

## FHRC AGENDA Tuesday, 2/17/2015, 2:00-3:00pm

### 1. Approval of minutes from 1/20/2015

Due to the variety of email responses, items 2 and 3 for final discussion, consensus?

2. Proposal to add the definition of minimum enrollment guidelines to the FH glossary (it seems a bit wordy, revisions welcome:

**Minimum Enrollment Guidelines:** Guidelines governing the minimum number of students enrolled in undergraduate and graduate courses in order for them to remain offered for the ensuing semester shall be determined by the Department Head in consultation with the respective college Dean.

3. At our January 2015 meeting we addressed the following issue with suggested revisions below: In the FH, Section 4.7.2, Grounds for a PPC Appeal, there is no timeline listed to determine when an appeal must be filed with the Associate Provost. The General Counsel agrees that there should be a timeline to govern the filing of appeals. Since the Provost's Office announces applicant decisions in March, the FHRC suggested that appeals should be filed no later than May 1. This date would be inserted in the first paragraph in Section 4.7.2 as follows:

(Current version)

#### 4.7.2. Grounds for a PPC Appeal

Appeals based on denial or granting of promotion, tenure or reappointment shall be filed with the Associate Provost for Faculty and Academic Affairs, and shall proceed to the Provost's Personnel Committee. ...

(Version with deadline inserted)

#### 4.7.2. Grounds for a PPC Appeal

Appeals based on denial or granting of promotion, tenure or reappointment shall be filed with the Associate Provost for Faculty and Academic Affairs **no later than May 1 of the year the decision was made**, and shall proceed to the Provost's Personnel Committee. ...

(Version with possible timeframe inserted)

#### 4.7.2. Grounds for a PPC Appeal

Appeals based on denial or granting of promotion, tenure or reappointment shall be filed with the Associate Provost for Faculty and Academic Affairs **no later than 35 business days after notification of the decision**, and shall proceed to the Provost's Personnel Committee. ...

Discussions between Chris, Rachael Dockery (MSU General Counsel), and Provost Einhellig reflect a concern about a specific date, i.e. May 1, and instead suggest a time frame from when the notifications are made available, e.g. "no later than 30 days after notification of the decision." What are compelling reasons

to say May 1 vs. 30 days (note that in sections 4.7.3.4. and 4.7.3.5. “business days” are specified. 30 business days will roughly translate into 6 weeks). So, if we decide to replace May 1 with a timeframe, how many business days would seem appropriate? If the decisions are made typically in mid-March, then there would be roughly 35 business days to May 1). As we discussed, one rationale for the May 1 deadline was giving the Provost’s Personnel Committee time to deliberate before the end of the spring semester.

But, there is an additional timeline needed it seems in Section 4.7.3.1. which we did not discuss directly. It seems the date/timeframe we set for 4.7.2 should be repeated in 4.7.3.1. Suggested wording:

(Current version)

**4.7.3.1. Appeal Related to Reappointment, Tenure, or Promotion**

An appeal or claim related to reappointment, granting of tenure or promotion decisions shall be initiated with the Associate Provost for Faculty and Academic Affairs and filed in the Faculty Senate Office. ...

(Version with deadline inserted)

**4.7.3.1. Appeal Related to Reappointment, Tenure, or Promotion**

An appeal or claim related to reappointment, granting of tenure or promotion decisions shall be initiated with the Associate Provost for Faculty and Academic Affairs and filed in the Faculty Senate Office **no later than May 1 of the year the decision was made.** ...

(Version with timeframe inserted)

**4.7.3.1. Appeal Related to Reappointment, Tenure, or Promotion**

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**4. Discussion item: from Richard Biagioni 12/17/14 on 1000 hour per 12 month period and 12 credit hour maximum teaching load per 12 month period for per course faculty. See FH 3.5.8 Per Course Faculty.**

**Message from R. Riagioni:**

A few years back, the FHRC revisited the issue of limitations on per course faculty. The old policy was along the lines of “no more than six credit hours per semester” but we modified that to “twelve for any 12-month period”. There were several sticky points that were never really completely addressed then.

1. There’s an overall 1000-hour per any 12-month period mandated by the state. Above that, the individual is eligible for benefits. But it has never been clear what type of teaching load is equivalent to 1000 hours. The 1000-hour value is essentially equivalent to 20/hours per week for twelve months (with two weeks off for good or bad behavior). I have always argued that since a full-time instructor had a nominal 15-credit load for two semesters, and could potentially also teach during the summer, that a half-time load was probably more equivalent to 18 credit hours.
2. When we revisited this a few years ago, we switched from 6 hours/semester to 12/12-month period to allow greater flexibility in scheduling (not all classes are 3-credits). At the time, we recognized that 12 credits total really did not represent half time employment, but

felt that such a cap was still beneficial in that it limited the role of per course faculty in the university's overall teaching load.

3. However, there was some question about whether should include summers. Reps from a few departments did ask about this, particularly when it involved per course faculty covering labs. I don't believe that question was ever resolved. Can this get clarified?
4. There's also some question about "credit hour". Particularly for lab classes, per course faculty are generally paid by contact hour rather than credit hour (and we'd be hard pressed to hire qualified individuals if we paid them for labs by credit hour rather than contact hour). So an individual covering three CHM161 labs (1 credit hour, 2 contact hours) would have 3 credit hours of load, but would be paid for 6 contact hours. The question is, does the "12 credit hour per 12-month period" really mean twelve *credit hours*, or does it really mean *contact hours* (which is how I believe our dean and HR may be interpreting it). So is a per course faculty member limited to 6 CHM160s per year, or 12? Right now, it's ambiguous.
5. Now, there's another issue that we might be facing. The HB says that a faculty member with a 9-month contract is eligible for benefits, and so a person hired in full time for just one semester (which we will be doing ASAP – we've just lost another one of our instructors to OTC ) is not eligible for benefits. But Missouri law also has the 1000-hour per any 12-month period. What happens if someone who has just done 6 hours for us as a per course faculty member now gets hired for the full-time but one semester position? By the "minimum 9-month contract" rule, he isn't eligible for benefits. However, he will almost certainly exceed the 1000-hour rule that says that he should be eligible for the retirement system, etc.

## 5. Additional discussions if there is time, or for future meetings:

- a. **inclusion** of language in the FH to address religious accommodations
- b. **nonrenewal** language revision in **schedule of annual appointments**, Section 4.6.3

Revisions suggested from Julie Masterson:

The schedule of annual appointments is in accordance with the AAUP "Standards for Notice of Non-reappointment."

- First-year faculty: continuation of appointment to a second year or notified of non-reappointment by March 1 of the first year.
- Second-year faculty: continuation of appointment to a third year or notified of non-reappointment by December 15 of the second year of service.
- Second year faculty: continuation of appointment to a fourth year or notified of non-reappointment 12 months before expiration of the appointment
- Third-year faculty: continuation of appointment to a ~~fourth-fifth~~ year or notified of non-reappointment 12 months before expiration of the appointment.
- Fourth-year faculty: continuation of appointment to a ~~fifth-sixth~~ year or notified of non-reappointment 12 months before expiration of the appointment.
- Fifth-year faculty: continuation of appointment to a ~~sixth-seventh~~ year or notified of non-reappointment 12 months before expiration of the appointment.
- Sixth-year faculty: tenured or notified of non-reappointment 12 months before expiration of appointment.

**c. Discussion item from Julie Masterson**

Same language for Senior Faculty and Clinical Faculty

3.5.2. ...A Senior Instructor shall be appointed to a specific term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs and continued funding. A Senior Instructor who is reappointed will be reappointed at that rank. ...

3.5.11. ...Clinical Faculty may be appointed to a specific term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs of the department, and continued funding. ...

***Contracts for senior instructors/clinical faculty will be renewed yearly contingent upon satisfactory performance reviews, department need, and financial resources.***