July 5, 2012

TO: Provost’s Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: Provost’s Council Agenda for Tuesday, July 10, 2012

The Provost’s Council will meet on Tuesday, July 10 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the June 26 minutes (see attachment, p. 1-2)

2. Faculty of Practice Proposal (see attachment, p. 3-5)
   Chandra de Silva

3. Strategic Plan Dashboards 2009-10 and 2010-11 (see attachment, p. 6-24)
   Gwen Lee-Thomas

4. Proposed Changes to the Policy on Remunerative Outside Employment (see attachment, p. 25-26)

5. Input on the Proposed Research Conflicts of Interest Policy from the last meeting

6. Proposed Change to the Faculty Grievance Policy – Information Item (see attachment, p. 27-31)

7. Announcements
The Provost’s Council met on Tuesday, July 10 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (chair), Oktay Baysal, Jim Duffy, Heather Huling, Sharon Judge, Gwen Lee-Thomas, Shelley Mishoe, David Metzger, Ginny O’Herron, Renee Olander, Chris Platsoucas, Marty Sharpe, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The June 26 minutes were approved.

2. Faculty of Practice Proposal

   Council members discussed and approved the proposal for Faculty of Practice with one editorial revision. Chandra de Silva will forward the revised proposal to Committee G of the Faculty Senate.

3. Strategic Plan Dashboards 2009-10 and 2010-11

   Gwen Lee-Thomas distributed a quick view summary of the strategic plan dashboards and explained the dashboards and how they were developed. The purpose of the dashboards is to show how the information collected is being used in order to help when data are reported for 2011-12. The deans found the information useful and suggested a template for at least some of the items so the deans know what is needed and to collect consistent information. Dr. Lee-Thomas and Marty Sharpe will develop suggestions to help move the process forward. One of the next steps is to send the dashboards to the associate deans so they can begin collecting data; they have agreed to submit data by October 15. Dr. Lee-Thomas asked the deans to begin thinking about a representative from their college to work with her on the strategic plan dashboards.

4. Proposed Changes to the Policy on Remunerative Outside Employment

   Judy Bowman discussed proposed changes to the Policy on Remunerative Outside Employment. Some of the revisions came from the Senate’s Faculty Handbook Review Committee. An overall change from the committee is to combine the two existing policies on outside employment. They also recommended removing the section of the policy on administrative and professional (AP) faculty. AP faculty should not have been included in the policy, and a separate policy is being developed for outside employment activities for this group.

   Carol Simpson and Jay Wright have recommended an addition to the policy to deal with faculty who accept part-time or full-time teaching positions at another institution as well as faculty who accept full-time positions elsewhere. The deans recommended the following revision to part of the suggested language.
Any faculty member who accepts a full-time position elsewhere without prior approval or has another institution will be considered to have resigned his or her position with the university.

The deans also suggested a revision to the language in the policy that states deans and department chairs should assure that no situations exist where faculty are doing work, other than for the university, during the normal working hours. They questioned what is mean by “normal working hours.” Oktay Baysal suggested that a form be developed. The form could ask for the specific information that faculty need to submit as well as provide explanations for the policy.

Dr. de Silva will discuss the Council’s suggestion to revise the language about faculty accepting full-time positions elsewhere and their recommendation to revise “normal working hours” with Carol Simpson. The proposed revisions to the policy on Remunerative Outside Employment will then be forwarded to the Faculty Senate for review.

5. Input on the Proposed Research Conflicts of Interest Policy from the last meeting

Chandra de Silva asked for input on the revised version of the proposed policy on Research Conflicts of Interest. He noted that we are required by law to have this policy in place by August 24 and that we are supposed to have training completed by that date. It is important to have a policy in place now, but changes can be made in the future if needed.

The deans raised one issue for consideration before the policy is finalized, which deals with the section on disclosure on page 6 of the policy. They asked whether the statement should refer to “funded” research activities and whether everyone would have to submit a research conflict of interests form each year. Dr. de Silva will discuss the concerns with Carol Simpson.

6. Proposed Change to the Faculty Grievance Policy – Information Item

Judy Bowman explained the proposed change to the Faculty Grievance Policy, which is to remove the language that the policy applies to professional librarians. The language in the grievance policy conflicts with the Guidelines for Appointment and Promotion of Librarians, which state that the grievance policy and procedures for librarians follow the Grievance Policy for Administrative and Professional Faculty. The proposed change will be forwarded to the Faculty Senate for review.

7. Announcements
A. Gwen Lee-Thomas thanked the deans for working with the Faculty Diversity Leaders.