University Faculty Council Annual Report, 2006-07

1. Membership
   Arts and Sciences: Sheila Carapico, Suzanne Jones (chair), Michelle Hamm (secretary),
   Kathleen Hewett-Smith, Valerie Kish, Julie Laskaris, Gary Radice, Sydney Watts, Ellis
   West, Carol Wharton
   Business: Tom Arnold, Paul Clikeman, Erik Craft, Carol Lawrence (spring)
   Continuing Studies: Catherine Fisher
   Law: Henry Chambers, John Douglass
   Leadership: Don Forsyth
   ex officio: Provost June Aprille

2. Distinguished Educator Award Selection Committee Membership:
   Arts and Sciences: Bill Ross (previous winner) and Patricia Stohr-Hunt (previous winner)
   Business: KimMarie McGoldrick (previous winner)
   Leadership: Gary McDowell (previous winner)
   Continuing Studies: Catherine Fisher (UFC convener of Selection Committee)
   Law: Hank Chambers
   Academic Affairs Council: Joe Kent
   Alumna: Kathryn Jackson, Class of 2006, School of Arts and Sciences
   Student Government: Denis Malkov, Richmond College Student Government Association,
   Robins School of Business

   University Faculty Council (UFC) added to the committee’s guidelines that no person will
   serve more than three consecutive years on the committee.

3. Subcommittee on Evaluation of the Provost: Carapico, Clikeman, Forsyth
   The subcommittee worked to develop a survey to be used in evaluating Provost Aprille. UFC
   approved the survey and was ready to administer it in spring 2007 when news of the
   Provost’s new appointment was announced. In consultation with President-elect Ayers, UFC
   voted not to evaluate Provost Aprille. However, this evaluation survey is ready for future use
   and is stored on Blackboard, along with the other evaluation surveys for the deans of each
   university school.

4. Subcommittee on Benefits: Craft, Radice, Watts
   a. Health Insurance. In October Carl Sorensen, Laura Dietrick, and Jackie Fricke from
      Human Resources explained the University health insurance plan and presented a handout
      with data concerning claims, monthly premiums, and co-pays for doctor visits and
      prescription drugs, with some comparisons to other universities across the nation. Carl
      Sorensen and Laura Dietrick returned in March with answers to some of UFC members’
      questions about the total cost of healthcare at the University as shared by the employees and
      the University and our premiums and co-pays as compared to other Richmond based
      institutions/companies. They were unable to get comparative data for our peer/aspirant
      institutions regarding health insurance because not enough universities like the University of
      Richmond replied to the survey that tracks such information. However, Carl Sorensen was
      able to present employee cost as a percentage of total health insurance cost for 25 Richmond
organizations and data for total employee benefits at the university including a comparison of retirement contributions at peer institutions. University of Richmond was average in both areas. The University of Richmond budgets 28% per position for benefits.

The University will be “health insurance shopping” this summer, and Carl Sorensen promised to take concerns such as high copays into consideration when choosing the new plan and to research the possibility of employing a nurse practitioner on campus to help lower health care costs.

b. Childcare Initiative. The subcommittee summarized past attempts to establish a childcare for university employees and recommended a childcare initiative, which calls for the administration to work in good faith with a committee of faculty and staff to set forth a concrete action plan that addresses the need for full-time on-campus childcare, that establishes a permanent facility run by professional (pre-screened) caregivers who would provide a safe, reliable, nurturing environment for preschool children, and that provides this benefit at cost to parents on a first-come, first-served basis. UFC unanimously endorsed this initiative, which will be presented to the University Faculty at its May 14 meeting.

5. Subcommittee on Diversity in Faculty Searches: Chambers, Douglass, Kish
UFC endorsed five recommendations to improve faculty searches: calling for search committees to assess the department’s current demographics and its recent track record in hiring diverse candidates and to designate one of its members as a diversity advocate, listing duties of the diversity advocate and resources to assist the diversity advocate, and suggesting wording for the job announcement.

6. Subcommittee on Faculty Governance: Hamm, Laskaris, West
a. Removal of Department Chairs. In spring 2006 UFC brought forward to the faculty for its endorsement a modified set of procedures for selecting department chairs; UFC’s recommendations were approved. In fall 2007 the subcommittee presented a companion recommendation to UFC regarding the procedure to remove department chairs, which UFC endorsed. The main thrust of the recommendation was that with two exceptions (illegal activity and failure and likely continued failure to perform the officially prescribed duties of a chair), a chair may not be removed unless both the Dean and a majority of the department’s regular, full-time faculty agree to the removal. The University faculty endorsed this recommendation at the November 9, 2006, University Faculty meeting.

b. Revised Preamble to the Faculty Guide to Governance. The subcommittee revised the General Governance Structure section of the Faculty Guide to Governance making clearer the responsibilities of the faculty, the administration, and the Board of Trustees in various aspects of decision making at the University. UFC endorsed this document and will be discussing it with President-elect Ayers in the early fall before bringing it to the University faculty for a vote.

c. Report on University Budgeting Procedures. The subcommittee, with the addition of Neil Ashworth (Robins School of Business), wrote a lengthy report on University budgeting with recommendations for increased transparency. Because of the complexity of the issues
involved and the transition between administrations, UFC tabled its discussion of the budget report until September 2007.

7. Subcommittee on University Grievance procedures: Arnold, Hewett-Smith, Wharton
The subcommittee presented five recommendations designed to improve the functioning of the University Grievance Committee; all were endorsed by UFC and will be presented to the University faculty at its May 14 meeting.

The subcommittee initiated a discussion about the creation of an ombuds office or designation of an ombudsperson, but deferred until next year further discussion when more information could be gathered about how such offices and/or individuals function at universities of our size.

8. Request for Information Regarding Salaries, Positions, Revenues, and Budgeting.
The Arts and Sciences Academic Council requested that University Faculty Council
1) Obtain a clear, detailed, and comprehensive accounting from the University’s central administration of the planned and actual distribution of new revenue from recent tuition increases;
2) Determine the status of Arts and Sciences faculty and staff salaries and benefits, as compared with those provided by peer and aspirant schools, including a comparison of salary and benefits as a portion of their, and our, total endowments and annual budgets;
3) Seek a consistently higher level of transparency from the University’s central administration on budgetary details.
The Arts and Sciences Academic Council further asked that a report of progress for each of the above items be provided to the University faculty each January, beginning in January 2007.

To the first two A&S Academic Council requests, UFC added requests for three types of information:
1) The number and cost, as of fall, 2006, of “faculty” positions that are non-tenure track compared with the number as of fall, 1996.
2) The number and cost, as of fall, 2006, of tenure-track positions compared to the number and cost as of fall, 1996.
3) The number and cost, as of fall, 2006, of administrative positions compared with the number and cost as of fall, 1996.

In response, Associate Provost Kent wrote a detailed report, which addressed UFC’s three requests for the number and types of faculty, administrative, and staff positions and the University resources devoted to them. The report also included information about external salary comparisons for peer and aspirant schools in Arts and Sciences and in Business. This report was released to the University community on February 19, 2007. UFC members found the following to be perhaps the three most important findings of the Report:
1. The proportion of non-tenure-stream to tenure-stream faculty lines has increased significantly over the past ten years, from 10.1% to 26.5%. Faculty should consider what implications this trend has for academic freedom, equal opportunity, and instruction.
2. The salaries of Arts & Sciences faculty appear to be lower than those at peer institutions and are significantly lower across schools within the University of Richmond. The salaries of Business School faculty fall below the mean of peer institutions. These findings raise concern for recruitment, retention, and morale of faculty.

3. The increase in University resources devoted to full-time administrators and staff is significantly more than the increase devoted to faculty.

In the future the Provost annually will report external salary comparisons on his or her web site and every three years will provide internal comparisons regarding the number and types of faculty, administrative, and staff positions and the University resources devoted to them.

Human Resources was unable to get comparative data for our peer and/or aspirant institutions regarding health insurance because not enough universities like the U. of Richmond replied to the survey that tracks such information. However, Carl Sorensen was able to present employee cost as a percentage of total health insurance cost for 25 Richmond organizations, data for total employee benefits at the university including a comparison of retirement contributions at peer institutions. (See 4a.)

On April 13, 2007 Provost Aprille reported orally regarding the distribution of new revenue from recent tuition increases.

The UFC Subcommittee on Governance, with the addition of Neil Ashworth (Robins School of Business), wrote a lengthy report on University budgeting and in fall 2007 will begin discussions of its recommendations for increased transparency. (See 6c.)

9. Requests from Information Services for Faculty Endorsement
   a. Video Surveillance and Recording. UFC helped Information Services craft a policy to guide the installation and use of video surveillance and recording equipment. The purpose was to put in writing what had been an informal and ad hoc policy that had become subject to increasing requests for video cameras on campus. UFC endorsed the policy, which was forwarded to Chief Dillard, who has posted it on the University Police web site.

   b. Online Directory. UFC approved Information Services’ desire to add photographs to the online directory, as long as members of the university community could opt out of having their photos posted. Photographs used will be those on university identification cards. The online directory will only be available to individuals with a campus netid, not the general public.

10. Guidelines on Faculty Status. UFC endorsed the Guidelines on Faculty Status formulated by the Committee on Faculty Status: Jim Gibson, Al Goethals, Libby Gruner (chair), Steve Tallman, and Ellen Walk. In general, their main guideline in granting faculty status is that "faculty status" should recognize staff involved with the kinds of things that faculty members do: teaching, curriculum development, and research.
Next fall UFC will take up questions the committee suggested need further study: the ways in which positions are defined, acknowledgement that some positions may truly be both staff and faculty, and the consideration of "courtesy" faculty appointments in certain cases.

11. University Faculty Listserv. UFC requested that Associate Provost Joe Kent establish a new university listserv that could be used for discussion of university faculty business and topics that require voting. Membership in the new listserv includes all those with a voice in university faculty matters: full-time tenure-stream faculty, continuing full-time faculty with non-tenure track appointments, full-time faculty visitors, and staff with faculty status. The listserv became operational in January, 2007.

12. University Parking Stickers. UFC endorsed Provost Aprille’s recommendation that faculty and staff parking stickers become one single type (currently all faculty and staff have sticker numbers that begin with F and S, respectively). A suggestion to remove any letter designation from the sticker was made and will be implemented in the 2007-08 academic year.

13. Tuition Exchange and Tuition Remission. The chair of UFC worked with Mary Dillon to reword some key sentences in the Tuition Exchange document, which have been misread and misunderstood.

14. Membership, 2007-08

   Arts and Sciences: Rafael de Sa (08), Michelle Hamm, chair (08), Valarie Kish (09), Julie Laskaris (09), Dan Palazzolo (10), Gary Radice (09), Bill Ross (10), Peter Smallwood for Sheila Carapico (08), Sydney Watts (09), Ellis West (08)

   Business: Tom Arnold (09), Erik Craft, secretary (08), Pat Fishe (10)

   Continuing Studies: Cathy Fisher (08)

   Law: Azizah al-Hibri (09) and Jonathan Stubbs (10)

   Leadership: Doug Hicks (10)

Documents that University Faculty Council has approved, as well as informational documents distributed by guests at our meetings, can be found in or with the minutes, which are posted on Blackboard.

Respectfully submitted by,
Suzanne Jones, Chair
April 27, 2007