



# FAC'S SHEET



**Newsletter of the University of Scranton Faculty Affairs Council  
February 2011**

## **Mark Your Calendar!**

### **FAC Members Set to Meet On Feb. 8 in McIlhenny Ballroom**

The first FAC meeting of the 2011 spring semester is scheduled for Tuesday, February 8<sup>th</sup> in the McIlhenny Ballroom on the 4<sup>th</sup> floor of the DeNaples Center.

Lunch will be served beginning at 11:15 a.m. with the business meeting starting at 11:30 a.m.

The Executive Committee urges all members to attend. Check in the right hand column for the agenda.

### ***FAC Meetings for Spring 2011***

The FAC Executive Committee has scheduled monthly membership meetings for Spring Semester 2011 on the following dates and at the places indicated. All regular meetings are set for Tuesdays, beginning at 11:30 a.m. Additional meetings may be called to address special issues or concerns.

February 8, 2011 – McIlhenny Ballroom  
March 8, 2011 – McIlhenny Ballroom  
April 12, 2011 – **Brennan Hall, Room 509**  
May 10, 2011 – McIlhenny Ballroom

## **FAC'S SHEET**

is published periodically by the Faculty Affairs Council at the University of Scranton. The editor is Betsey Moylan. Comments and suggestions from the membership are welcomed. Members may also check FAC's Web site at [www.scranton.edu/fac](http://www.scranton.edu/fac) for further information on the Faculty Affairs Council, an affiliate of the American Association of University Professors (AAUP). Copies of the Faculty Contract and Handbook are found on the site. Members may also link to the national AAUP home page.

## **AGENDA**

for February 8th Meeting

1. Chair's Report (Michael Friedman)
  - A. Preparations for Negotiations
  - B. Rosenberg Award
  - C. Search Committees for Academic Administrators
2. Contract Administrator's Report (Kevin Nordberg)
3. Treasurer's Report (Dan West)
4. Grievance Officer's Report (Len Champney)
5. New Business: (Michael Friedman)
  - A. Faculty Dining Area
  - B. Faculty Member on the Board of Trustees

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### **FAC EXECUTIVE COMMITTEE INVITES APPLICATIONS FOR 2011 ROSENBERG AWARD**

The FAC Executive Committee invites applications for the Sheldon I. Rosenberg Union Leadership Development Grant, given annually to a member of FAC to pay for all expenses related to that faculty member's participation in the AAUP Summer Institute. The Annual Institute features seminars on subjects like academic freedom and legislative issues that impact on higher education, along with training workshops that deal with contract administration, grievance procedures, and collective bargaining negotiations. The Institute also incorporates social events and many opportunities to network with colleagues from around the country.

(Continued on Page 2)

## Exploring the Handbook

By Kevin Nordberg, FAC Contract Administrator

Let me start with what may sound like the opening line of a classic joke: “How many eligible tenured members of a department are required to produce a recommendation for reappointment or promotion or tenure?” The punch line is, “Five.” When you have finished laughing, please read on for the explanation.

Over the years, the Handbook Committee, the academic administrators, the union members and the Board of Trustees have all concurred that when departments have only a few tenured members, it is desirable to increase the pool of eligible tenured members to give a more broadly based recommendation for reappointment, promotion or tenure.

The strategy by which this is achieved is the appointment of “tenured associates” described in Appendix VII of the Faculty Handbook. When a department has fewer than five tenured members (in the case of librarians, four), other tenured faculty members from related departments are named to fill out the quota of five eligible tenured faculty members to serve as the recommending group for that department. Another scenario that may trigger the appointment of a tenured associate – described in Appendix VII – is the disqualification from voting of a tenured member because s/he has a family relationship with the candidate. Cf. Section 23.4.

Please note that the procedure aims at creating a pool of five “eligible” tenured members rather than guaranteeing that there will be no fewer than five people actually voting. It could happen that on the day of the departmental vote, any of the native tenured members of a department or any of the tenured associates might be ill or stuck in traffic or away at a conference or on sabbatical – this latter condition would not happen in the case of a tenured associate since s/he would not receive such an appointment during a sabbatical.

Although the deans and the provost should be checking each year to foresee the need for appointing tenured associates, department members and especially chairpersons should be aware that five is the magic number of eligible tenured members if anyone in their department will be reviewed for reappointment or will be applying for promotion or tenure.

In the near future, the FAC officers will propose an editorial change to the Handbook wording to clarify that this procedure applies to the reappointment process as well as to cases of review for promotion and tenure.

## Rosenberg Award

(Continued from Page 1)

To be considered for a Rosenberg Grant, applicants must submit an essay of approximately 500 words (two typed pages) describing the contributions that they believe they can make to the welfare of the University through their connection with the union. This essay should touch upon the following topics: the reasons for the applicant’s interest in working with FAC, any background or previous experiences that would help prepare the applicant for such work, the skills that the applicant hopes to sharpen by participation in the Summer Institute, and any future plans for involvement in union activities.

Applications should include standard contact information, including the faculty member’s name, rank, department, campus phone number, and email address. Please submit applications to Betsey Moylan, FAC Secretary, by hard copy or email attachment (moylanm1@scranton.edu), by March 14, 2011. The members of the Executive Committee will assess the applications and announce the winner of the Rosenberg Grant during the spring semester.



## Parking Update

By Betsey Moylan,  
FAC Secretary

Twice a year, members of the FAC Executive Committee meet with administrators regarding the parking conditions on campus. At the meeting held this past December, Cathy Sanderson, Administrative Assistant for Parking Services, discussed what is required of a faculty member who cannot locate a space in the approved faculty lots on campus. After exhausting all possible faculty spaces and finding none, you may park in a non-faculty space (e.g. roof of the garage). You may then either go to the Parking Office in the Pavilion and inform the staff of your location or you may go to your office and immediately phone (x7888) or email Cathy and her staff with the information.

## MINUTES

### From the November 9<sup>th</sup> FAC Meeting

The November FAC meeting was called to order by Chair Michael Friedman at 11:40 in the McIlhenny Ballroom. His first order of business was to announce the passing of Hal Baillie's father and to offer condolences from the faculty. He also announced that the FAC officers were currently in the process of completing town meetings with departments. As reported at the October meeting, several departments had been reclassified due to decreases or increases in the number of faculty and courses. In a FAC/FPC Chairs meeting, it was agreed that the reclassification resulting in a decrease would not affect the chair's compensation during this contract period, but that the department chairs experiencing the increase would receive additional compensation. Finally he announced that the Provost's Brown Bag Luncheon on the new CMS program would be postponed until the spring semester. He urged members to attend the Committee on the Status of Women's Program on Campus Safety scheduled for Thursday, November 11.

**Contract Administrator's Report:** Kevin Nordberg updated the membership on the proposed change in payment schedule for overloads and additional compensation. It was determined that there were no negative tax implications of receiving one single payment in November rather than three separate payments in Oct., Nov., and Dec. The change will not take effect until academic year 2011-2012. Nordberg also announced that he will be monitoring how the changes in the new health care law will affect faculty. He promised to report on them as they develop.

**Treasurer's Report:** In Dan West's absence, Friedman reported that invoices for ARAMark, AAUP, and legal advice had been satisfied this month.

**Grievance Officer's Report:** Len Champney announced that there were no active grievances.

**Secretary's Report:** Betsey Moylan reminded members that the deadline for submitting nominations for the open positions on the FAC executive committee is November 29. The election is scheduled for December 2 and 3.

#### New Business:

Chair Michael Friedman opened the floor to faculty, asking for comments on their perceptions of how the current search committee for President of the University is proceeding. Several members of the committee were

present to address the questions. Among the concerns were the following:

Will the faculty be informed of how many candidates will be interviewed?

Will the search committee screen potential nominees or simply meet finalists?

Why will there be no on-campus interviews?

The Faculty Handbook simply states that the role of the Presidential Search Committee is to assist the Board of Trustees. Would the faculty like to see stronger language clarifying the actual work of the search committee?

One member of the search committee explained her processes for getting faculty feedback and funneling it back to the Chair via Judy Gunshannon. She asked for comments from her college and synthesized the responses, making sure to exclude any identifying remarks. Some faculty commented that the qualities and characteristics should have been compiled before the ad was placed to mirror other hiring practices on campus.

One faculty member stated that the selection of a Jesuit candidate is different from the selection of a lay candidate since the Superior of the Order must give permission for a Jesuit to be considered for a presidency. Other faculty argued that transparency is essential and that the secrecy actually impedes trust. All three members of the search committee who were present told the faculty that they will attempt to convey any reasonable wishes to the Chair of the search committee and urged faculty to email their concerns directly to their college representative. Friedman asked the faculty to list typical duties of search committees in their departments.

The following is a summary of responses:

1. Meet face to face with candidates
2. Meet before ad is placed.
3. Call references
4. Meet and work with the search firm (if one is used)
5. Make a ranked recommendation.
6. Interview candidates at local hotel.
7. Rule out prospective candidates.
8. Review all resumes.

Several questions regarding how the process is handled at other Jesuit schools were posed. This is essential since there are number of current openings at similar schools. It was also noted that 8 Jesuit schools currently have lay leadership.

Although the current Presidential search committee is well underway, Friedman would like to bring some consensus to the Faculty Handbook Committee regarding concerns for future search committees.

Betsey Moylan, FAC Secretary

## **Interim Appointments of Academic Administrators**

by Michael Friedman

In April of 2010, FAC and FPC agreed to a Memorandum of Understanding (MOU) that allowed Joe Dreisbach to serve a third year as Interim Associate Provost. This MOU also contained the following provisions:

**FAC recognizes that the University has a right to appoint individuals to fill administrative vacancies on an interim basis (ordinarily for one year). The University recognizes that extensions of such interim appointments require the written agreement of FAC.**

**FAC and FPC agree to send the issue of interim administrative appointment to the Handbook Committee for discussion.**

In contrast to most of the MOU's that FAC and FPC sign, this agreement did not contain any provision limiting its application to a specific individual, nor did it include our standard language declaring that the agreement did not set a precedent. The MOU was specifically designed to set a precedent for future situations of this type, and the provision sending the issue to the Handbook Committee was intended to incorporate the substance of the agreement into the *Faculty Handbook*, where anyone could read it.

At the October Handbook Committee meeting, the group considered language submitted by FAC designed to include the gist of the MOU into the *Faculty Handbook*. The language reads as follows: "When necessary, the University may fill a vacancy in the position of President or other academic administrator on an interim basis (ordinarily for one year) without convening a search committee. However, extensions of such interim appointments require the written agreement of FAC." This language was revised slightly from the passage in the MOU to make it accord with the section of the Handbook into which it would be incorporated (Appendix IV: Composition of Search Committees for President and Other Academic Administrators), but the substance of the language remained the same. The proposal was endorsed by the Handbook Committee, and the FAC officers were prepared to

bring it to the faculty for a vote at the November FAC meeting.

However, FAC was soon informed by the Provost that the FPC had rejected the Handbook Committee's language. At the October FAC/FPC Chairs meeting, the Provost tried to explain the reasons for this rejection, but he could not make them fully clear to the FAC representatives, and therefore I will not attempt to reproduce them here. Suffice it to say that the Provost promised to return to the FPC for further discussion and to bring to the November FAC/FPC Chairs meeting, if possible, a revised version of the language that the FPC could accept. When that meeting occurred, however, the Provost informed FAC (without attempting any further explanation) that the FPC had decided to take the matter completely off the table with regard to the Handbook Committee.

In the absence of new Handbook language, the FAC officers contend that the language in the April 2010 MOU stands as the mutually-agreed-upon provision governing interim academic administrator appointments. The administration may appoint interim administrators for a specified term (usually one year) without convening a search committee, but such an appointment may not be extended without the written agreement of FAC.



### *Luncheon Menu For February 8<sup>th</sup> Meeting*

- **Straciatella Soup**
- **Antipasta Salad**
- **Shrimp Scampi**
- **Cannellini Vegetable Rice**
- **Eggplant Rolentini**
- **Rolls and Butter**
- **Italian Rum Cake**
- **Coffee, Tea, Soda, and Water**

Luncheon service begins at 11:15 A.M.