

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
**September 14, 2016 – 1:30 p.m. 2317 North End Center**

**Present:** Ross Verbrugge (Chair), Janice Austin, Allen Campbell, Mary Christian, Alex Fritz, Amy Hogan, Monika Lawless, Mary Norris, Sue Teel, Kirk Wehner, Lujean Baab, Laurie Brogdon, Nancy Dudek, Debbie Greer, Sandra Muse, Margaret Radcliffe

**Absent:** Jacob Frey, Alan Grant, Laura Neff-Henderson, Jim Reinhard

**Guests:** Stacey Wilkerson, Catherine Cotrupi

**Call to Order:** The meeting was called to order at 1:31 p.m.

**Approval of Agenda:** N/A

**New Business**

**Explanation of role of Commission Representatives:** Ross Verbrugge addressed the CAPFA representatives to emphasize that they are essential to keep CAPFA informed as to the discussions and actions of other commissions and to facilitate the transfer of information between commissions.

**Resolution CAPFA 2016-17A:** Ross Verbrugge presented the proposed revision to section 7.6.3 of the Faculty Handbook that focuses on language governing the reassignment process for AP faculty. This revision from the Provost Office and University Legal Counsel adds a step in the reassignment process to require a meeting of the AP faculty, their supervisor and a next-level administrator to review the written reasons for the reassignment while subsequently providing the AP faculty member a chance to respond in writing. Per University Legal Counsel, this revision gives the AP faculty member an opportunity to provide input and differentiates Reassignment from other, similar sections of the faculty handbook relating to AP faculty.

After presentation of the proposed revision, a suggestion was made to change the minimum response time to 5 working days as opposed to a 3 working days and to define a range of 5 to 10 working days for the response. Further discussion refined the language to include the requirement to establish a response deadline that is no less than 5 five working days after the review meeting.

Additional discussion suggested a change to the last paragraph in section 7.6.3 to clarify that the 90-day period applies to the cases noted in this paragraph and to allow for a different effective date if mutually agreed upon by all parties.

Pending these changes, Resolution CAPFA 2016-17A was tabled for continued discussion at the next meeting.

**Establishing goals and agenda items for FY2016-17:** Based on input from the general AP faculty community and CAPFA members, the following subjects were presented as potential goals and agenda items for FY2016-17.

- Publicizing the FAR format developed last year to enhance the performance review process for AP faculty. Discussion on this item centered on the importance of providing AP faculty with the tools necessary to make the performance review process mutually beneficial for all AP faculty and supervisors. This discussion also led to the suggestion of a document management system for CAPFA, possibly either Google Docs or the Library's system.
- Evaluating the representation of Library faculty, particularly with respect to CAPFA representation as their AP faculty numbers grow.
- Evaluating the lack of performance recognition opportunities for AP faculty, and closing the gap between staff recognition and T&R faculty recognition.
- Increasing the awareness and activity levels within the AP faculty community. Is continuation of Speaker Series effective for this goal or should CAPFA look at other venues? Ideas for encouraging participation need to be developed.

All of these items were determined to be significant enough to warrant future discussion by CAPFA and will be addressed at future meetings.

**Commission Reports:**

- Commission on Research – Nancy Dudek indicated that the issues to be discussed this year include open access, lab safety, EFARS, promotions, and reviews of centers and institutes as well as their respective directors.
- Transportation and Parking Committee – Debbie Greer indicated that this committee has not met yet this year.
- Staff Senate – Sue Teel indicated that Staff Senate is less active during the summer and did not meet in August.
- Commission on Equal Opportunity and Diversity – Sandra Muse provided the following updates.
  - o One primary goal is to add more intersectional diversity into the curriculum and focus on domestic diversity
  - o The new pathways program officially starts in 2018.
  - o There will be changes to the gender identity classification in Banner.
  - o They are evaluating annual awards for recognition of diversity initiatives.
- Commission on Staff Policies and Affairs – Margaret Radcliffe indicated that this commission has not met yet this year.

- Commission on Graduate Studies and Policies – Lujean Baab indicated that subcommittees were staffed and Dean DePauw addressed the commission. However, there were no issues directly related to AP faculty.
- Commission on Faculty Affairs – Laurie Brogdon indicated that this commission discussed increasing the limit for University Distinguished Professors and Alumni Distinguished Professors. Additionally, an Ombuds working group will be developing a proposal to form an Ombuds Office. This office will report to the president but will serve students, staff, and faculty.

**Other Discussion:**

Kirk Wehner provided an update on the proposed merit increase for staff, which has not been finalized yet. He will provide more info to the commission when it is available.

**Adjournment:**

There being no further business, the meeting was adjourned at 2:34 p.m.

**Next meeting:** October 12<sup>th</sup>, 2016

Respectfully submitted,  
Angelica Melvin  
CAPFA support