

Faculty Welfare Committee Minutes
March 23, 2010, 1:00 pm

Present: Terry Downs, Mark Fischler, Gary Goodnough, Anne Lebreche (Chair), John Lennon, Daniel Lee, Sheryl Shirley (scribe), and Zhizhang Shen

I. The minutes of the March 12, 2010 meeting were tabled.

II. Old Business

A. Salaries and Compensation

1. Terry Downs reported on the SPPC meeting of March 18. Although the SPPC had anticipated receiving the Mercer report sooner, the expected receipt date for the report was pushed back until the March 29th meeting of the Financial Affairs Committee of the Board of Trustees. SPPC representatives stressed that this report is an initiative of the Board of Trustee not the SPPC. Yvette Lazdowski, PSU Faculty Representative to the Board of Trustees, is currently serving as the only faculty representative to the meetings of the Board. PSU Faculty have not yet received any reports about the meetings of the Board of Trustees.

Action: The FWC agreed that if the Mercer Report is available by March 29th we will go ahead with the March 31st Faculty Forum.

2. The FWC discussed its letter to Provost Bernier requesting more comparative data on salaries and compensation at Plymouth State and Keene State College faculty. The letter request individual salary data on Faculty from PSU and KSC that includes information on rank, annual salary, department or college, gender, age, hire date and years in rank. The FWC discussed concerns about the lack of clarity regarding equity in medical and other non-salary benefits provided at Keene, UNH, and Plymouth.

Action: Dan and Anne volunteered to revise the letter to Provost Bernier to ask if there is any variation between UNH schools in terms of non-salaried benefits.

B. The FWC discussed the need to ask the Faculty to endorse the Faculty Career Flexibility and/or Work/Life Balance Policies. Provost Bernier, Vice Provost Moore, and Carol Kuzdeba from Human Resources worked on the creation of these new policies with regular input from the Faculty Welfare.

**PSU Faculty Flexibility and
Work/Life Balance Policies:**

Proposed additional language:

When FMLA leave occurs for 3 or more weeks during the semester, the faculty member may request release from teaching assignments for the balance of the semester. In this

case, the Department Chair in consultation with the faculty member and Provost will determine alternate work assignments for the period following the end of the FMLA leave.

(See USNH Online Policy Manual at USY.V.A.17, available online at: <http://usnholpm.unh.edu/USY/V.Pers/A.17.htm> ; also see OLPM at USY.V.A.14, available

online at: <http://usnholpm.unh.edu/USY/V.Pers/A.14.htm>)

2. “Faculty leave for exigencies” (FLE)

Faculty members that have not completed the minimum 1 year of employment (approximately 1250 hours). The Faculty Leave for Exigencies policy is for **Faculty that are new to PSU and do not yet qualify for FMLA leave (e.g. have not completed the minimum 1 year of employment or approximately 1250 hours). The FLE would allow new faculty to take a leave similar to FMLA without penalty. Like FMLA, leave may be taken:**

- Upon the birth of the employee's child;
- upon the placement of a child with the employee for adoption or foster care;
- when the employee is needed to care for a child, spouse, or parent who has a serious health condition;
- when the employee is unable to perform the essential functions of his/her position because of a serious health condition.
- to (1) care for a member of the US Armed Forces who incurred a serious injury or illness in the line of duty while on active duty in the US Armed Forces; or to (2) deal with a "qualifying exigency" arising out of a family member's active duty service or call to active duty in the US Armed Forces; or any combination of the two, is considered military-related FMLA leave

3. Tenure-Clock extension for one year for qualifying “Life Event” (maximum of 2 years)

The tenure clock may be extended for any of the following life events: upon the birth of the employee's child; upon the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or when the employee is unable to perform the essential functions of his/her position because of a serious health condition as outlined in the FMLA policy.

This policy would provide:

- a faculty member experiencing one of the listed situations or conditions could after consultation with provost and departmental chair delay tenure for an academic year;
- under mitigating circumstances and after consultation with provost and departmental chair, a second year might also be granted.

Please see attached policy and tenure clock extension application form.

Action: The FWC voted unanimously (7-0) to approve the Faculty Flexibility and Work/Life Balance Policies and to bring a motion to the full Faculty at the April Faculty meeting to endorse these policies.

D. Grievance Resolution Committee

Mark and Anne updated the FWC regarding their meeting with Mary Cornish to discuss the motion to amend the Faculty Bylaws, Article XI.F.11 Grievance Resolution Committee, as indicated in the original amendment from Gary McCool on November 4, 2009.

Motion to amend the Faculty Bylaws, Article XI. F. 11. Grievance Resolution Committee, as indicated below (additions in **bold**; deletions ~~struck through~~).

11. Grievance Resolution Committee

a. Composition:

The Grievance Resolution Committee shall have five (5) members, four elected by ballot of the faculty and one the chair of the Faculty Welfare Committee, ex officio. All five members must be tenured. The term of each elected member shall be two years. Two members shall be elected each year and shall assume the office at the beginning of the next academic year.

No faculty member, other than the Chair of the Faculty Welfare Committee, may serve on both the Grievance Resolution Committee and the Faculty Welfare Committee.

b. Function:

- (1) To meet at least once each semester for the purpose of training all members on the Grievance procedure.
- (2) To educate the Faculty about the Grievance procedure (for example, through Faculty workshops, online training, etc.).
- (3) To mediate faculty grievances, **in accord with the Faculty Handbook, Section 2.18 Grievance Policy.**
- (4) **To serve as the hearing panel for faculty under the Grievance Resolution policy of the Human Resources Office, as stated in the PSU Online Policy Manual (OLPM), PSU.V.D.13.2.4.1.**
- (5) **To hear any appeal brought in accord with the Faculty Handbook, Section 2.9 F.3. Dismissal for Cause.**
- (4) (6) To perform such other duties as specified by the Faculty Handbook and these Bylaws.

[amended 2-7-07 and name changed from former Review Committee]

Explanation: When the proposal by the Faculty Welfare Committee (FWC) to remove the Faculty Grievance Policy from the Faculty Handbook and disband the Grievance Resolution Committee (GRC) was brought to the April 1, 2009 Faculty Meeting, it was clear from the discussion that there was some confusion over the specifics of the duties of the GRC. While the FWC proposal was defeated in April, the potential for confusion still existed. This amendment seeks to clarify that the GRC chiefly has 3 responsibilities: 1) to mediate faculty grievances (according to the Faculty Grievance policy), 2) to serve as the “hearing panel” for faculty choosing to use the grievance resolution procedure of the Human Resources Office, and 3) to serve as an appeal body in the situation of a Dismissal for Cause.

When this amendment was discussed on November 4, 2009, it was unclear if the language in the proposed amendment accurately reflected what was in both Human Resources policy and the Faculty Handbook. The Faculty Welfare Committee concluded that Gary McCool's amendment does accurately clarify the role of the Grievance Resolution Committee in both documents. The most widely discussed item in the amendment was under Function, Item 4 "To serve as the hearing panel for faculty under the Grievance Resolution policy of the Human Resources Office, as stated in the PSU Online Policy Manual (OLPM), PSU.V.D.13.2.4.1." The Grievance Resolution Committee role is clearly stated in this section which reads: "For PSU staff, a hearing panel shall consist of three (3) USNH status employees, at least one of whom must be in the same occupational type as the grievant, and at least one of whom must be in the same occupational type as the person whose actions are being grieved. If the person whose actions are being grieved is a principal administrator, the panel member need only have a supervisory responsibility. For PSU Faculty, the hearing panel shall be the Grievance Resolution Committee of the Faculty, as described in Section 2.0 of the PSU Faculty Handbook."

Action: The Faculty Welfare Committee voted unanimously (7-0) to accept the above amendment as written and recommends that such action be taken on the part of the PSU Faculty.

Action: The FWC agreed to call a joint meeting of current and incoming members of the GRC and Elaine Doell to discuss revising the purpose of the GRC and the possibility of a name change.

The meeting was adjourned at 2:30.

Submitted by Sheryl Shirley