

TO: FACULTY MEMBERS

DATE: November 13, 1980

FROM: *Madeline Shaw*
Madeline Shaw, Chairman
Faculty Council

RE: FACULTY COUNCIL MEETING: Session #8

The eighth session of Faculty Council will be held:

Friday, November 21, 1980
Faculty Reading Room
2:00 pm

Agenda:

1. Minutes from session #7.
2. Date of next meeting.
3. Merit Pay: Discussion V and Possible Vote.
4. Old Business.
5. New Business.
6. Reports.
7. Adjournment.

SESSION #8
MINUTES OF THE 1980-81
FACULTY COUNCIL MEETINGS

Time: Friday, November 21, 1980; 2:00 p.m. in the Faculty Reading Room

Members Present: Marlene Shaw, Chairman; Professors P. Bennett, J. Davis, W. Everett (for H. Sands), W. Hopkins, D. Kinsey, D. Swope (for D. Lux), H. Van Over, M. Waitman

Ex-Officio Present: President Rice and Vice President Reid

Others Present: Dr. Bigham

1. The next meeting of the Faculty Council will be Friday, December 12, 1980 at 2:00 p.m. in the Faculty Reading Room.

2. Discussion V - Merit Pay

Dr. Shaw reported that on Thursday, November 20, 1980, she met with Dr. Waitman and Dr. Kinsey to discuss a priority list for completing the merit pay items.

Discussion was started with Item #7 of the sub-committee report of April 14, 1980. Division representatives reaffirmed their Division's positions as recorded in the minutes of Session #5, October 21, 1980 with: Business and Engineering Technology favoring alternative 7C; Allied Health favoring alternative 7B; and Humanities, Education, Social Science, and Science & Mathematics favoring alternative 7A. No new points or positions were offered in the ensuing discussion that had not been touched upon earlier.

Discussion then turned to Item #8 (determining levels of merit pay increases). Dr. Everett suggested that we include this item with Item #3 (identification of merit pay recipients).

Dr. Hopkins distributed copies of page 3-23 of the Faculty Handbook and called attention to the following portion from Section VI of Duties and Responsibilities of Chairpersons of Academic Divisions.

"The Chairperson has intra-Division responsibility and authority in the following areas of personnel administration:

1. the recruitment, based on faculty consultation, of candidates for faculty and staff vacancies (according to EEO affirmative action guidelines);
2. the presentation of recommendations to the Vice-President for Academic Affairs, based on consultation with appropriate faculty members of Division committees, on faculty promotions and tenure, merit and salary increases, special salary adjustments, professional travel, leaves of absence and sabbatical leaves, and termination of service,"

Dr. Hopkins suggested that Council defer further discussion of merit pay until

Spring, so as to give each Division time to carry out merit pay considerations as provided in the handbook section above. Dr. Hopkins understood this section to mean that within each Division a committee should already be in place to make merit recommendations upon which a Division chairman can base his recommendations to the Vice President for Academic Affairs.

A lively discussion ensued regarding the meaning of "...based on consultation with appropriate faculty members of Division committees..."

Dr. Van Over stated that he interpreted the handbook to mean that a Division need not have such a committee as long as the Chairman had consulted the Division members and had in turn been asked by them to make the merit recommendations himself.

Dr. Waitman pointed out that the handbook does state clearly that the Chairperson has the responsibility to present recommendations about personnel matters to the Academic Vice President "...based on consultation with appropriate faculty members of Division committees...." Dr. Waitman maintained that this handbook statement plainly stipulates that any recommendations by the Divisional Chairperson about these personnel matters should take as their basis consultation with appropriate faculty members. That is, according to the handbook, any personnel recommendations by a Chairperson to the Academic Vice President must be grounded on faculty consultation, or have no legitimate basis at all. Dr. Waitman went on to assert that this handbook statement calls for dual responsibility by the Chairperson and faculty members of a Division. That is, if faculty consultation is to be an essential element in these personnel decisions, then the faculty must accept this responsibility and provide this consultation or else neglect its duty to the University.

Dr. Davis stated that she read "any appropriate faculty member" to mean that a Division Chairman could consult any faculty person who was a member of Faculty Council, Promotions Committee, etc.

Dr. Everett pointed out the position of the word "appropriate" made the meaning of the sentence unclear. Interpretation asks whether "appropriate" is meant to refer to "faculty members" or to "Division committee".

Dr. Davis brought to Council's attention the first paragraph immediately preceding that portion of Section VI under discussion:

"VI. Certain elements in Division administration may be delegated by the Chairperson to faculty members and staff. However, in matters of personnel administration responsibility rests primarily with the Chairperson. He is expected to consult with members of the faculty in a manner which seems most appropriate (1) in maintaining constructive personnel relationships, (2) in furthering the professional development of the faculty, and (3) in furthering the best interests of the Division, Evansville Campus, and the University.

Dr. Everett commented that this paragraph does not state that there must be a Division committee. He interprets it to mean that the Division members are to vote on which system they want. Several Council members expressed concern that the Council or Divisions should not mandate to another Division a specific policy.

Dr. Shaw called an end to discussion and suggested that Council proceed to vote upon each item in turn as suggested by the November 20th sub-committee.

ITEM #7 (whether or not to recommend that merit pay increases be given under the present inflationary and budget conditions). Dr. Kinsey moved and Dr. Davis seconded the motion that:

"The concept of merit pay increases is valid and supported. However, when compensation increases fail to match the rate of inflation and fail to compensate for years of lost purchasing power, merit pay increases should not be awarded - not even as a separate budget item."

The vote was 4 YES and 4 NO. Dr. Shaw broke the tie in favor of the motion. The motion passed.

In the event that merit pay is mandated by the Board of Trustees or the State Legislature, Faculty Council considered the following items.

ITEM #9 (salary base annuity or bonus)
Dr. Everett moved and Mr. Bennett seconded the motion that:

"Merit pay should be added to the salary base of the recipient rather than awarded as a bonus."

Council voted unanimously to pass the motion.

ITEM #2 (establishment of criteria)
Dr. Everett moved and Dr. Davis seconded the motion that:

"Identification of merit pay recipients requires that criteria and their relative weight first be established so that an assessment of faculty members can be made. In view of the varying nature of different academic areas within the University, these criteria and their relative weight would best be established at the Division level by the faculty members of each Division. Evaluation of faculty members should be based upon their performance during the previous twelve months or the current academic year."

In discussion, Council members were concerned that new faculty members should also be considered and suggestions were made that their summer projects and publications be considered in their evaluation.

Council voted unanimously to pass the motion.

ITEM #3 (identification of merit pay recipients)
Dr. Van Over moved and Mr. Bennett seconded that Council accept alternative 3A. Dr. Everett offered an amendment to combine Item #8 (determination of amounts to be awarded) with alternative 3A. Dr. Van Over seconded, with the amended motion reading as follows:

"The process for identifying candidates for merit pay and for determining the merit increases for various levels of performance should be decided upon annually by the full-time faculty of each Division, with the Division Chairman making the final decision. This proposal would permit processes to vary widely among Divisions. Such processes could range from the involvement of all Division faculty, or involvement of a committee chosen by Division faculty/ Division Chairman, to placing the process solely in the hands of the Division Chairman. This list does not preclude other processes agreed upon by the Division faculty."

The motion carried with a 6 to 2 vote.

ITEM #4 (decision deadline)

Dr. Everett moved and Dr. Waitman seconded the motion that:

"A March 31 deadline at the Division level for selecting merit pay recipients should be part of the University's annual calendar. The intent of a fixed deadline is to ensure ample evaluation time within each academic year for selecting merit pay recipients."

During discussion Dr. Reid pointed out that different deadlines exist at the levels of the Division, the Vice President, and the President. Dr. Bigam recommended that the deadline for completing Annual Reports be early enough so that these Reports could serve University-wide as a basis for evaluating merit pay recipients. Dr. Reid indicated that the Annual Report deadline is compatible with the March 31 deadline in the motion. The motion was passed unanimously.

ITEM #5 (notification of merit pay recipient)

Dr. Waitman moved and Dr. Everett seconded the motion that:

"After approval by the Board of Trustees, each merit pay recipient should be notified by letter from the Division Chairman. The letter should include the major reasons for the awarding of merit pay. A copy of the letter should be placed in the individual's personnel file."

Dr. Shaw stated that a letter from the Division Chairman would provide desirable recognition and positive reinforcement for a faculty member's achievements. Dr. Van Over questioned why a letter should be placed in the recipient's file. Dr. Waitman replied that this letter could be used in future tenure and promotion considerations, and when applying for other positions. Dr. Reid noted that every increase could be considered to be a merit increase, and that this would suggest that everyone received a letter.

Council voted 6 to 2 in favor of the motion.

ITEM #6 (public recognition of merit pay recipients)

Dr. Davis moved to accept this item. Dr. Everett felt that this item referred more to meritorious recognition than merit pay. Dr. Hopkins

then moved that all materials dealing with public recognition of members of a Division be left to the faculty of the Division. Dr. Everett seconded, then withdrew his second after discussion. No action was taken on Item #6.

3. Dr. Hopkins reported that Dr. DaRosa had convened the Promotions Committee. The Committee decided to proceed on their review of promotions criteria on January 12, 1981 unless directed otherwise by Council. The January date was agreeable to Council.
4. Dr. Everett moved to adjourn the meeting at 4:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "David W. Kinsey". The signature is written in a cursive, flowing style with a large, prominent "D" and "K".

David W. Kinsey
Secretary, Faculty Council
12/12/80