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# FAC'S SHEET

Newsletter of the University of Scranton Faculty Affairs Council  
September 2007

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**Circle This Date!!**

## First FAC Meeting Set For Sept. 11 in Brennan

The first FAC meeting for 2007- 2008 is scheduled for Tuesday, September 12 in Brennan Hall, Room 509.

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 2007-2008***

The FAC Executive Committee has scheduled monthly membership meetings for the 2007-2008 academic year 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.

September 11, 2007 - Brennan Hall, Room 509

October 9, 2007 - Leahy Auditorium

November 13, 2007 - Brennan Hall, Room 509

December 11, 2007 - Leahy Auditorium

February 12, 2008 - Brennan Hall, Room 509

March 11, 2008 - Leahy Auditorium

April 8, 2008 - Brennan Hall, Room 509

May 13, 2008 - Brennan Hall, Room 509

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## **FAC'S SHEET**

is published periodically by the Faculty Affairs Council at the University of Scranton. The editor is Willis Conover. 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 September 11th Meeting

1. Chair's Report (Michael Friedman)
  - a. Welcome back and introductions
  - b. Provost's Gender Equity Report
  - c. Plans for the new academic year
2. Contract Administrator's Report (Kevin Nordberg)
3. Treasurer's Report (Dan West)
4. Grievance Officer's Report (Ned Warner)
5. Old Business (Michael Friedman)
  - a. Standards of Notice for Faculty Specialists

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## **Disciplinary Procedure Approved by Faculty**

by Michael Friedman, FAC Chair

In May of 2007, the members of FAC approved, by an electronic vote of 95-10, a new appendix to the *Faculty Handbook* containing a Disciplinary Procedure to be invoked in situations that do not rise to the level of dismissal (Appendix III). Since this vote occurred after the last Board of Trustees meeting of the 2006-2007 academic year, the Trustees will have their first opportunity to consider the Disciplinary Procedure at their October 2007 meeting. If and when the Trustees approve this addition to the *Faculty Handbook*, the procedure will go into effect. FAC and FPC have agreed that the procedure will not be retroactive; in other words, only those offenses that occur after the final approval of the new Appendix XI may be handled under the new procedure.

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## FAC OFFICERS 2007-2008

### **Chairperson**

Michael Friedman  
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### **Contract Administration Officer**

Kevin Nordberg  
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### **Grievance Officer**

Edward Warner  
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### **Secretary**

Joseph Wilson  
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### **Treasurer**

Daniel West  
Health Admin. & Human Resources  
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## **MINUTES**

### *from the May8th FAC Meeting*

Michael Friedman called the meeting to order at 11:30 a.m.

The meeting began with a presentation by Dan Mahoney on Long-Term Care Insurance. Mahoney laid out the benefits and difficulties with LTCI in a summary discussion. The principal difficulty is the amount of the insurance payment; a similar amount could merely be saved and, should the insurance never be needed, used by the faculty member in some other way. Other

considerations include the point at which Medicare co-pays kick in and the need to preserve assets for the family in the event that Medicare is used.

**Chair's Report:** Friedman reported on the Gender Equity issue. The administration had finally delivered the long-awaited Gender Equity report, but it had arrived only a day before the meeting and the Executive Committee had not had time to examine it carefully. He also reported that the various colleges were working on plans to replace the FAP. Finally, he reported on two Handbook Committee issues. On the matter of Standards of Notice for Faculty Specialists, a compromise had been worked out, establishing a three-month standard for notice for reappointment or termination of contract. Off-campus teaching will become a primary subject of discussion in the fall.

**Treasurer's Report:** Dan West gave an extensive Treasurer's Report, explaining the current budget and the projected expenditures for next year, and receiving

approval to amend the balance sheet to reflect two non-performing assets. He also agreed to prepare a report comparing the proposed budget to the actual expenditures at year's end.

**Contract Administration Report:** Kevin Nordberg reported that he was continuing to examine the Blue Cross/Blue Shield contract to clarify questions raised in previous meetings about covered and uncovered procedures.

**Grievance Report:** No report

**Old Business:** Friedman walked the faculty through several proposed language changes in the Disciplinary Procedure document. The wording met general approval and it was agreed that the document would be presented to the faculty for electronic vote shortly after the meeting.

Respectfully Submitted,  
Joe Wilson  
FAC Secretary

## Evaluation of Lecturers: Choices and Duties

by Kevin Nordberg  
Contract Administration Officer

If your department has a faculty member who holds the rank of lecturer or if you are a lecturer, please be aware of a recent modification of the *Faculty Handbook* that establishes rules and options about departmental evaluations of the lecturer. This change was in response to the realization that some departments use the rank of lecturer more often as a “feeder” for faculty who will enter the tenure track ranks following one or two years as a lecturer. (The maximum is two years.) Since years in rank as a lecturer count toward tenure even though the rank is not considered a tenure-track position and since there was not a formal requirement for departmental evaluations for lecturers like the requirement for non-tenured tenure-track faculty, in such departments when lecturers became instructors or assistant professors, they found themselves suddenly in their third year of the tenure process with no departmental evaluation. Thus department members lacked a familiarity of the professional qualifications of these newer faculty members because they were never required to participate in the scrutiny of a departmental reappointment evaluation.

The new *Faculty Handbook* wording on the evaluation of lecturers belongs in Section 5.1 of the *Handbook* and can be found at the FAC website (<http://academic.scranton.edu/organization/fac>) by clicking on “CBA Changes”. (CBA = “Collective Bargaining Agreement”)

Basically, lecturers in their second and fourth semesters of service must be evaluated with respect to at least their *teaching*. If the second or fourth semester falls in the autumn semester, then the evaluation is due on November 1. If it happens in the spring then the evaluation is due on April 1. The lecturer may – if s/he wishes – submit a self-profile no later than two weeks before the evaluation is due. If the lecturer submits a self-profile, then that action triggers a requirement for

the tenured members of the department to conduct an evaluation. If the lecturer chooses not to submit a self-profile then the department will vote on whether the departmental evaluation will be conducted by the tenured members or just the chairperson. The evaluation must be based on at least one classroom visit, preferably by the chairperson. Although the department can delegate the preparation of the evaluation to any tenured member, it is the chairperson who must author and sign the letter of evaluation.

The chairperson must provide a copy of the evaluation to the lecturer by the above-mentioned dates. Then the lecturer has a maximum of two weeks to submit a response to the appropriate dean. In the eventuality that the lecturer later applies for a tenure-track faculty position at the University of Scranton, these evaluations will be made available to any faculty search committee.

In summary, an evaluation of a lecturer must be done by at least the chairperson of the department during the second and fourth semester. Either the lecturer or the department can require that the evaluation be done by all the tenured members as a group.

There are a few other stipulations in the new wording. Please consult the wording of this newly changed section on-line if your department has a lecturer.

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## Disciplinary Procedure

(Continued From Page 1)

Faculty need to be reminded that the new procedure requires the dean who initiates the proceedings to inform the faculty member that he or she may bring a FAC officer or other member of FAC to any meeting held under the Disciplinary Procedure. The officers of FAC strongly recommend that a faculty member take advantage of this opportunity to have a FAC officer present to answer contractual questions and to offer advice on the conduct of the meeting. Many times, simply having a third party in the room reduces the chance that tempers will flare or that later disputes will arise over what was said during the meeting.

## AAUP Summer Institute 2007

by Clara Hudson

Rosenberg Grant Recipient

The chance to participate in the AAUP Summer Institute 2007 was a unique opportunity for this faculty librarian. Two days of grievance negotiation sessions that concluded in a role playing exercise were intense and intimate experiences, as well as a real eye opener. I was pleased and somewhat surprised to find that librarians are a well represented and active force in the AAUP. Although the organization, by definition, is the American Association of University Professors, many institutions' collective bargaining units represent librarians (non-faculty), along with support and professional staff and coaches.

Faculty at the University of Scranton should be pleased and proud that our Handbook and Contract are held as high examples of what is ideal in a collective bargaining agreement. That we are a thriving union at a private, religious institution is an even greater testament to what has been achieved in the long term by FAC. My presence at the conference, thanks to the Rosenberg Union Leadership Development Grant, was noted as a positive use of available resources for nurturing leadership skills and excellence.

Beyond the high quality of the content of designated topical sessions, the most powerful learning experiences for me took place in the hallways during break, over breakfast and dinner, and during the various social functions arranged by AAUP, when I talked with colleagues about the very real

circumstances at a wide array of academic institutions and the state of faculty/staff organization and collective bargaining. Formal learning processes and procedures are vital in creating a strong organization, but I learned even more from these informal stories and examples offered with passion and (at times) frustration by people who have extensive experience or are struggling to organize from the bottom up. This collegial element of the Summer Institute was by far the most rewarding aspect of my participation.

## *Luncheon Menu*

*for September 11th Meeting*

- **Mixed Green Salad with Two Dressings**
- **Sliced Marinated London Broil with Mushrooms**
- **Twice Baked Potatoes**
- **Vegetable Lasagna**
- **Rolls and Butter**
- **Cherry or Blueberry Pie**
- **Usual Beverages (Coffee, Tea, Soda, and Water)**

**Serving will begin at 11:15 a.m. in Room 509, Brennan Hall.**

## **NOTICE TO NON-UNION MEMBERS**

All non-union members who are NOT conscientious objectors have until September 30 to file, if they so desire, an agency fee objection. If you are NOT a union member and wish to file, please contact the FAC secretary, Joe Wilson.