Committee Name: University Committee on Faculty Affairs (UCFA)

Chairperson: William A. Anderson, PhD

Meetings Held (Dates):

September 6, 13 and 27;
October 11 and 25;
November 8 and 27; and
December 6 and 13.

January 17 and 31;
February 24 and 28;
March 6, 13, 20 and 27
April 10 and 24

1. Give a brief description of committee activities and/or issues discussed and actions taken/recommendations made and to whom.

Attached are the Fall 2011 and Spring 2012 UCFA Committee Reports summarizing UCFA activities and actions.

2. Comment on matters pending before the committee and matters which should be considered in 2012-2013.

Known items pending before UCFA for Fall 2012:

• Review of electronic voting procedures proposal

• Development of a proposal for on-going academic governance participation in the activities of Human Resources, the Campus Master Plan, and Parking Policies

• 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 2012-2013 HR healthcare proposals.

• Review of growth of MSU Administrative positions

• Review of Faculty Information Tool
• Review and comment on MSU appropriation request to Legislature

• Revise Faculty Grievance Process

• Review Discrimination and Misconduct in Science policies & procedures

• Review of procedures for the review of college bylaws

• Review procedures for 5-year review of administrators (deans, chairs, and directors)
  • Generate faculty merit and market adjustment policy recommendation.

3. Comment on problems and/or issues that have made the work of the committee more difficult.

A. Lack of on-going faculty and UCFA participation in long-term projects such as the Campus Master Plan, Healthcare Committee and Faculty Benefits. We are often given proposals after they have been completed, and asked to review & comment. It would be more efficient to be actively involved in the formation of those proposals.

B. Much of the activity of this committee centered around faculty health care and benefits. Because of the likelihood of continuing changes in these complex areas, faculty may be better served by creating a new standing committee: University Committee for Healthcare and Benefits (UCHB).

4. Please make any suggestions about how the academic governance system might be modified to improve the committee’s work.

A. Create a mechanism for UCFA members to regularly participate in the work of the Campus Master Plan, Healthcare Committee and Faculty Benefits.

B. Create a new standing committee: University Committee for Healthcare and Benefits (UCHB).
COMMITTEE NAME: University Committee on Faculty Affairs

COMMITTEE CHAIRPERSON: William A. Anderson, PhD
College of Human Medicine

SUMMARY OF COMMITTEE ACTIVITIES FOR FALL SEMESTER 2011:

• Conducted Faculty Grievance Official (FGO) Search (twice)
• Reviewed & provided input on Campus Addressing Project
• Reviewed and approved new University Guidelines on Authorship
• Reviewed concerns/complaints with the EBS with Dave Gift.
• Revised External Letters of Reference Policy for Faculty Handbook
• Reviewed and commented on Preliminary Appropriation Request
• Reviewed and provided input on Acceptable Use Policy for MSU Information Technology Resources
• Provided input on annual letter from Provost Wilcox for the Appointment, Reappointment and Promotion Recommendations
• Reviewed and approved Faculty Grievance Official Annual Report
• Reviewed and approved ADP/Sexual Harassment Policy
• Began review of Conflict of Interest Policy
• Began Review of University Research Organization proposal
• Began review of Integrity of Student Assessment proposal
• Reviewed and provided comment on proposal from the Health Care Committee
• Reviewed and provided comment on Best Docs and Long Term Care insurance programs with HR representatives
• Reviewed and provided comment on changes to MSU Retirement Plans

LIST OF PROSPECTIVE AGENDA ITEMS FOR THE UPCOMING MEETINGS:

• Finalize UCFA recommendations for Conflict of Interest Policy

• Finalize UCFA recommendations for University Research Organization proposal

• Finalize UCFA recommendations on Integrity of Student Assessment proposal

• Finalize UCFA recommendation for Health Care Committee proposal

• Generate recommendation letter for 2012-2013 Faculty Merit and Market Pool Increases
SUMMARY OF COMMITTEE ACTIVITIES AND ACTIONS FOR SPRING SEMESTER 2012:

• Finalized UCFA recommendations for Conflict of Interest Policy
• Finalized UCFA recommendations for University Research Organization proposal
• Finalized UCFA recommendations on Integrity of Student Assessment proposal
• Finalized UCFA recommendations on Acceptable Use Policy for MSU Instructional Technology Resources
• Finalized UCFA recommendations on University Guidelines for Authorship
• Finalized revisions to Library and Fixed Term Appointment Policy
• Completed search and recommendation for new Faculty Grievance Officer
• Conducted evaluation of the Faculty Grievance Officer
• Generated UCFA letter for 2012-2012 Faculty Merit and Market Pool Salary Increases
• Reviewed and provided comment on Campus Master Plan and parking implications
• Provided questions for the 5 Year Review of the Provost
• Provided input on the 5 Year Review of the Secretary for Academic Governance
• Reviewed Preliminary Appropriation Request and Budget Guidelines
• Reviewed Enrollment Reports
• Reviewed the Faculty Grievance Office Fall Semester Report
• Reviewed required follow-up reports from Human Resources about Best Docs Program, Generic Prescription Drug Program and Long Term Care Program
• Reviewed, revised and approved External Letters of Reference policy
• Representatives participated in the discussion of a Graduate Faculty Policy.

**PROJECTED ACTIVITIES AND ITEMS FOR FALL 2012:**

• Review of electronic voting procedures proposal

• Development of a proposal for on-going academic governance participation in the activities of Human Resources, the Campus Master Plan, and Parking Policies

• 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 2012-2013 HR healthcare proposals.

• Review of growth of MSU Administrative positions

• Review of Faculty Information Tool

• Review and revise UCFA subcommittee structure

• Revise Faculty Grievance Process

• Review Discrimination and Misconduct in Science policies & procedures

• Review of procedures for the review of college bylaws

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

• Generate faculty merit and market adjustment policy recommendation.