

Faculty Assembly Academic Personnel Committee
Agenda for January 22, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Approval of minutes from December 2012 (Candan Duran-Aydintug)
2. Review of topics & guests from fall term:
 - a. Developing "Organization, Goals, & Procedures"
 - b. CU Privilege & Tenure Committee
 - c. Ombuds Office
 - d. 1/6th Rule
 - e. Brenda J. Allen, Diversity & Inclusion
3. Setting priorities and strategies for focusing our directions and moving forward.
4. Standing Committee Organization, Goals, & Procedures
 - a. Draft document, revised from that prepared by Rod Muth.
 - b. Revise for posting on Faculty Assembly website.
5. Old business.
6. New & future business:
 - a. Christine Stroup-Benham of IR will join us in February to discuss the new online FRPA and its possibilities.
 - b. APS on multi-year contracts for Instructors will be coming to faculty governance groups soon.

Future Meetings

January 22 11:00-12:30

February 26 11:30-1:00

March 26 11:00-12:30

April 23 11:00-12:30

May 28 11:00-12:30

(This is a little later because of the room's availability)



University of Colorado
Denver

**DDC Faculty Assembly
APC – Academic Personnel Committee**

Minutes

1/22/2013

11:30am to 12:30pm

School of Business, Partners' Conference Room

Attending Members:

Brian Brady (Engineering), Margaret Brown-Sica (Library), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Honorine Nocon (SEHD), Omar Swartz (CLAS), Cliff Young (Business)

Guest:

Laura Goodwin (Provost's Office)

1. Minutes of December 18, 2012 (taken by Candan Duran-Aydintug) were approved provisionally.
2. Review and discussion of topics and guests from fall term:
 - a. The committee discussed APC's draft document that outlines its "Organization, Goals, and Procedures." Laird already had made some revisions to Rod Muth's original and the committee recommended others which she will incorporate for future consideration.
 - b. CU Privilege and Tenure Committee: As Omar Swartz is on P & T committee, he will serve as a liaison. P & T has clear guidelines and it is important for APC to avoid overlap as it develops its functions on hearing grievances. As APC develops its goals and responsibilities, it is important to review the P & T guidelines so that APC has its role and functions clearly fleshed out. Omar will give the committee members a document outlining what exactly P & T does. Candan will share this document with the CLAS Council and ask for feedback on what functions faculty would like to see APC take on (such as conflict surrounding sabbaticals and faculty pay). Other members are welcome to request feedback from their units as well. In APC's March meeting, there will be a major conversation regarding APC's role and functions vis-à-vis P & T. Bill Cherowitzo, the chair of P & T, urged APC to be in touch and communicate with P & T. The committee will invite university counsel to assist us in our discussions.
 - c. Ombuds Office: The Ombuds Office for faculty is just taking shape and Peter Bryant wants the APC Goals document. Just like Cherowitzo, Bryant also urged communication between APC and Ombuds Office. Unlike P & T that has legal and formal offices, procedures, and duties, Ombuds Office is much less formal and APC's help and guidance will be welcomed. For both, Ombuds Office and P & T, APC can take a stronger role, communicate to faculty via Faculty Assembly and

via Associate Deans of schools and colleges. Laura Goodwin chairs the Associate deans and the Academic Support Group, and she offered to carry information to them, once we are ready.

- d. Pam and Judy had already reported back their findings on how 1/6 rule is implemented in peer institutions. Faculty Affairs website has information on 1/6th rule and also has the forms that need to be filled out. It is the primary units' chairs' responsibility that these forms are filled out and taken to the deans. If the request exceeds the 1/6th rule, then the dean in question should send it to the provost. This rule applies to all full-time faculty and some committee members mentioned that there are ambiguities that need to be clarified. Laura Goodwin emphasized that primary units' rules are used in decision making and that issues that are seen as ambiguous can be managed and resolved by appropriate University Offices. Jenson will find more information on this regarding responsibilities and liability issues to be shared with the committee. APC will assume the role of the communicator for the faculty. Pam send links to the FAQs and forms that are posted asking for feedback. At some point, in addition to talking with the university's legal counsel, the committee may want to invite people from risk management and intellectual property.
- e. Terms for APC officers: Judy suggested for stability purposes APC chair Pam Laird serves two years instead of one. Although the committee decided to follow the usual procedures of annual elections for officers, it discussed being able to nominate and elect officers for more than one year. Members also agreed that rather than having a vice chair, the committee preferred a chair-elect in order to assure continuity in its operations.

3. Communications projects

- a. Lapses in communication with faculty seem to part of every topic concerns the committee.
- b. Therefore, committee members suggested considering the following as ways to begin improving communications.
 - i. A more complete webpage
 - ii. Some mechanism for contacting the committee. Probably, the best to do this is to invite people to contact the Faculty Assembly office
 - iii. More links to committee activities and its mission or various university websites, including the Faculty Assembly, the Center for Faculty Development (CFD), and the Ombuds Office
 - iv. A minimalist flyer to distribute at the CFDs orientation and the campus faculty mailboxes. This could simply indicate the APC's mission, where to find more information, and how to contact it

4. New business: Christine Stroup-Benham will join APC to discuss the new online FRPA, its possibilities. This will lead to a discussion of APC's role in this as APC is going to be the liaison between faculty governance and IR for FRPA.

Future Meetings:

February 26, 11:30-1:00

March 19, 11:00-12:30

April 23, 11:00-12:30

May 28, 11:00-12:30

Faculty Assembly Academic Personnel Committee
Agenda for March 19, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Approval of minutes from February 2013 (Candan Duran-Aydintug)

2. Chair's update (Pam Laird)
 - a. APS on Multi-Year Contracts for Instructors
 - b. eFRPA
 - i. Additional feedback (technical and content)
 - ii. Latest update from Jeff Finch

3. Grievance areas and processes
 - a. Guest: Chris Puckett, University Counsel
 - b. What grievances should APC address?
 - i. Previously: salary inequities, sabbatical
 - ii. What are not appropriate, e.g., P&T purview?
 - iii. What university policies are pertinent?
 - c. Other guidance?
 - d. Report on Sara Potter's collection of school/college/library bylaws

4. Old business
 - a. Brief update on 1/6th Rule information from Angela Wishon
 - b. Standing Committee Organization, Goals, & Procedures

5. New & future business
 - a. Focus for April?
 - b. Other?

Future Meetings:

April 23 11:00-12:30; May 28 11:00-12:30



University of Colorado
Denver

DDC Faculty Assembly
APC – Academic Personnel Committee

Minutes

3/19/2013

11:00am to 12:30pm

School of Business, Partners' Conference Room

Attending Members:

Brian Brady (Engineering), Margaret Brown-Sica (Library), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Pamela Laird (CLAS), Omar Swartz (CLAS), Cliff Young (Business)

Guests:

Laura Goodwin (Provost's Office) and Chris Puckett (University Counsel)

1. Minutes of February 26, 2013 (taken by Candan Duran-Aydintug) were approved unanimously.
2. eFRPA
 - a. Pam Laird shared the latest update from Jeff Finch. Given the priority listing, the discussion centered on suggestions to make the eFRPA a user-friendly document. The members suggested that there be a way to view the document as a whole prior to the PDF formatting. It has been stated that in some instances what the faculty does (such as work on capstone and MA committees or in centers) is not reflected in the document. Therefore, another suggestion was about being able to write in activities that are either field/department specific or specific to each individual and to be able to print those. For central administration, the formatting and the information gathered are probably acceptable, but departments and units may need more than the standardized information as the unique activities faculty members engage in cannot be captured in this standardized format. To ensure this kind of flexibility, committee members recommended that the document could be downloaded as a Word document. Committee members reiterated that eFRPA is essential for data collection and therefore, will contain standardized information. But the current document does not capture the diverse activities undertaken by faculty and also does not allow for modifications. Pam Laird, Brian Gerber, and Cliff Young will meet with Christine Stroup-Benham and

Jeff Finch to voice these concerns and suggestions. Pam Laird also agreed to type up these concerns and suggestions.

3. Grievance areas and Processes with Chris Puckett, University Counsel

- a. Discussion on clarifying the role of the committee regarding grievances. The authority of receiving grievances comes from Faculty Assembly and in past APC has dealt with grievances such as salary inequities and issues concerning sabbaticals. The committee's role in these grievances is advisory. The issue at hand is to understand what The Faculty Senate's Privilege and Tenure (P & T) is doing so that there is no duplication. Puckett stated that the P & T policy is being re-written and P & T is seeking some greater authority than before. If the revisions are accepted, P & T will be concerned with faculty grievances that are not just limited to reappointment, tenure, and promotion. Puckett suggested to wait until the negotiations are done between P & T and administration to get a clearer view as to what gaps APC then should deal with. Omar Swartz is already on P & T and will bring back information to APC from the next P & T meeting. Margaret Brown-Sica and Pam Laird provided background information of APC's past activities. Puckett said that salary equity adjustments are mainly done by HR. He will gather more information on the process of those adjustments. He will also (along with Swartz) find out whether P & T will deal with sabbatical issues. Puckett will bring the committee feedback once he gathers information. Sara Potter has started to collect bylaws from school/colleges/library and Pam Laird will receive them from her.
- b. The committee agreed that every school/college/library should have an internal grievance committee and the process set up according to the principles that are part of their bylaws. APC should be an option primarily if such an internal process fails to settle a concern or if a faculty member is not comfortable taking a grievance to an internal committee.

4. APS on Multi-Year Contracts for Instructors

President Benson signed the APS on Multi-Year Contracts for Instructors. Now that we have this umbrella policy, campuses and individual colleges and schools will have to establish ways to implement it using the contract template that UC counsel is writing.. Pam Laird stated that this policy is beneficial to the university in several ways including that it is a recruiting tool. Its primary use should be to help to improve the morale. The implementation has to be done slowly and carefully. There is a concern as to what exactly "probationary" means for instructors who have been serving the university already. APC's role could be in aiding the policy's implementation process.

Future Meetings

April 16, 11:00-12:30

May 28, 11:00-12:30

Faculty Assembly Academic Personnel Committee
Agenda for April 16, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Approval of minutes from March 2013 (Candan Duran-Aydintug)
2. eFRPA
 - a. Latest update from sub-committee meeting with Christine Stroup-Benham and Jeff Finch
 - b. Additional feedback for IR (technical and content)
 - c. Discussion on next steps and longer term
3. Grievance areas and processes
 - a. Report from P&T regarding ongoing revisions to its mission and procedures (Omar Swartz)
 - b. What do revisions mean for APC's grievance-related practices?
 - i. Previously: salary inequities, sabbatical
 - ii. P&T likely to take on sabbaticals, as a "faculty right"
 - iii. APC role primarily to aid in communication. How to do that?
 - c. Report on Laird's consultation with Michel Dahlin, Senior Project Manager, Provost's Office, regarding school/college/library bylaws
 - i. APC's recommendation of internal grievance committees and processes for each school/college/library
 - ii. Campus-wide FAQs for guiding faculty through options?
4. Old business
 - a. Status of multi-year contracts at CU Denver: APC will review draft of campus policy
 - b. Standing Committee Organization, Goals, & Procedures
5. New & future business
 - a. Focus for May? Is the 28th okay?
 - b. Other?

Future Meeting Scheduled: May 28 — 11:00-12:30



University of Colorado
Denver

DDC Faculty Assembly
APC – Academic Personnel Committee

Minutes

4/16/2013

11:00am to 12:30pm

School of Business, Partners' Conference Room

Attending Members:

Brian Brady (Engineering), Margaret Brown-Sica (Library), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Omar Swartz (CLAS), Cliff Young (Business)

Guests:

Laura Goodwin (Provost's Office)

1. Minutes of March 19, 2013 (taken by Candan Duran-Aydintug) were approved unanimously.
2. eFRPA
 - a. Update from sub-committee meeting with Christine Stroup-Benham and Jeff Finch: A subcommittee consisting of Pam Laird, Brian Gerber, and Cliff Young had a meeting with Christine Stroup-Benham and Jeff Finch. The incoming Faculty Assembly chair Joanne Addison joined the meeting as well. The meeting was quite productive and the suggestions were discussed. Pam Laird informed the committee about this meeting. During the meeting more flexibility to the document and some technical corrections were discussed among other things. Faculty members in many departments and units apparently are producing two documents, FRPA and a narrative that specifies the unique contributions and productivity of faculty. It is understood that the primary administrative goal of eFRPA is data collection for the institution. If eFRPA can be downloaded as a Word document then faculty would be more enthusiastic to fill it out and as one size cannot fit all, then individual faculty members can easily explain their unique contributions. Entry fields that can be added would help this issue and faculty members can then give their "added in" versions to their chairs/deans. Laird mentioned that Stroup-Benham and Finch were willing to help with these suggested changes.

- b. **Additional feedback for IR:** It has been suggested for dates of the committee and other service to take into account multiple year commitments. Another suggestion was to allow units and departments to be able to request that IR insert their additional categories.
 - c. **Committee members discussed possible next steps to implement suggested changes.**
 - d. **Laird will prepare a memo for IR to summarize the concerns and recommendations that APC has gathered from the units its members represent as well as from the Faculty Assembly.**
- 3. Grievance areas and Processes**
- a. **Report from P & T:** Omar Swartz reported from the last P & T meeting. In this meeting, ongoing revisions to its mission and procedures were discussed. The main attorney who participated in this meeting recommended against these changes and stated that a counter proposal was being prepared that would reduce P&T's authority. The negotiations regarding P & T's role and responsibilities are still going on.
 - b. **P & T showed support for APC's role in grievances especially for those regarding salary and sabbatical issues. However, Swartz said that P & T may actually take over sabbatical grievances as they fall under "faculty right." As Bill Cherowitzo has stepped down, Omar Swartz is now the campus representative of the P & T committee. APC's role will be primarily to aid in communication to the faculty.**
 - c. **Pam Laird and Michel Dahlin, Senior Project Manager (Provost Office), worked on collecting school/college/library bylaws. APC recommends that each school/college/library should have an internal grievance committee and that the process be set up according to the principles that are part of their bylaws. APC should be an option primarily if such an internal process fails to settle a concern or if a faculty member is not comfortable taking a grievance to an internal committee. Members discussed putting together a campus-wide FAQ document to give people advice and information as to where to go with their grievances. Laird will consult with Dahlin to prepare this document for the APC's review next month.**
- 4. Old Business**
- a. **APC will review the draft of the campus policy on multi-year contracts for Instructors in addition to the system document. Once it goes through the channels, then it will go back to the school and colleges so that it can be implemented.**
 - b. **The committee members agreed to meet on the 14th of May which will be the last meeting of the semester.**

Future Meetings

May 14: 11:00-12:30

Faculty Assembly Academic Personnel Committee
Agenda for May 14, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Approval of minutes from April 2013 (Candan Duran-Aydintug)
2. Elections for committee officers for 2013-2014
3. eFRPA mini- update: multi-page document now with Jeff Finch
4. Report from P&T regarding ongoing revisions to its mission and procedures (Omar Swartz)
5. Grievance areas and processes: Review of draft document drafted by Michel Dahlin, Senior Project Manager, Provost's Office, and revised by Laird, sent out earlier.
6. Standing Committee Organization, Goals, & Procedures
7. Old business
 - a. Would some committee members be willing to review draft of campus policy on multi-year contracts over the summer?
 - b. Review regarding school/college/library bylaws still pending
 - i. APC's recommendation of internal grievance committees and processes for each school/college/library
8. New & future business
 - a. Annual report to Faculty Assembly on APC's activities
 - b. Meeting schedule for fall?
 - i. Continue with fourth Tuesdays?
 - ii. How to schedule room?
 - c. Other?

Faculty Assembly Academic Personnel Committee
Minutes for May 14, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

Attending members: Brian Brady (Engineering), Margaret Brown-Sica (Library), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (CAP), Pamela Laird (CLAS), Honorine Nocon (SEHD), Omar Swartz (CLAS), Cliff Young (Business)

Guest: AVC Laura Goodwin

1. Approval of minutes from April, 2013, as revised (Duran-Aydintug)
2. Elections for committee officers for 2013-2014 by acclamation:
 - Pam Laird, chair; Judy Coe, vice-chair; Candan Duran-Aydintug, secretary
3. eFRPA mini- update (Laird)
 - After the April meeting, Laird sent a multi-page document with recommendations for revisions to Jeff Finch, Institutional Research
 - This document was based on APC deliberations, comments received from Faculty Assembly, and other faculty bodies, as well as extensive discussions with Finch
 - Its primary point was that the eFRPA must fulfill both data collection and merit evaluation functions
4. Report from P&T regarding ongoing revisions to its mission and procedures (Swartz)
 - P&T sent a proposal to the CU President's Office regarding revising mission and procedures and received a negative answer from University Counsel Patrick T. O'Rourke. P&T has yet to respond to this.
 - The primary concern is that the President's Office has not initiated any third-level reviews in over five years, despite P&T's recommendations.
 - P&T has drafted a "Tool Box for Faculty" that will help APC craft its guidelines for faculty document.
5. Grievance areas and processes: Review of draft document drafted by Michel Dahlin, Senior Project Manager, Provost's Office, and revised by Laird
 - Discussion resulted in multiple changes, including adding a table of contents with internal links, plus the addition of many topics worth inclusion, as well as moving away from the original FAQ format to a bulleted format
 - Duran-Aydintug & Laird agreed to meet in June to augment and reorganize
6. Standing Committee Organization, Goals, & Procedures
 - Coe and Laird will meet over the summer to revise
7. Old business
 - Review regarding school/college/library bylaws still pending

- i. It would be valuable to assess the internal grievance committees and processes for each school/college/library, as APC has discussed
- ii. This task seems to be more than the committee can reasonably take on

8. Organizational matters

- Meeting schedule for fall will continue with fourth Tuesdays, except when holidays intervene; Faculty Assembly will assist with room scheduling

Faculty Assembly Academic Personnel Committee
Agenda for September 24, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Introductions and welcome
2. Approval of minutes from May 2013 (Candan Duran-Aydintug)
3. Chair's Report
 - a. Request from Faculty Assembly Chair, Joanne Addison, re: VCAC
 - b. Plan to invite Michel Dahlin, Provost's Office, for discussion on various policies, pending and current; specific suggestions?
4. CU APS on Service: Review for Faculty Assembly
5. eFRPA Update: Responses from Jeff Finch in IR and need for feedback
6. Report from P&T regarding ongoing revisions to its mission and procedures (Omar Swartz)
7. Guidelines for Faculty Regarding Concerns and Grievances *Draft*
8. Standing Committee Organization, Goals, & Procedures *Draft*
9. Old business
 - a. Review of school/college/library bylaws still pending
 - i. Are there internal grievance committees and processes for each school/college/library?
 - ii. What can we realistically take on vis-à-vis units?
 - b. Annual report to Faculty Assembly for 2012-2013

10. New & future business

- a. Goals for this coming academic year for proactive consideration?
- b. Other matters?



University of Colorado
Denver

DDC Faculty Assembly
APC – Academic Personnel Committee

Minutes

9/24/2013

11:00am to 12:30pm

School of Business, Partners' Conference Room

Attending Members:

Brian Brady (Engineering), Margaret Brown-Sica (Library), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Omar Swartz (CLAS)

Guests:

Laura Goodwin (Provost's Office)

1. Minutes of May 14, 2013 will be approved via email.
2. Chair's Report:
Faculty Assembly Chair asked Pam Laird to inform the APC that there will be some changes to VCAC. Bob Damraurer will be the new chair replacing Brad Mudge. Damraurer will be invited to Faculty Assembly's executive meeting. If there will be some procedural changes, then they will come in front of APC. VCAC bylaws might go through revision and if so, APC will look at these changes. APC will invite Michel Dahlin, who writes and deals with many policies, to be better informed about changes.

Provost has set a date (November 1/2013) to meet with UCDALI to talk about multi-year contracts. In spring 2014, UCDALI will have a larger event for non-tenured track faculty members with deans, directors, chairs to discuss multi-year contracts and other issues pertaining to non-tenure track faculty.
3. Administrative Policy Statement: In 2005 or 2006, Rod Muth worked on a massive report on faculty service. We now have received a draft policy from the Faculty Council and Joanne Addison, chair of Faculty Assembly, asked us to look at it. APC members had a discussion as they studied the document. A suggestion was to clearly distinguish between service obligations of rostered faculty who may be TT, NTT, or CTT. Another suggestion was about campus providing guidelines to colleges and departments while each primary unit must maintain the locus of control of merit criteria. It was also

discussed that not each department values service the same way. Pam Laird will communicate to Faculty Assembly that APC found some issues with the document.

4. **Grievance Policy:** At one point in recent history, APC used to deal with grievance cases. After it stopped meeting, it is still not clear whether it will actually deal with any faculty grievance issues. As faculty have to have these kinds of outlets, APC can recommend that the revised Faculty Assembly bylaws clearly indicate its role and responsibilities regarding grievance. Committee members discussed that grievance matters should go to their school and college and then if not resolved will come in front of APC. Judy and Brian will check into best practices in other institutions and report back to the committee. Once we resolve this issue, then the document with guidelines will be revised as well.
5. **Report from P & T:** Omar Swartz reported that P & T is working on revisions and still negotiating with the CU System administration as to how to proceed forward.
6. **eFRPA**
Pam Laird shared with the committee members that many of the suggested changes by the committee have been accepted for inclusion in the revised eFRPA that faculty will use in 2014 for their 2013 merit reports. The committee then discussed a few items to send back more specific feedback such as a specific section for faculty members who engage in administrative service.

Future Meetings

November 19, 2013
December 17, 2013
January 28, 2014
February 25, 2014
March 25, 2014
April 22, 2014
May 13, 2014

Faculty Assembly Academic Personnel Committee
Agenda for October 22, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Introductions and welcome
2. Previous Minutes
3. Chair's Report
 - a. Update on draft CU APS on Service
 - b. Schedule invitations:
 - i. Michel Dahlin, Provost's Office
 - ii. Peter Bryant, Faculty Ombudsperson
 - iii. Donna Sobel, Center for Faculty Development
 - c. Guidelines for Faculty Regarding Concerns and Grievances—delays
4. APS draft on Chairs' Roles and Responsibilities review
5. eFRPA Update:
 - a. Conversations and compromises with Jeff Finch in IR (see spreadsheet)
 - b. Jeff Franklin (CLAS) & Donna Sobel (CFD) are working on:
 - i. professional development component for teaching
 - ii. multiple means of evaluating teaching effectiveness, using Faculty Council's guidelines
 - iii. should their recommendations go first to LETTS? EPPC?
6. Report from P&T regarding ongoing revisions to its mission and procedures or other matters? (Omar Swartz)
7. Standing Committee Organization, Goals, & Procedures—Draft & start on Faculty Assembly Bylaws revisions
8. Old (really old) business
 - a. Review of school/college/library bylaws still pending
 - i. Are there internal grievance committees and processes for each school/college/library?
 - ii. What can we realistically take on vis-à-vis units?

b. Annual report to Faculty Assembly for 2012-2013—volunteer?

9. New & future business?



University of Colorado
Denver

DDC Faculty Assembly
APC – Academic Personnel Committee

Minutes

10/22/2013

11:00am to 12:30pm

School of Business, Partners' Conference Room

Attending Members:

Brian Brady (Engineering), Margaret Brown-Sica (Library), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Pamela Laird (CLAS), Shruti Paulsen (SEHD), Omar Swartz (CLAS), Cliff Young (Business)

Guests:

Laura Goodwin (Provost's Office)

1. Minutes of September 24, 2013 have been approved unanimously with the understanding that any changes would be sent to Candan Duran-Aydintug .

2. Chair's Report:

The committee spent some time studying the APS on service recognition during its September meeting. Turns out this document is not ready yet and system-wide committees including Faculty Council will be working on it.

The committee will invite Michel Dahlin (Provost's Office), Peter Bryant (Faculty Ombudsperson), and Donna Sobel (Center of Faculty Development) to its near future meetings.

Judy Coe and Brian Gerber will look at comparative grievance policies at other institutions and Guidelines for Faculty Regarding Concerns and Grievances will be revised by Pam Laird. The committee decided for the chair to invite Michel Dahlin possibly to its November meeting as her expertise will be quite helpful with these guidelines and with the task of working on Faculty Assembly's bylaws revision process.

3. The committee reviewed the APS draft on Chairs' Roles and Responsibilities. Laura Goodwin clarified that this document would only apply to department chairs and only Regents approve of departments. Suggestion such as the chairs' roles and responsibilities in guiding faculty members as they create their dossiers for RTP and PTR

according to the primary unit guidelines in assisting the dean and appropriate administrators with compliance issues have been discussed by the committee members. The committee's recommendations will go to the faculty Council for further consideration.

4. **eFRPA Update:** Chair, Pam Laird, shared her conversations with Jeff Finch in IR and the committee members studied the provided spreadsheet that outlined compromises and changes. IR has been quite responsive to suggested changes, for example those regarding accurately capturing the unique services provided by faculty members (such as directing a center) and being an administrator. One major victory is that the eFRPA will be downloadable as a Word document. It has been discussed that Jeff Franklin and Donna Sobel stated that eFRPA does not recognize certain aspects of teaching. Issues such as how to reflect improvements to teaching and multiple indicators to evaluate teaching in this form will be discussed by APC in the near future. The eFRPA will be used this year, and additional changes will probably be made to it next year based on faculty members' feedback.
5. **Report from P & T:** Omar Swartz had no new update from P & T for this meeting.
6. **Standing Committee Organization, Goals, and Procedures.** The committee spent quite some time going through this document and making changes so that goals and procedures are clearly stated and differentiated from one another.

Future Meetings

November 19, 2013
December 17, 2013
January 28, 2014
February 25, 2014
March 25, 2014
April 22, 2014
May 13, 2014

Faculty Assembly Academic Personnel Committee
Agenda for November 19, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Introductions and welcome

2. Guest: Dr. Michel Dahlin, Provost's Office
 - a. Discuss policies under review and policy process
 - b. Review of school/college/library bylaws: Are there internal grievance committees and processes for each school/college/library?

3. Report on grievance procedures survey (Judy Coe & Brian Gerber)
 - a. Other universities
 - b. Recommendations

4. Chair's Report—Briefly
 - a. APS draft on Chairs' Roles and Responsibilities in Faculty Council
 - b. eFRPA Update

5. Previous Minutes (Candan Duran-Aydintug)

6. (12:00) Executive Session per Faculty Assembly request

7. By January—really!
 - a. Standing Committee Organization, Goals, & Procedures—Draft
 - b. Faculty Assembly Bylaws revisions
 - c. Annual report to Faculty Assembly for 2012-2013—volunteer?
 - d. Guidelines for Faculty Regarding Concerns and Grievances
 - e. Schedule invitations for spring:
 - i. Peter Bryant, Faculty Ombudsperson
 - ii. Donna Sobel, Center for Faculty Development

8. New & future business?



University of Colorado
Denver

DDC Faculty Assembly
APC – Academic Personnel Committee

Minutes

11/19/2013
11:00am to 12:30pm

School of Business, Partners' Conference Room

Attending Members:

Margaret Brown-Sica (Library), Kathryn Cheevers, Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Shruti Poulsen (SEHD), Cliff Young (Business)

Guests:

Laura Goodwin (Provost's Office)
Michel Dahlin (Provost's Office)
Omar Swartz (P&T)

1. Michel Dahlin

- a. Discussion of policies under review and policy process: Dahlin informed the committee on the various policies she has been working. Among those are policy regarding administrative salary upon returning to faculty, policy on undergraduate transfer of credit (to take prior learning into account), campus alcohol policy, policy on IT security, and policy on chairs' roles and responsibilities. She gave an update of APS on multi-year contracts for rostered non-tenure-track faculty. She emphasized the importance of flexible language in this APS and stated that many decision could be made at the college level, but finances would dictate the limit set by the upper administration. Laird also talked about the flexible language such as "highly effective teaching" and that this kind of language had been adopted deliberately to avoid standard rankings that apply to TT faculty.
- b. Review of school/college/library bylaws: Dahlin remarked that the Provost wanted her to double check that every unit's bylaws has sections for merit evaluation process, and RTP criteria. She offered her help to units that are in the process of revising their bylaws and also pointed out the Faculty Affairs website where guidelines and a checklist for writing/revising bylaws can be found. Pam Laird

asked Dahlin about internal grievance committees and processes for each school/college/library and told her that APC is in the process of defining its role and responsibilities to play a role in the realm of faculty grievances.

2. **Report on grievance procedures survey (Judy Coe and Brian Gerber):** Judy Coe and Brian Gerber studied comparative grievance policies at some regional and national institutions. Coe stated that at our institution, there was a grievance study group in 2007 which is now inactive. She said that in many issues the faculty has no voice. In their study of the schools and colleges at our institutions, in many they could not find updated bylaws for these units and also they could not find clearly spelled out grievance policies. Library does have such policies to which their faculty and staff have access. They shared with the committee members their findings from other institutions and the committee discussed these best practices. There was agreement that grievance policy requirements should be included in the bylaws check list and each primary unit should include such policies in their bylaws. Dahlin stated that most grievances would be handled in the primary units and it needs to be clear in the documents where to take what type of grievances.
3. **Previous Minutes:** October 2013 minutes taken by Candan Duran-Aydintug have been approved unanimously.
4. **Chair's Report and Upcoming Business:** Laird reported that APS draft on Chairs' roles and Responsibilities is in Faculty Council and we are all required to use the eFRPA to report our 2013 academic activities. She mentioned that we will be working on Committee Organization, Goals, and procedures draft and Faculty Assembly Bylaws revisions.
5. **At 12:10pm Executive Session** took place.

Future Meetings

December 17, 2013
January 28, 2014
February 25, 2014
March 25, 2014
April 22, 2014
May 13, 2014

Faculty Assembly Academic Personnel Committee
Agenda for December 17, 2013; 11:00-12:30
Partners' Conference Room, Business School Building

1. Review and approval of previous minutes
2. Chair's Report—Very Briefly
 - a. APS draft on Chairs' Roles and Responsibilities in Faculty Council
 - b. eFRPA Update—any Beta testers in the room?
 - c. Campus-wide Prioritization Review, per Regents
3. Continued discussion of grievance procedures survey based on report from Judy Coe & Brian Gerber in November
 - a. Recommendations for moving forward?
 - b. What effect should this have on the APC's "Organization, Goals, & Procedures" document?
4. Standing Committee Organization, Goals, & Procedures
 - a. Review and revise draft
 - b. Consequent recommendations regarding Faculty Assembly Bylaws revisions?
5. Guidelines for Faculty Regarding Concerns and Grievances
 - a. Review draft, including embedded questions
 - b. Recommendations for moving forward
 - c. Staff assistance to plug in links & build website?
6. For Spring term:
 - a. Annual report to Faculty Assembly for 2012-2013—volunteer?
 - b. Schedule invitations for spring:
 - i. Peter Bryant, Faculty Ombudsperson
 - ii. Donna Sobel, Center for Faculty Development

iii. Others?

7. New & future business?

DRAFT



University of Colorado
Denver

DDC Faculty Assembly
APC – Academic Personnel Committee

Minutes

12/17/2013

11:00am to 12:30pm

School of Business, Partners' Conference Room

Attending Members:

Brian Brady (Engineering), Margaret Brown-Sica (Library), Kathryn Cheever, Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Shruti Poulsen (SEHD), Cliff Young (Business)

Guests:

Laura Goodwin (Provost's Office)
Omar Swartz (P&T)

1. **Approval of previous minutes: Minutes of the November 2013 taken by Candan Duran-Aydintug have been approved unanimously pending minor changes.**
2. **Chair's Report:**
 - a. **APS draft on Chairs' Roles and Responsibilities: Faculty Council approved every single one of our recommendations.**
 - b. **eFRPA: Jeff Finch has sent email to some who are chosen to do Beta tests. Laird will ask Finch so that it is also sent to APC members.**
 - c. **Campus-wide Prioritization review, per Regents: There will be committee and its core will consist of BPC members. Faculty Assembly has also appointed a few members. There will be a couple of other faculty members on this committee as well (such as a P&T representative) and the rest of it will consist of administrators. There will be at least one UCDALI representative on the committee. The work has to be done by November 2014 and the report produced will go out to the Regents. AMC will not have to go through this but the other three campuses will. According to our Chancellor and Provost our goal is to get a better understanding of our programs and learn more about ourselves. This goal is also about to make this work useful for the entire campus. The Chancellor and the Provost want to keep the outcome report at the school/college/library level. BPC already objected the word "productivity", instead our focus will be on "efficiency" and "meeting**

university's mission". To this end qualitative and quantitative data will be collected and there will be some money available from the system.

3. Continued discussion of grievance procedures survey based on report from Judy Coe and Brian Gerber in November: Grievance involves a. workplace grievance (HR), RTP & P&T, 3. Any other workplace issues (APC). In general, school and colleges do have policies and procedures for students, but not for faculty. We need to have some language and some suggested practice guidelines for units. There should be some mechanism for faculty members to raise their concerns and APC can be a 3rd party listener. Judy and Brian studied many other institutions and found out that we are outliers. In many cases, in our institution, the bylaws are deficient when it comes to grievance policies. In this respect, we also need to discuss grievance policies and procedures for non-tenure track faculty including CTT faculty.
4. Standing Committee Organization, Goals, and Procedures: Committee members discussed the revisions made by Laird. Laird took notes of the newly suggested revisions to work on the document and send it back to the committee members.
5. Guidelines for Faculty Regarding Concerns and Grievances: Committee members collectively worked on the document that Laird already cleaned up.

Future Meetings

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