

Minutes
Commission on Administrative and Professional Faculty Affairs
May 11, 2011 ~ 1:30 p.m. ~ 210 Burruss

Present: Linda Bucy, Jessie Chen-Yu, Mary Christian, Alicia Cohen, Jack Finney, Amy Hogan, Travis Hundley, Kay Hunnings, April Hylton for Gerhardt Schurig, Judy Taylor, John Vest via Phone, Kirk Wehner, Kelley Woods

Absent: Shaimaa Abdallah, Hal Irvin, Greer Kelly, Tim Mize, Ellen Plummer

Call to order

The meeting was called to order at 1:30 p.m. One item (Faculty Handbook Work Group) as added to the agenda. The minutes from the last meeting on March 9, 2011 were approved electronically. There was no business meeting in April.

Conflict of Interest Task Force

Jack Finney, speaking on behalf of Pat Hyer, discussed the work of the Conflict of Interest Task Force. It is led by Pat Hyer, Associate Provost Emerita of Academic Administration and Beth Tranter, Chief of Staff, Office of the Vice President for Research. The task force is examining the consulting and conflict of interest policies and practices to determine what revisions are needed. One of the reasons for the needed revisions is the National Institutes of Health (NIH) is coming out with new guidance that is more stringent and will set the threshold for reporting financial conflict at \$5,000 rather than \$10,000. Since a lot of universities are setting their threshold at \$0, it is possible Virginia Tech will do the same. (**Correction:** NIH guidelines set a threshold of \$0 and Virginia Tech will adopt this threshold.) This would mean employees would be required to report any kind of potential conflict of interest regardless of payment. The task force still needs to work on differentiating between the consulting policy and the conflict of interest policy and when they overlap. The task force has been looking at the policies and practices of other universities for guidance. The Vice President for Research's office is shopping for an electronic proposal management system that will give the university a way of reviewing consulting and conflict of interest submissions electronically. CAPFA members were asked for feedback on what the task force should consider when deciding the status of consulting privileges for AP faculty. It was suggested that the task force take into consideration that some terms of faculty offers have provision in them for faculty doing consulting. Also it was felt that changes to the policy might influence potential job candidates who are accustomed to doing consulting. The importance of the task force writing the policy with enough flexibility to accommodate different departmental situations was also suggested. The task force will meet one or two times during the summer. In the fall, they will decide what policy actions they want to act on first.

Election Results

Elections for new CAPFA members and AP faculty representatives for other governance for 2011-2012 were held recently; however, there still needs to be one representative from Extension selected. Following are the newly elected individuals:

New CAPFA Members

- Alicia Cohen – General Administration Representative
- Rodd Hall – Academic Support Representative
- Kelly Woods – Student Affairs Representative

AP Faculty Representatives for Other Governance

- Jake Grohs – Commission for Student Affairs
- Wendy Herdman – University Advisory Council on Strategic Budgeting and Planning
- Still needs to be filled - Commission on University Support

CAPFA Chair/Vice Chair Election

Members were asked for nominations for next year's CAPFA chair and vice chair. A motion was made to nominate Amy Hogan for chair and Linda Bucy for vice chair. The motion was seconded, and a unanimous vote was taken in favor of them remaining in their current positions for another year. Amy and Linda both accepted their nominations.

Update on Faculty Handbook Revisions

The committee has met once since the last CAPFA meeting. They began discussing chapter 7 but didn't have enough time to finish the discussion. One of the issues they what to address is making sure they understand when something in the handbook affects AP faculty since it is sometimes hard to differentiate if the handbook is referring to AP faculty, TR faculty, or both. The committee will meet again on May 31.

Topics for Next Year

The following were suggested as topics for CAPFA to cover next year:

- Restricted faculty short term disability insurance
- Faculty handbook revisions
- AP faculty compensation
- Fall speaker session
- Auxiliary tuition funding

Adjournment

There being no further business, the meeting was adjourned at 2:10 p.m.

Respectfully Submitted,

Melissa Ball

CAPFA Support Staff