

Commission on Administrative and Professional Faculty Affairs  
Minutes  
February 15, 2001

CAPFA Members Present: Laura Bayless, Pat Hyer, Judith Jones, Kay Heidbreder, Becky Barlow, Susan Angle, Sharon McCloskey, Linda Woodard, Mike Roberts, Cathy Sutphin, Mary Ann Lewis, Janet Leigh (by phone)

CAPFA Members Absent: Gail Haynie, Paul Knox, Hara Misra, John White

1. Chairperson Susan Angle called the meeting to order.
2. Approval of January minutes was delayed until Linda Woodard could verify statements about legislative issues.
3. Continuation of Cathy Sutphin's appointment as Chair of the Grievance Committee

Following a discussion, it was moved, seconded, and approved for Cathy to continue in this role through 2002 under the condition that each grievant would be given the opportunity to voice any concerns at the outset if they have any objection to her participation as chair of a grievance panel since she is no longer A/P faculty.

4. Nominations and current vacancies-election process for CAPFA

The following people volunteered to serve on the nominations committee: Susan Angle, Mike Roberts, Mary Ann Lewis, and Linda Woodard.. They will generate names for the anticipated slots, verify the their willingness to serve, and present nominations at the next meeting.

5. Nomination or volunteer to serve on the President's Award for Excellence committee

This award is available to A/P faculty and classified staff. Judith Jones volunteered to serve as CAPFA's representative to the committee.

6. Conflict of Interest and Commitment

Kay Heidbreder provided background and an overview of the recently approved Conflict of Interest/Commitment policy (officially, policy 13010). For a variety of reasons, including a change in relevant federal law, attitudes toward and management of potential conflicts of interest in higher education have changed dramatically. Earlier, ALL conflicts were thought to be problematic and should be prohibited. More recently, the emphasis has changed to "managing" conflicts. That is, institutions recognize, even encourage, the entrepreneurial activity of faculty members, but set guidelines for reporting such activities and determining how to avoid the most egregious types of conflicts where the faculty member's personal interest might influence the way that work or research was conducted, items purchased or contracts awarded, or how graduate students were supervised. Virginia state law also requires forms to be filled out for conflict of interest situations; these must still be completed on an annual basis. Heidbreder pointed out that Extension faculty and faculty in Veterinary Medicine have special rules limiting their opportunities to consult as a result of their funding.

A conflict of commitment arises when external activities interfere with an individual's responsibilities to the university. The commission talked about possible examples of this, such as an extension faculty member who spends too much time working on his/her own farm, so that they are not available to do things that are expected as part of the jobs, such as weekend or evening presentations. Although these issues are never cut and

dried, those who have been involved in discussing such situations have often applied the "Roanoke Times" test - if we saw this situation described in the newspaper, how would it look to outsiders? Could it be explained and reasonably defended? The conflict of commitment aspect of the policy is not fully developed yet and will be under discussion by another committee in the coming year or two. Eventually, that committee might recommend a revision of the consulting policy. Judith Jones volunteered to serve on the conflict of commitment committee since there were critical issues for extension.

The conflict of interest/commitment policy was approved as a pilot for one year. A committee chaired by Lud Eng is requesting input on the new forms and any other aspect of the policy. He will report on any issues or problems to the Commission on Research and University Council before the end of this year as requested by the resolution.

Part A of the new form replaces the old consulting form. Part B and MOU address the more complicated issues such as (1) time spent on the activity, (2) undue pressure on graduate students, (3) interplay between consulting and university research, (4) use of university equipment, (5) monitoring requirements, and (6) avoiding the appearance as well as the reality of impropriety. The new policy puts a great deal of responsibility on the department head.

#### 7. Future Agenda Items

Confirming nominations and elections process

Legislative updates

Geographic transfer

Presentation on special research faculty: their new titles, how they are paid, etc

Presentation from the intellectual property committee

The next meeting will be March 15, 2001. There being no further business, the meeting was adjourned.

Respectfully submitted,  
Alva Phillips

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March 15, 2001

CAPFA Members Present: Laura Bayless, Pat Hyer, Judith Jones, Becky Barlow, Susan Angle, Linda Woodard, Mike Roberts, Cathy Sutphin, Mary Ann Lewis, John White, Janet Leigh (by phone)

CAPFA Members Absent: Gail Haynie, Paul Knox, Hara Misra, Kay Heidbreder, Sharon McCloskey,

1. Chairperson Susan Angle called the meeting to order.
2. Minutes of the January and February meetings were approved electronically.
3. Geographic Transfer Policy

A resolution was introduced to revise the geographic transfer policy, which outlines the procedures for reassigning a faculty member to a new primary work station for programmatic reasons and providing them with up to six months notice and reimbursement for moving expenses. Currently the policy is triggered by a relocation of 35 miles or more, which was based on then-existing IRS regulations. The resolution increases this to 50 miles so that it is congruent with revised IRS regulations; this will also allow reassignment to Roanoke without a lengthy notification period. A motion to approve the revision was introduced and seconded. The resolution was approved.

4. Nominations and current vacancies-election process for CAPFA

The nominations committee brought forward their recommendations for vacancies. These were accepted and more names were added to the slots in order to have a complete ballot. Ballots will be prepared and elections will be held before the April meeting. In order to allow the possibility of completing the election and getting the results before the next meeting, the commission decided to change the date from Thursday, April 19, to Thursday, April 26th.

5. Special Research Faculty

Pat Hyer reported that a special task force was created about two years ago to investigate special research faculty positions and to make recommendations for improving personnel processes for these employees. The committee has made a number of recommendations so far:

(1) All research faculty have been moved to a common anniversary date for raises (November 25), which is the same as other faculty. Annual evaluations are required as part of the process.

(2) After a review of current job descriptions for research faculty, several new titles have been created to more accurately reflect the work that is being performed. A flow chart has been designed to aid in identifying and labeling similar positions. The goal is to provide comparability across the university in the assignment of ranks. A Master's degree would be required for entry-level research faculty positions. A resolution concerning the creation of the new "project associate" ranks and minor changes to other ranks has been approved by the Commission on Research and will be introduced to University Council this week.

(3) Regular appointments would now be allowed for selected research faculty, which would give them the ability to accrue leave and to be paid for unused annual leave at the time of termination. This change has been approved by

the Board of Visitors.

The task force still has many issues to resolve. An expedited search process is being considered, such as ads being posted on the university website for seven days. Multi-year appointments might be available. Reappointment dates could be tracked in Banner, serving as a reminder to managers to reappoint their faculty. The task force plans to look at hiring results, diversity issues, compensation analyses, minimum salary guidelines, AY versus CY appointments, and others. The Research Faculty Handbook will be revised.

#### 6. Future Agenda Items

Results of elections

Legislative and budget updates

The next meeting will be April 26, 2001, from 1:30 pm to 3:00 pm. There being no further business, the meeting was adjourned.

Respectfully submitted,

Alva Phillips