

**University of Virginia
General Faculty Council
Annual Report (May 2004 – April 2005)**

2004-2005 Officers:

Robin Kuzen, Chair
Jean Collier, Chair-Elect
Lotta Lofgren, Past Chair
Prue Thorner, Secretary

Council Members:

Administration:

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College of Arts & Sciences

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Libraries:

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(includes Education and Continuing Education)***

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School of Engineering:

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At-Large Representatives:

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Membership on University Committees:

Coordinating Council of University Groups: Committee no longer exists
Faculty Senate Research Committee: John Wilson
Faculty Senate Academic Affairs Committee: Phil Gates
Joint GFC-Faculty Senate Committee: GFC Representatives: Bill Keene, Chair; Robin Kuzen (ex-officio), Nancy Gansneder, Derry Wade.
Faculty Senate Ad Hoc Committee on Charter Status: Robin Kuzen
Liaison to University Benefits Committee: Carol Hunter

Review of Council Business (May 2004-April 2005)

Speakers:

Emily Bardeen, Director of Faculty and Staff Career Development (July 13, 2004)
Gertrude Fraser, Vice Provost for Faculty Advancement (October 12, 2004)
Angela Davis, Lynda White (and Michael Smith), Co-Chairs, President's Commission on Diversity and Equity (March 8, 2005)
UVA Health Care Plan Ombudsman Anne Broccoli (November, 2005)

Forum:

November 12, 2004, Joint Forum with Faculty Senate on the Chartered Universities Initiative with Leonard Sandridge, Executive Vice President and Chief Operating Officer.

Initiatives and Activities:

- Chair requested that the Communications Committee develop a GFC letterhead that could be used for letters and e-mail communication. Chair arranged to pay for a GFC central mailbox at Newcomb Hall for \$15 per academic year, so that the GFC has a PO Box 400430 address at the University.
- The chair and chair-elect met in August 2004 with Provost Gene Block and Associate Provost for Management and Budget Anda Webb. The purpose of the meeting was to inform them about the General Faculty Council's resolutions on various "parking lot" issues, including the Policy on General Faculty, Salary Equity, Temporary Disability and Leave Benefits for Sponsor supported research faculty, and better Professional Opportunities for all General Faculty. We wanted the Provost to know that the Council was committed to posting these resolutions on its web site and intended to work actively on them in the future. Provost Block offered some suggestions about communicating with Vice Provost Gertrude Fraser on faculty advancement issues and Vice President for Research Ariel Gomez on sponsored supported research faculty.
- The chair drafted a letter to President Casteen in September concerning when the Policy on General Faculty might be finalized in light of the Chartered Universities initiative.
- The Council invited Anne Broccoli, UVA Health Care Plan Ombudsman to a meeting to discuss changes in the health care plan and benefits. Council Member Carol Hunter also provided information on the changes to the health care plan.
- The chair, past chair, and chair elect met with Vice Provost for Faculty Advancement Gertrude Fraser to determine what options and ideas she might have for general faculty professional advancement. She agreed to meet with the GFC in October.
- The Joint GFC-Faculty Senate Committee met in November, 2004 and adopted a mission statement as well as some common goals and objectives.
- The General Faculty Council passed a resolution on the Chartered Universities Initiative on December 14, 2004. It was published in the Daily Progress and sent to University administrators.
- As a result of the Joint Forum with the Faculty Senate on the Chartered Universities Initiative, the chair was invited to be a member of the Faculty Senate Ad Hoc Committee on Chartered Universities. This involved intensive meetings in late December, 2004 and early January, 2005. The result was a one-page document that was endorsed by the Faculty Senate at its February 9, 2005 meeting.

- The chair allowed time at some meetings during the year for the three established working groups to work actively on strategies for the GFC resolutions posted on our web sites. The individual committee reports will show some real progress in some areas, and less so in others.
- More frequent meetings of the executive committee (Officers and Committee Chairs) were held in particular concerning the Chartered Universities initiative but also for planning purposes with the new chair.
- Chair and Past Chair Lotta Lofgren met with two professors from the University of Michigan conducting an NEH-funded study of tenure track and non-tenure track positions at 10-12 universities around the country. Vice Provost for Faculty Advancement Gertrude Fraser invited general faculty participation in this research project.
- Chair and two other members of the GFC Working Group on Professional Development participated in a workshop on diversity in the faculty search process. These invitations were issued by Vice Provost for Faculty Advancement Gertrude Fraser.
- Chair attended annual University Legislative Forum held on January 7, 2005.
- Chair conducted orientation meeting with newly elected General Faculty Council members on April 7, 2005 in preparation for their first meeting of the year.
- Chair and Secretary invited all current, departing and new members of the General Faculty Council to a luncheon at the Boar's Head on May 6, 2005.

General Faculty Council Policy Committee

Annual Report for 2004-05

Camilla Curnow, Donal Day, William Keene (Chair), Robin Kuzen, Lotta Lofgren, Prue Thorner, Lynda White, and John Wilson

12 May 2005

The Policy Committee's activities during the 2004-2005 Council year are 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.

A resolution regarding the draft Policy on the General Faculty was prepared and distributed for consideration by council. It was subsequently approved and, on 1 October 2004, posted on the GFC web site.

In May and June 2004, the Policy Committee communicated with Brad Holland (Ombudsman) and Gene Block (Provost) regarding inconsistencies in the University's policy on paid temporary disability leave. Two different versions of this policy were posted simultaneously on the Provost's web site; one was embedded in the Policy on the General Faculty, and the other was listed under Leave Policies. On 15 July 2004, Block removed the section on leave policies from the Policy on the General Faculty, which eliminated the inconsistency between posted statements. However, this revision raised a related concern about the apparent reduction in duration of protection for some general faculty under the remaining (relative to the struck) version of the temporary disability leave policy. A resolution concerning this issue was drafted by the committee for consideration by the GFC. A revised version of the resolution was subsequently endorsed by council and, on 1 October 2004, posted on the GFC web site.

The new Policy on the General Faculty was not finalized and, thus, available for dissemination during the 2004-05 council year so the latter part of this objective could not be implemented.

Objective 2. Continue advocating for reinstatement of coverage for non-sedating antihistamines and ensuring that no other similar changes in coverage are forthcoming.

The committee undertook no specific action on this objective during 2003-04.

Objective 3. Advocate for salary equity throughout the institution.

The Policy Committee drafted a resolution on salary equity for consideration by the GFC. A revised version of this resolution was subsequently approved by Council and, on 1 October 2004, posted on GFC web site. A working group on Salary Equity was formed, chaired by Carol Hunter, to determine strategies for achieving this goal.

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 the source of salary and benefits for temporarily disabled sponsor-supported employees and the second addressed employer contributions to health benefits during and after a temporary hiatus in full-time support from sponsors. Revised versions were subsequently approved by Council and, on 1 October 2004, posted on GFC web site.

On 6 October 2004, Bill Keene and Prue Thorner met with Ariel Gomez, Vice President for Research and Graduate Studies, and his staff (Jeff Blank and Dave Hudson) to present and discuss these GFC resolutions. At Gomez's request, we subsequently assembled and forwarded to him the following information:

- Examples of practices used at other research institutions (UNH, UMD, and UMiami) to provide safety nets for research faculty and staff during temporary breaks in sponsor support.
- Concerns about the legal implications relevant to the University's current practice of direct billing temporary disability leave for research faculty and staff to grants and contracts.
- A breakdown of the numbers of University faculty by category (Academic – track teaching, non-track teaching, research; Administrative, and Professional).

On 6 January 2005, Bill Keene and Prue Thorner met again with Ariel Gomez and Dave Hudson to discuss the information they assembled and to formulate a plan of action for implementing the policy revisions under consideration. To better understand the financial implications of the resolution regarding disability, Gomez requested that we solicit from HR data on 1) the total numbers of sponsor-supported employees at the University, 2) the numbers of sponsor-supported employees who are temporarily disabled each year and 3) the corresponding average duration of disability and the associated cost. Available data were subsequently compiled and forwarded to Gomez. Gomez agreed to act as the GFC's advocate in promoting implementation of these draft policies.

On 14 February, Prue Thorner and Dave Hudson met and drafted in standard University format the proposed policy statements regarding temporary disability leave and health benefits. Revised versions were subsequently presented with the endorsement of the Vice President for Research for consideration by the University's Policy Committee. In early April, the University's Policy Committee declined to act on these recommended changes until a second University VP had agreed to endorse them.

On 21 April 2005, Keene and Thorner solicited guidance from Gomez on how best to proceed. As of the end of the academic year, Gomez and his staff were considering options.

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

The Committee 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.

Members of the Policy Committee helped draft a resolution on professional development for consideration by Council. A revised version was subsequently approved by Council and, on 1 October 2004, posted on GFC web site. A working group on Professional

Development was established to continue to seek strategies for implementing professional development policies for all faculty.

Other Activities.

The Policy Committee reviewed draft legislation and related documents involving the Chartered Universities Initiative. Committee members attended open meetings during which John Casteen and Leonard Sandridge presented the proposal and fielded questions as well as other meetings during which the initiative was discussed. On behalf of the Committee, Bill Keene also communicated directly with Casteen and Sandridge regarding concerns about the initiative as proposed. The Committee's concerns and recommendations were summarized and presented to Council for their consideration. Most recommendations were incorporated into the GFC's resolution on the Charter Initiative that was unanimously endorsed by Council and, on 14 December 2004, posted on the GFC web site. This resolution was widely disseminated in the public press throughout the state and among legislators in Richmond. Some recommendations expressed in the resolution are reflected in the final version of the legislation.

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

In June 2004, the Policy Committee advised the HR Administrator for the McIntire School regarding University policies pertaining to annual reviews of General Faculty.

The Policy Committee assisted the Communications Committee in correcting constituent lists of General Faculty provided by the University.

Faculty Senate - General Faculty Council Joint Committee

Annual Report for 2004-05

Marcia Childress (ex officio), Jennie Clay, Nancy Gansneder, Steve Gladis (withdrew from committee at beginning of year), Bill Keene (Chair), Robin Kuzen (ex officio), Pam Ross, Darry Wade

Prepared by Bill Keene
18 May 2005

The Joint Committee's activities during the 2004-2005 Council year are briefly summarized below.

We attempted to schedule a committee meeting in early to mid May 2004 but were unable to identify a time when more than one committee member from the Faculty Senate was available to attend. Because many committee members (including the chair) were on

extended travel over summer, further attempts to convene the committee were postponed until the fall semester.

On 23 September 2004, the chair tried to schedule a meeting during early to mid October. Five- to 9-hour slots on five different weekdays between 4 and 14 October were proposed. Of the 7 then-current committee members plus two former ex officio members (Bob Davis and Lotta Lofgren), the maximum number that were available to attend during any 1-hour slot was four (including the committee chair); only one was from the Faculty Senate.

On 28 September 2004, four additional 9-hour slots between 18 and 22 October were suggested. Six of the seven then-current members and the two former ex-officio members were able to meet on 20 October 2004. The minutes of that meeting are appended below.

One important action item from the 20 October meeting was to schedule a meeting during which members of the GFC would brief the FS Executive Council on and solicit their endorsement of several policy-related resolutions involving general faculty that had been recently passed by the GFC and posted on their web site. Marcia Childress agreed to coordinate with Bill Keene in scheduling this meeting.

During the October meeting the committee agreed to reconvene in late November or early December but a polling of several members in mid November indicated that it would be virtually impossible to assemble a majority until after the Christmas break. Given the difficulty in assembling a majority of members coupled with the pending action on the resolutions (which we had understood would be considered in January 2005), the chair decided to delay reconvening the Committee until after the FS Executive Council had discussed the resolutions and provided feedback.

Keene communicated with Childress on 22 November 2004, 2 December 2004, and 19 January 2005, and 26 January 2005 about scheduling a meeting with the FS Executive Council. Unfortunately, Childress was unable to arrange the meeting prior to Keene's departure for a field experiment in mid February 2005; he returned to the US in late March. In late January, Childress informed Keene that she would bring the resolutions to the FS Executive Council for a preliminary discussion and, if they wished to proceed, would invite members of the GFC to discuss the resolutions at a later date. On 4 April 2005, shortly after returning from the experiment, Keene contacted Childress about the status of Executive Council's action on the resolutions. He was informed that the Council had considered the resolutions at their last meeting but felt that they did not have sufficient information in hand to take a position. She added, "... Given that it is now very late in the academic year to begin what would surely be a lengthy and detailed conversation about the General Faculty, I am choosing not to pursue this matter during my term and instead will let it carry over into Houston Wood's term as chair, should he wish the Executive Council to take it up." Keene's responded that he was "...disappointed that we were unable to initiate a dialog with the Faculty Senate during

the current academic year concerning issues that negatively impact the professional and personal well being of non-track faculty at our institution.”

No further action was taken by the committee during 2004-05.

It is evident from the above that, even with several weeks lead-time, it was extremely difficult to schedule mutually convenient times when a majority of committee members are available to meet. Keene strongly encourages the next committee chair to establish a standing schedule for at least one and ideally two committee meetings each during the fall and spring academic sessions.

On 23 March 2005, Keene was elected as his department’s representative to the Faculty Senate. As such, he thought it appropriate to step down from the Joint Committee at the end of current year (effective 1 May 2005). On 10 May 2005, John Wilson, Research Scientist, Astronomy Department, was elected to fill out the second year of Keene’s 2-year term on the committee. Pam MacIntyre, CME Coordinator, Department Continuing Medical Education, and Ellie Wilson, Associate Professor, Curry School of Education, were elected by the GFC to replace Nancy Gansneder and Darry Wade whose terms expire. Each will serve a two-year term.

Houston Wood, the incoming chair of the FS, is responsible for appointing two new members from the FS to serve on the committee, one to replace Pam Ross, whose term expires, and the other to fill the second year of Steve Gladis’ term. Gladis stepped down at the beginning of 2004-05 and, to the knowledge of the committee chair, was never replaced. The committee would then select a chair from one of the three FS representatives. Houston Wood and Jean Collier (incoming chair of the GFC) would serve as ex officio members during 2005-06.

General Faculty Council Data Management Committee

2004/05 Annual Report

Jennifer Bauerle, Chair
Lynda White, Advisor
Elaine Attridge
Lotta Lofgren

Goals for 2004/05

1. Acquire new basic general faculty data from UHR (end of October)
 - School/MBU
 - Department
 - Last name
 - First name
 - FTE status
 - Title/rank
 - Tenure status

- Email address
- Send updated data to email list moderator (early-February)
- 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)
- *Acquired data for Council email lists in mid-January.*
- *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 2 years and can be converted to another area. No changes were recommended.*
- *E-mail lists sent to GFC for review and updates. 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.*
- *Changes made and sent update for mailing list in February.*

Submitted by Jennifer Bauerle, Chair
April 15, 2005

2004-2005 Report

General Faculty Council Communications Committee: Jean Collier, Chair, Nancy Gansneder, Carol Hunter, Prue Thorner, Derry Wade

Tasks:

- Revising and updating the GFC website with all previous minutes, list of current representatives, and updated bylaws
- Developing strategies and a timeline for communicating with the General Faculty constituent audiences including:
 - Increase awareness of GFC
 - Disseminate GFC mission
 - Improve communication with constituent audiences
 - Communicate pertinent and timely information to constituent audiences such as benefits, policies, etc.
 - Create a General Faculty welcome packet/brochure, etc.
 - Create opportunities for social interaction among general faculty

Work completed by the Communications Committee:

- GFC Brochure was completed for dissemination to new general faculty as part of the welcome packets for new faculty.

- A new letterhead listing Council members was designed by Anne Chesnut
- The Committee emailed a welcome letter to the general faculty in Fall 2004.
- The GFC website was reviewed, and recommendations were added such as "General Faculty in the News" links to the GFC website.
- The General Faculty Council co-sponsored with the Faculty Senate a Forum on November 12, 2004 with Leonard Sandridge as the guest speaker. The forum focused on the charter status being pursued by the University through the Virginia legislature.
- Six resolutions were passed by Council and disseminated through the website, by letter to University administrators and the legislature (??).
- Monthly meetings were announced through email and minutes were distributed to the General Faculty following the meetings.

Meeting of the

Faculty Senate - General Faculty Council Joint Committee

20 October 2004

Minutes

Prepared by Bill Keene, Chair

Members present: Marcia Childress, Jenny Clay, Nancy Gansneder, Bill Keene, Robin Kuzen, Derry Wade

Past ex-officio members present: Bob Davis, Lotta Lofgren

Member absent: Pam Ross

The committee adopted and approved meeting summaries prepared by Bill Keene and Bob Davis (both distributed on 5 April 2004) as the minutes from our previous meeting on 31 March 2004.

Bill reported that Steve Gladis withdrew from the committee. Steve works in Northern Virginia and anticipated ongoing problems in coordinating travel schedules that would allow him to participate in meetings. Marcia will appoint another member of the Faculty Senate to complete his term (through April 2007).

We approved organizational details of the committee (membership, terms of appointments, chair rotation, etc) following Bob Davis' summary dated 5 April 2004. Terms for committee members begin on 1 May.

We adopted the 'mission' statement (dated and circulated to the committee on 19 October 2004) that was drafted by Bill and revised based on input from Robin. The statement briefly summarizes the purpose of the committee and the scope of its charge.

We adopted the classes of issues summarized in Bill Keene's message dated 5 April 2004 as foci for work during the coming year.

Communication. Lotta emphasized that poor communication among groups at the University was a serious problem. Marcia reported that she, Alex Johnson (former Associate Provost), and others had organized, with the administration's endorsement, an Intergroup Committee that included representatives from major University constituencies (Administration, Faculty Senate, General Faculty Council, Employee Councils, and other groups) to help foster communication within the community and particularly between the administration and the rest of the University. This group operated for several years but with limited effectiveness. The group was eventually disbanded by the administration. We discussed the possibility of reorganizing this group to help fill the current vacuum in communication among major constituencies.

Action Item: Marcia and Robin (both former members) will review their files and prepare a brief report for our next meeting detailing the history and effectiveness of that group. This information will provide additional context for further consideration of the potential utility of a push to reorganize such a committee.

Grievance policies.

Action Item: Robin will review concerns related to grievance policies and prepare a brief report for our next meeting.

Faculty (retention, promotion, development). We agreed to use the GFC resolution on Professional Development (draft dated 20 October 2004; distributed at the meeting) as a starting point to address this issue. However, concerns that were raised at a previous committee meeting regarding the hostile climate impacting some classes of track faculty are not addressed in this resolution and must be folded into the effort.

Temporary Disability Leave for all Faculty; Benefits Specific to Research Faculty. Bill briefed the committee on concerns that the GFC has raised regarding the University's policies governing temporary disability leave for all faculty and administration of benefits for research faculty during temporary breaks in sponsor support. We agreed to use the corresponding GFC resolutions (draft dated 20 October 2004) as starting points to address these issues.

Action Item: Members of the GFC will meet with the FS Executive Council to brief them on specifics of the GFC resolutions, to address questions, and to solicit FS endorsement. Marcia will coordinate with Bill to schedule the briefing.

Health Benefits. Jenny expressed concerns about the constant state of flux in health benefits during recent years, the apparent lack of consumer input into the decision-making process, and the short lead time on notification of pending change. We discussed the utility of forming a Consumer Advisory Board to assist administrators in this process. We agreed to delay any recommendations of this nature until after the new health benefits package has been rolled out and evaluated (i.e., in January 05 timeframe).

Action Item: After the new program has been rolled out, Darry will compare the current and new packages and prepare a brief report for our next meeting.

Charter Status. We had a general discussion about elements of the charter status initiative. Concerns expressed by committee members mirror those that have been raised and reported elsewhere. The major concerns related to the lack of detail regarding the plan coupled with a substantial consolidation of decision-making power within a small and largely inaccessible group. We discussed pushing for appointment of a faculty representative to the board as part of the process.

The Administration has encouraged the FS to pass a resolution endorsing this initiative but the FS has indicated that more detailed information regarding the plan would be needed before such a resolution could be considered.

Other Issues. Marcia reported that a Code of Ethics had recently been posted; new employees are now required to sign this document when hired. Committee members were encouraged to review this document.

We agree to meet again during the fall semester, probably in late November or early December.