Committee Name: University Committee on Faculty Affairs (UCFA)

Chairperson: William A. Anderson, PhD

Meetings Held (Dates):

   **Fall Semester 2012**
      • September 11, 25; October 9, 23; November 6, 20; December 4, 2012.

   **Spring Semester 2013**
      • January 15, 29; February 12, 26; March 12, 26; April 9, 23, 2013

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

   Attached are the Fall 2012 and Spring 2013 UCFA Committee Reports summarizing UCFA activities and actions.

2. *Comment on matters pending before the committee and matters which should be considered in 2013-2014.*

   Known items pending before UCFA for Fall 2013:

   • Dissemination of UCFA Survey results: Faculty Opinions and Experiences with International Students.

   • Implementation of on-going academic governance participation in the activities of Human Resources, the Campus Master Plan, and Campus Security, and Affordable Care Act Faculty Advisory Committee and Consumer Driven Health Plan.

   • Continuation of discussion with University Committee on Faculty Tenure (UCFT) about Post Tenure Review Policy and Principles for Faculty Evaluation.

   • **Required updates:** Conflict of Interest Policy, University Research Organization Proposal, Generic Prescribing Program, Best Docs, Blue Cross and Blue Care Network plans, Open Enrollment Plans, Long Term Care individual plan options, and 2013-2014 HR healthcare/benefits proposals, Faculty Information Tool.

   • Review of growth of MSU Administrative positions and salaries.

   • Review of the MSU Mentoring Policy.

   • Review of Form D for Reappointment, Promotion and Tenure.
• Review Fall Enrollment Report including increases in the numbers of international students.

• Review and comment on MSU appropriation request to Legislature.

• Review of Annual Appointment, Reappointment, Tenure and Promotion Recommendations memo from the Provost.

• Review Discrimination and Misconduct in Science policies & procedures

• Review of procedures for the review of college bylaws.

• Review of how Academic Year Faculty salaries are determined.

• Update on MSU faculty retirement options.

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

• Review of MSU faculty salary rankings in the Big Ten, and merit and market adjustment policies.

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 Human Resources, the Campus Master Plan, and Campus Security, and Affordable Care Act Faculty Advisory Committee and Consumer Driven Health Plan. 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 Human Resources, the Campus Master Plan, and Campus Security, and Affordable Care Act Faculty Advisory Committee and Consumer Driven Health Plan.
B. Create a new standing committee: University Committee for Healthcare and Benefits (UCHB).

C. At Steering Committee, create a mechanism for the sharing and discussion of action items from each of the major University standing committees.

**SUMMARY OF COMMITTEE ACTIVITIES AND ACTIONS FOR FALL SEMESTER 2012**

1. Received & discussed concerns from UCFA college representatives about challenges facing faculty with larger numbers of international students.

2. Reviewed and provided comment on the policy for the Promotion of Fixed Term Faculty.

3. Discussed and approved a UCFA version of the proposed Post Tenure Review Policy.

4. Reviewed, discussed and approved the MSU Guidelines for Social Media.

5. Reviewed and provided comment on the proposed University Protocols for Reporting Child Abuse, Sexual Assault and Child Pornography.


8. Reviewed concerns from the College of Music about changes in available parking.

9. Reviewed and made minor revisions to the Annual Appointment, Reappointment, Tenure and Promotion Recommendations memo from the Provost.

10. Received updates on the development of the Consumer Driven Health Plan from the UCFA Ad Hoc Health Care Committee.


12. Received an update on new provisions of the Affordable Care Act from MSU Human Resources.

13. Reviewed procedures for the Dependent Eligibility review process.


15. Reviewed and discussed updates to the Campus Master Plan Review

SUMMARY OF COMMITTEE ACTIVITIES AND ACTIONS FOR SPRING SEMESTER 2013:

1. Administered and analyzed responses to UCFA Survey of Faculty Experiences and Opinions about Teaching and Evaluating International Students.

2. Continued discussion with the University Committee on Faculty Tenure (UCFT) concerning post-tenure review.


4. 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.

5. Received an update on the development of the University Research Organization.

6. Conducted the annual review of the Faculty Grievance Officer.

7. Received an update on the development & implementation of the Faculty Information Tool (FIT).

8. Reviewed calculation of Academic Year faculty salary allocation.


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


12. Reviewed and provided comment on the possible adoption of Microsoft 365 email system.

13. Provided nominees for the Dismissal for Cause panel.

14. Received updates on the development of the Consumer Driven Health Plan from the UCFA Ad Hoc Health Care Committee.

15. Received updates on the impact to MSU of the Affordable Care Act.

16. 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.

17. Developed and approved a faculty position statement on Right to Work/Unscheduled Opening of MSU Union Contracts.

18. Received annual update on the implementation of the faculty/academic staff Conflict of Interest Policy.

19. Approved changing the name of the Distinguished Faculty Award to the William J. Beal Outstanding Faculty Award.

20. Election of the 2013-14 UCFA Chairperson.