

**University of Virginia
General Faculty Council
Annual Report (June 2003-May 2004)**

2003-04 Officers :

Lotta Lofgren, Chair
Elaine Attridge, Chair-Elect (through January 2004)
Robin Kuzen, Chair-Elect (January-May 2004)
Lynda White, Past Chair
Mary Abouzeid, Secretary

Council Members:

Administration:

Prue Thorner (Term 2003/2004)
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Robin Kuzen (Term 2003/2006)
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Athletics:

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College of Arts & Sciences:

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Lotta Lofgren (2001/2004)
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Donal Day (Term 2001/2004)
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Greg Strickland (Term 2002/2004)
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(includes Education and Continuing Education)

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At Large Representatives:

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Nancy J. H. Gansneder (Term 2003/2006)
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Membership on University Committees :

CCUG : Elaine Attridge (replaced in January by Robin Kuzen). The committee became defunct during the year.

Faculty Senate Research Committee : Donal Day

Faculty Senate Academic Affairs Committee : Phil Gates

Review of Council Business

Speakers :

Vice President for Finance Yoke San Reynolds (July)

Dean of the School of Arts and Sciences Ed Ayers (October)

School of Medicine Associate Dean for Finance and Administration Jay Scott (February)

Forum : April 23. Speakers : Vice President for Management and Budget Colette Sheehy and Director of Development Bob Sweeney

Initiatives and activities :

- The chair and past chair reported on the part-time health care benefits survey conducted among the general faculty in the spring of 2003. During the year, the benefits for part-time employees changed in the following way : in the fall, through changes in the federal law, employees working at .8 FTE and above received health care benefits ; through the passage of Virginia Legislative House Bill 525, part-time employees working at .5 FTE to .8 FTE received health care benefits (starting in July, 2004 ; they are required to pay the entire premiums themselves).
- The Council worked to disseminate information on the new health care coverage plans at the University, Point of Service and Direct Access.
- Through the work of Chair Lotta Lofgren and Faculty Senate President Bob Davis, the Council and the Senate formed a new joint standing committee,

consisting of three members from each group, which will advise the administration on shared concerns to the two groups.

- Chair Lotta Lofgren conducted a review of all minutes since the founding of the Council in order to assess the Council's past effectiveness and formulate new methods for moving forward. She discovered that many of the Council's current goals were articulated in the first six months of the existence of the Council. Although the administration has always been willing to speak to the Council, the Council has been ineffective in resolving virtually all long-standing issues of concern. She therefore suggested that the Council review its methods and structure to become more effective and to persuade the administration that the general faculty deserves greater attention.
- As a result of discussions ensuing from the above report, the Council decided to partially restructure its committees so that we can more effectively advocate for our major concerns. The standing committees will take care of necessary annual operations, but other committee work will revolve around the resolutions adopted by the Council as a result of reprioritizing. In brief (the full resolutions can be accessed at the Council's website, www.virginia.edu/genfac) the resolutions involve:
 1. the completion and ratification of the general faculty policy document
 2. equitable salary increases for administrative and professional general faculty
 3. temporary disability leave and benefits for research faculty
 4. better professional development for all general faculty
- The Council began regular monthly meetings of the executive committee (officers and committee chairs).

Committee goals and reports for 2003-2004

Policy Committee

Members: Donal Day, William Keene (Chair), Robin Kuzen, Lotta Lofgren, Lynda White

The Policy Committee's activities during the 2003-2004 Council year is briefly summarized by objective below.

Objective 1. Continue working with the Provost and General Council to finalize the revised Policy on General Faculty and to clarify policy-related issues specific to research faculty. When available, disseminate the new policy document.

On 12 May 2003, the Policy Committee requested and subsequently received from Gene Block a copy of the revised draft Policy on the General Faculty (dated 15 April 2003). On 26 May 2003, we sent Block a summary of concerns and recommended revisions.

Some of these recommended revisions were implemented in a revised draft Policy on the General Faculty (dated 1 July 2003). However, the GFC had remaining concerns about new changes to the section on the expectation of continued employment.

On 9 October 2003, Lotta Lofgren and Bill Keene met with Gene Block, Anda Webb, and Laura Hawthorne to discuss these concerns. Block indicated that the revised draft policy had already been forwarded to the president for review. He agreed to forward our concerns to the President. We reiterated our request that the GFC be given an opportunity to review and endorse the final version of the policy before implementation.

A resolution regarding the draft Policy on the General Faculty was prepared and distributed for consideration by council (final version posted on GFC web site).

The new policy was not finalized and, thus, available for dissemination during the 2003-04 council year so the latter part of this objective could not be implemented.

Objective 2. Continue advocating for changes in the current health benefits policy. This involves two major issues: a) securing health insurance coverage for all part-time faculty and staff who are .5 FTE or above; b) reinstating coverage for non-sedating antihistamines and ensuring that no other similar changes in coverage are forthcoming.

The Policy Committee surveyed part-time salaried employees working 50% or greater as of October 2002 (total of 478 individual responses) concerning health benefits.

The legislature subsequently passed a law allowing part-time (greater than or equal to 50% full-time) state employees to purchase health benefits through their employers. Thus, part 'a' of the objective has been implemented.

Objective 3. Advocate for salary equity throughout the institution.

Lotta Lofgren communicated with Gene Block and Leonard Sandridge concerning persistent inequities in salary increases for professional and administrative faculty relative to academic faculty. Sandridge subsequently conferred with the Board of Visitors (BOV) about this matter. Sandridge's response indicated that the board appreciated of the GFC's concern but did not explicitly commit to addressing it.

The Policy Committee drafted a resolution on salary equity for consideration by council (final version posted on GFC web site).

Objective 4. Advocate for policy changes that will ensure equity and security for, and retention of, research faculty to compensate for the innate vagaries of grant funding.

The Policy Committee drafted two resolutions regarding benefits for sponsor-supported general faculty and staff for consideration by council. The first resolution addressed paid

temporary disability leave and the second employer contributions to health benefits during and after a temporary hiatus in full-time support from sponsors (final versions posted on GFC web site).

Objective 5. Review and recommend changes to current grievance procedures.

We agreed to delay action on this objective until after the revised Policy on the General Faculty had been finalized.

Objective 6. Advocate a leave/professional development policy for general faculty.

The Policy Committee drafted a resolution on professional development for consideration by council (final version posted on the GFC web site).

Other Activities.

During May 2003, the Policy Committee and GFC chair engaged in substantive discussions with Leonard Sandridge's office concerning the University's justification for attempting to terminate a member of the research faculty who served with the expectation of continued employment.

The Policy Committee worked with the Data Management Committee in soliciting from HR via Oracle information characterizing general faculty; the committee also assisted in verifying the data that were provided.

The Policy Committee advised several members of the general faculty concerning their rights, privileges, and protections under the Policy on the General Faculty.

The Policy Committee reviewed draft legislation and related documents involving the draft Chartered Universities Initiative. Concerns and recommendations were summarized and presented to council for their consideration.

The Policy Committee contacted Gene Block regarding inconsistencies in the University's policy on paid temporary disability leave. A resolution concerning this issue was subsequently drafted for consideration by council (final version posted on the GFC web site).

Elections Committee

Members: Elaine Attridge, Jean Collier, George Hashisaki, Derry Wade (Chair)

ELECTIONS COMMITTEE GOALS

Goal one: Increase visibility of / generate more interest in the GFC among general faculty at the University in order to increase both the number of votes in Council elections and the number of candidates running for Council representative positions.

Goal two: Work with the GFC Webmaster and other experts to continue to improve the electronic elections process.

Goal three: Post the candidate's platforms on the GFC website with a sufficient lead time (3 weeks) for voters to review the information before casting a vote.

Goal four: Perform the annual review of election procedures as mandated by the GFC By-Laws.

1. The Elections Committee met once in November, 2003 and then communicated by email as needed to plan for the election.
2. The Committee followed the sequence of actions established by the previous committee to plan for and carry out the election in April, 2004.
3. Elections were conducted via the GFC website, as overseen by Jean Collier, (GFC Webmaster). Candidate statements were posted on the site, as specified in the Elections Procedures. The Committee communicated with the general faculty via email to announce the election as well as the election results.
4. The number of candidates running for each position were as follows:

Administration (1 opening): 1
College of Arts and Sciences (2 openings): 2
Education Schools (1 opening): 1
Libraries (1 opening): 2
Health Science Professionals (2 openings*): 2

*There was an unusual situation this year due to a representative having joined the GFC to finish out another's term, which resulted in the need for one 2-year term representative in addition to the standard 3-year term representative.

5. A special election has been planned for June, 2004 to fill an additional vacancy in the Health Science Professionals' representation. This election is also being conducted via the GFC website.

Communications Committee

Members: Nancy Gansneder, Jean Collier, Jann Ballmer, Robbie Greenlee, Chris Milner, Mary Abouzeid, Derry Wade, Prue Thorner (Chair).

COMMUNICATIONS COMMITTEE GOALS

Goal one: Develop a series of news stories with photographs of GFC members associated with stories for ***Inside UVA*** and University web sites to be featured at least once per month if possible.

Goal two: Interview outstanding general faculty to publicize their achievements in ***Inside UVA***, ***The Link*** and other media.

Goal three: Hold a welcoming reception on Grounds for new general faculty.

Goal four: Organize a table at the First Friday reception in September at the Art Museum to try to make the general faculty status more widely known, and to recruit people interested in serving on the GFC in the future.

1. The full committee met on May 30. This was the only meeting of the year. We resolved to take action on the following items:
 - Update the GFC orientation brochure in time for the arrival of incoming faculty.
 - Archive minutes of the Council meetings on our web site
 - To conduct a welcome reception at one of the Fridays-at-Five gallery openings at the University Art Museum.
 - We agreed on the speakers to be invited to the annual Forum in the spring semester.
 - To aim to have one article per month published about the Council in University publications, both online and in print.
2. Jann took full responsibility for the Forum, which took place on April 23, 2004, with Collette Sheehy and Bob Sweeney as invited speakers.
3. Articles appeared in ***Inside UVA*** in September and in ***the Cavalier Daily*** on October 1, 2003, featuring Council members and the agenda that we support. It proved to be quite difficult to interest University media officers in running subsequent stories about the GFC. Events were announced in ***Inside UVA*** and ***The Link*** prior to the Forum and the welcoming reception at the Art Museum.
4. Jean has continued to update the GFC web site throughout the year with minutes, announcements, and photographs of officers.
5. The brochure was completed and was included in the packets for all incoming faculty in June 2003. This will be completely updated and printed again in time for the new faculty orientation, once the last GFC officer to represent health sciences has been elected.

Data Management Committee

Members: Lynda White (Chair), Elaine Attridge, Jennifer Bauerle

Goals for 2003/04

1. Acquire new basic general faculty data from UHR (end of September)
 - School/MBU
 - Department
 - Last name
 - First name
 - FTE status
 - Title/rank
 - Tenure status
 - Email address
 - Send updated data to email list moderator (early-October)
 - Look at apportionment and determine whether it needs changing
 - If apportionment revisions are needed, advise Council and request approval (November)
 - Make sure email lists are updated as soon as revisions are approved
 - Make sure elections committee has new apportionment plan (December)
 - Create a chart for the Website and send it to the Webmaster for posting (December)
- *Acquired data for Council email lists in mid-October.*
- *Attempted to merge Goal 1 with Goal 2, but UHR refused to give us the additional data fields. These are restricted and require special permission to acquire.*
- *Sorted the constituents by Council area and sent the email data to Chris Milner (list moderator) for the 9 Council email lists.*
- *Reviewed the apportionment in November. While some changes could be made, particularly increasing representation on the medical side and possibly administration, we discovered that we cannot really make any changes until the at large seats come open again in 3 years and can be converted to another area.*
- *Since apportionment did not change, there was no impact on the email lists or the election process.*
- *Since we were never able to get the data we needed, the chart was not created for the Website. The current apportionment is detailed in the minutes for December 2002.*
- *We also verified the data for several specific departments and schools. There is not an exact match between the University's data and the individual department's, but it is very close.*
2. Acquire and analyze additional data on general faculty to share with constituents
 - Write to Gene Block for permission (November)
 - Acquire additional data (November):
 - Gender
 - Ethnicity/race
 - Salary

- Years at UVa
- Educational attainment (degrees earned)
- Total years of experience
- Type of faculty: tenure-eligible, non-tenure eligible (professional, academic, administrative, research)
- Analyze the data (December/January)
- Develop a Web page for the analysis showing who the general faculty is (January/February)
 - Gain approval from the Council (February)
 - Send the final document to the Webmaster for posting on the Website (March)

In late October the committee emailed Gene Block for permission to acquire the additional data. Permission was again denied. We met with Anda Webb to work out what data we could put on the website. She made the request of Institutional Assessment based on our spreadsheet. But the data was not sent to us by the end of the Council year. We were able to get bits of the data we wanted to analyze through other means. Institutional Assessment was particularly helpful in providing data on the numbers of each type of salaried faculty (instructional, research, public service, and administrative and professional) sorted by tenured, tenure-track, and non-track faculty as well as by full-time and part-time status. In addition, per the GFC Chair's request, we acquire historical data (1993-2003), sorting numbers of salaried faculty for each year by tenure status and gender. It was most instructive to finally have this kind of data to refer to. We were never able to get permission to put this data on the Website. In November 2003, the chair of the Data Management Committee was appointed the University's Diversity Commission sub-committee on faculty and staff recruitment and retention. One of the earliest discoveries of this committee was that the data needed to do our study was not readily available. The first recommendation of the sub-committee was that the University provide clear and easily-accessible data on the gender, minority status, and ranks of its employees.

3. Develop guidelines for what GFC should keep in the archives (March/April)

- Agendas
- Minutes
- Committee Reports
- Annual Reports
- Policies
- Statements of support for other organizations/issues
- Top News stories
- Inside UVa articles
- Letters to administrators
- Annual goals
- Others??

This goal was not accomplished.

4. Assist Policy Committee with analysis of survey on part-time benefits (June/July 2003).

The analysis was completed. The state legislature provided part-time health benefits for 50% and above workers before a report could be completed.

Bylaws Committee

Phil Gates, Chair

In the academic year 2003/04, the Bylaws Committee of the General Faculty Council:

1. monitored and addressed By Law questions posed by Council members;
2. decided that because the GFC had undertaken a major By Law revisions in the preceding year only essential changes would be proposed and forwarded;
3. ascertained that no essential revisions were required.

Respectfully submitted,

Lotta M. Löfgren
2003-2004 GFC Chair