

Minutes\*

**Faculty Affairs Committee  
Thursday, June 4, 1992  
3:15 p.m.  
Regents Room**

**Present:** Avner Ben-Ner (chair), Carl Adams, Carol Carrier, Mary Dempsey, Ann Fallon, Daniel Feeney, Richard Goldstein, Audrey Grosch, Diane Mulvihill, Donald Rasmusson, George Seltzer, Bernard Selzler, W. Donald Spring

**Guest:** Becky Swanson Kroll (Chair, Equal Employment Opportunity for Women Committee), Thomas Scott (Chair, Senate Consultative Committee)

**CHAIR'S REPORT**

Professor Ben-Ner convened the meeting at 3:15 p.m. and announced that Professor Carl Adams would be succeeding him as SCFA's 1992-93 chair.

**MINUTES**

The April 23 and May 7 Minutes were approved.

**FACULTY/ACADEMIC STAFF ADVOCACY AND GRIEVANCE ADVISORY PROGRAM  
SUBCOMMITTEE**

Professor Ann Fallon, member of the Subcommittee, presented the Subcommittee's report evaluating the continued existence of the Advocacy and Grievance Advisory Program and the performance of its director. The program, she reminded SCFA members, was established in 1989, upon recommendation by SCFA, to provide information and assistance to all academic employees regarding internal University grievance procedures. It reports to and is subject to review by SCFA. To gather information, the Subcommittee prepared a questionnaire asking individuals who had availed themselves of the program to evaluate the process and usefulness of it. Approximately 50 percent of those surveyed responded. Because of the confidential nature of the program, it was difficult to solicit more responses. The Subcommittee concluded that the program is desirable and should be continued. In addition, it found Dr. Venter's work to be satisfactory and recommended she be continued in the position.

Moreover, the Subcommittee concluded it would be beneficial to faculty and staff:

1. if both male and female resource persons were available in the advocacy and grievance process;
2. if faculty and staff resource persons had some experience as faculty and staff members in the University system;

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3. to be aware of the power structure that exists both centrally and within colleges and departments;
4. to know of the availability and existence of small groups and individuals who provide a variety of resources relative to advocacy and grievance; and
5. to be aware that the resources available and the guidance given in these offices are to provide support and information and such individuals should not actively become involved as advocates in any particular case.

Professor Ben-Ner reported that the President and Senate Consultative Committee had recently appointed a Grievance Review Committee to review the University's Grievance Policies and Procedures that were adopted in September 1990. A preliminary report was discussed by the Senate at its May 14 meeting and the Review Committee expects to have a final report ready for Senate action in the Fall. It was suggested that the role of the Advocacy and Grievance Advisory Program be considered as the Review Committee makes its recommendations.

**A motion was then moved, seconded, and approved to adopt the Subcommittee's report and recommend the continuation of the Faculty Academic Staff Advocacy and Grievance Advisory Program, with Dr. Maurine Venters continuing as its director, at least until the University Grievance Review Committee has had an opportunity to complete its work, and that any action taken to change the present office be made within the context of the Review Committee's report.**

One person inquired whether the program director's position should be increased beyond 50 percent. Professor Fallon said she did not feel qualified to make that recommendation, however, did not believe any individuals were turned away because the position was less than full-time.

#### **PARENTAL LEAVE AND "STOPPING THE TENURE CLOCK"**

Professor Ben-Ner introduced Dr. Becky Swanson Kroll, chair of the Equal Employment Opportunity for Women Committee (EEOWC). Dr. Kroll said EEOWC had been asked to review the current policy on parental leave and the tenure clock and presented a preliminary report for SCFA's review. EEOWC has, she said, discussed the issue at length among themselves and with the University Attorney's Office, Academic Affairs, and the Equal Opportunity and Affirmative Action Office. The committee's recommendation, if approved, would allow any new parent who is a probationary academic employee to request that the academic year in which a birth or adoption takes place be discounted as a probationary year toward tenure or continuous appointment. The provision, Dr. Kroll said, could not be used more than twice, in keeping with the current tenure regulations which prevent the "clock" from being stopped more than two years on a probationary appointment. The committee's recommendation would change the current regulations to allow stopping of the clock regardless of the amount of paid or unpaid leave taken. Currently, the only way in which a new parent can stop the clock is by adding a period of unpaid leave to the available paid leave. In order to do this, the new parent must take unpaid leave so that his/her appointment drops below two-thirds time for the academic year. Oftentimes this creates a financial hardship for the faculty member and deprives the University of the academic employee's services when he/she might be capable of assuming regular duties but less able to manage the extra-regular demands of probationary years when work weeks well beyond 40 hours are typical.

Dr. Kroll said individuals currently may request stopping the clock for a variety of reasons,

including medical leave, disability leave, caring for aging parents, educational leave, etc.

Professor Mary Dempsey, chair of the Tenure Subcommittee, said her Subcommittee had an opportunity to discuss the proposal, which included discussions with Professor Fred Morrison. The Subcommittee approved the recommendation in general but had some concerns about implementation. In particular, it suggested requiring that the request for additional time be reasonably contemporaneous with the birth or adoption (i.e. within the course of that academic year) in order to avoid last minute requests for extension or the possibility of someone making the request two or three years later.

Additionally, Dr. Carrier expressed concern about allowing an individual to request stopping the clock once the tenure review process has begun.

In response to a question about whether an individual needs to apply for a request to stop the clock, Dr. Kröll said it was the EEOWC's intent that faculty be entitled to this extension (whether male or female) and that requests should be honored.

Dr. Kröll thanked SCFA for its comments and will take its recommendations back to her committee. A final draft should be available for SCFA's review in the Fall.

### **ACADEMIC STAFF VACATION POLICY**

Professor Rasmusson, chair of the Subcommittee reviewing the proposed amendment of the Academic Staff Vacation Policy, distributed copies of two proposals: one prepared by himself and one by Associate Vice President Carrier. Professor Rasmusson complimented Dr. Carrier's proposal and suggested SCFA work with her draft. He reminded SCFA that the intent of the proposal is to allow faculty and academic staff to defer vacation days into the following year under "special circumstances." Dr. Carrier's proposal included adding the following language to the existing policy:

"Up to 22 days of earned vacation may be postponed into the following year. The number of deferred vacation days must be agreed on by the academic employee, the department head, and the dean or appropriate vice president. A signed agreement, including the rationale for deferral, must be attached to the employee's vacation record at the time of approval. The deferred vacation days must be utilized within the following year, otherwise they are forfeited."

Committee members felt it was important to identify that this option be used only under "special circumstances" and suggested inserting those words into the first sentence as follows: "Under special circumstances, up to 22 days of earned vacation . . ." In addition, it was agreed that for clarification the second sentence should be amended to read: "The number of deferred vacation days must be agreed on by the academic employee, the department head, and the dean, or in the case where there is no dean, the appropriate vice president."

### **A motion was then moved, seconded, and approved to recommend that the Academic Staff Vacation Policy be amended as indicated above.**

Dr. Carrier said she would make the appropriate changes in the policy.

### **ROLE OF UNIVERSITY GOVERNANCE IN AFFECTING HEALTH PLANS OFFERINGS**

Professor Ben-Ner said that since the decision by the University not to separate from the State Health Plan, the issue of how the University can and should be involved in influencing health plan decisions has arisen and SCFA has been asked to discuss the matter and make a recommendation.

Ms. Mulvihill reported that the University of Minnesota had resumed its full membership on the Joint Labor-Management Committee giving the University the opportunity to be involved in all health care discussions.

SCFA members agreed that to have re-gained membership on the Committee is an important first step, but it is equally important that the University establish an internal mechanism to address health care issues on an on-going basis in order to be prepared for negotiations with the State. Some of the questions raised by SCFA members included: 1) Does the University have an effective mechanism for collecting information? 2) How can the University influence health plans with only one position on the Joint Labor-Management Committee? 3) How can the University more effectively have its voice heard?

SCFA members all agreed there should be an ongoing committee or subcommittee charged solely with addressing health plans issues and that SCFA should be responsible for establishing it. It did not feel, however, it had the necessary information to recommend the composition of the committee or define its charge. Therefore, **a motion was moved, seconded, and approved to establish a standing subcommittee of SCFA to focus on health care for University employees, including retirees. By December 1992 the subcommittee shall report to SCFA recommendations for its charge and membership.**

### **MERGER OF THE ACADEMIC AND CIVIL SERVICE PERSONNEL DEPARTMENTS**

Professor Ben-Ner said a special meeting of SCFA will be scheduled for Thursday, June 18, to discuss with Provost Infante the merger of the personnel departments.

### **APPRECIATION**

Professor Thomas Scott, Chair of the Faculty Consultative Committee joined the meeting to extend a special thank you, on behalf of himself and the University community, to Professor Ben-Ner and all SCFA members for their outstanding work during the year. SCFA should feel good about its accomplishments this year and the influence it has had on many important issues. SCFA members also expressed sincere appreciation to Professor Ben-Ner for his outstanding leadership this year.

-- Martha Kvanbeck

University of Minnesota