullying policy. Question: 1) Is the FHRC the most appropriate venue for development and publication of such a policy since bullying which has the potential to affect every employee? 2) Does such a policy already exist at the institution?

### **Carry-over**

1. Staff as per course faculty.

The FH addresses the number of hours a per course faculty member can teach in a 12-month period. The FH addresses the hour limitation (see below, 3.5.8 Per Course Faculty) that a non-faculty MSU employee can teach in any 12-month period.

The concern seems to be that this policy should be further clarified something to the effect that non-faculty MSU employees should not teach more than 3 credit hours in a semester, as proposed by Frank Einhellig. This may be of particular concern when the employee holds a full-time position. However, what if the employee is not asking for a reduction of their regular duties? Currently, when a non-MSU employee is hired as per course faculty to teach say 2 courses in the fall and 2 in the summer, they are not required to prove that they are not already employed full-time elsewhere. Should non-MSU faculty employees be held to a different standard when it comes to the maximum number of credit hours that can be taught in a 12-month period?

#### **3.5.8. Per Course Faculty**

A per course faculty member is appointed on a semester basis and may teach no more than twelve credit hours during any 12-month period. Employment terminates automatically at the end of the appointment period. A per course faculty member who has any other type of employment at Missouri State University is also subject to an overall limitation of 1000-hours over any 12-month period and should contact the Office of Human Resources for clarification of restrictions. Per course faculty should possess a master's degree or the equivalent professional experience in a field determined acceptable by the Dean. Per course faculty members receive no retirement or insurance benefits. However, they may be allowed the use of Hammons Student Center, the University Libraries, resources provided by Computer Services, and Taylor Health and Wellness Center. Per course faculty have only the duties directly associated with teaching and are not required to perform committee work nor assume other responsibilities required of tenure-track faculty. A notice and search process is not required to fill these positions, but the position must be posted and reasonable effort should be made to meet the affirmative action policy. These positions require the recommendation of the Department Head and of the Dean, and approval by the Provost.