COMMITTEE NAME: University Committee on Faculty Affairs (UCFA)

COMMITTEE CHAIRPERSON: William A. Donohue, PhD
Co-Chairs: Karl Olson (Personnel Policy); Gerd Kortemeyer (Budget)

SUMMARY OF COMMITTEE ACTIVITIES AND ACTIONS FOR FALL-SPRING SEMESTERS 2013-2014:

• Reviewed UCFA Survey of Faculty Experiences in Teaching International students with Peter Briggs providing information on how the Office of International Students and Scholars is addressing international student needs. Provost Youatt also attended UCFA to comment on this issue from her perspective.

• Continued discussion with the University Committee on Faculty Tenure (UCFT) concerning post-tenure review. Created a Faculty Development Toolkit Outline.

• Generated UCFA letter of recommendation for 2014-2015 Faculty Merit and Market Pool Salary Increases.

• Developed a recommendation to the Steering Committee to create a policy for longitudinal academic governance participation in committees such as Health Care, Campus Master Plan, Human Resources, and other relevant committees.

• Received an update from Renee Rivard and Chris Hanna on how MSU is administering its healthcare in the context of the Affordable Care Act.

• Conducted the annual review of the Faculty Grievance Officer.

• Reviewed principles for developing and conducting annual faculty evaluations.

• Reviewed calculation of Academic-Year faculty salary allocation in the context of Dr. Bigozzi’s memo focusing on how faculty salaries are calculated in the ten-month procedure vs. the twelve-month procedure.

• Finalized revisions to MSU Guidelines for Social Media policy.

• Received and reviewed annual report from the Faculty Grievance Officer.

• Reviewed Preliminary Appropriation Request and Budget Guidelines

• Reviewed retirement plan changes from Mark Haas and Daniel Mackey.
• Received updates on the development of the Consumer Driven Health Plan from the UCFA ad hoc health care committee.

• Reviewed annual follow-up reports from Human Resources about Best Docs Program, Generic Prescription Drug Program, Long Term Care Program, the dependent review process, and the revision of the Open Enrollment period for 2013-2014.

• Review and feedback of the annual Provost memo, “Appointment, Reappointment, Tenure and Promotion Recommendations.”

• Reviewed faculty parking changes for academic-related meetings in restricted parking areas.

• Passed A motion to support the creation of a new academic department in the college of Engineering to be named Biomedical Engineering.

• Forwarded a recommendation for the 2014-2015 Faculty merit and Market Pool Increase in the form of a memo to the Steering Committee and the Academic Council for their review.

• Reviewed processes for campus security. A motion was passed showing support for across-the-campus Active Violence Training.

**PROJECTED ACTIVITIES AND ITEMS FOR FALL 2014:**

• Required update on Conflict of Interest Policy.

• Required update on the University Research Organization Proposal.

• Required update from Human Resources on Generic Prescribing Program, Best Docs, Blue Cross and Blue Care Network plans, Long-Term Care individual plan options, and 2013-2014 HR healthcare proposals.

• Review of growth of MSU Administrative positions.

• Review of Faculty Information Tool.

• Review Discrimination and Misconduct in Science policies & procedures.

• Review procedures for 5-year review of administrators (deans, chairs, and directors)

• Update on annual summary of the MSU retirement plans