
FAC'S SHEET

Newsletter of the University of Scranton Faculty Affairs Council
February 2007

Mark Your Calendar!!

FAC Membership Scheduled To Meet on Feb. 13 in Eagen

The first FAC meeting for the Spring Semester 2007 is scheduled for Tuesday, February 13 in Eagen Auditorium of the Gunster Student Center.

Lunch will be served beginning at 11:15 a.m. with the business meeting starting at 11:30 a.m.

The Executive Committee urges all members to attend. Check in the right hand column for the agenda.

FAC Meetings For Spring 2007

The FAC Executive Committee has scheduled monthly membership meetings for the 2006-2007 academic year on the following dates and at the places indicated. All regular meetings are set for Tuesdays, beginning at 11:30 a.m. Additional meetings may be called to address special issues or concerns.

February 13, 2007 - Eagen Auditorium

March 6, 2007 - Eagen Auditorium

April 10, 2007 - Eagen Auditorium

May 8, 2007 - Eagen Auditorium

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is published periodically by the Faculty Affairs Council at the University of Scranton. The editor is Willis Conover. Comments and suggestions from the membership are welcomed. Members may also check FAC's Web site at www.scranton.edu/fac for further information on the Faculty Affairs Council, an affiliate of the American Association of University Professors (AAUP). Copies of the Faculty Contract and Handbook are found on the site. Members may also link to the national AAUP home page.

A G E N D A

For February 13th Meeting

1. Chair's Report (Michael Friedman)
 - a. Rosenberg Grant
 - b. Gender Equity
 - c. Handbook Committee Issues
 - d. Parking in S Lot - Trial Period
2. Contract Administrator's Report (Kevin Nordberg)
3. Grievance Officer's Report (Ned Warner)
4. Treasurer's Report (Dan West)
5. Old Business (Michael Friedman)
 - a. Evaluation of Lecturers

[See the article below.]

EVALUATION OF LECTURERS REVISED

by Michael Friedman
FAC Chair

At the November FAC meeting, members discussed language that emerged from the Handbook Committee on the subject of the regular evaluation of lecturers. Two major issues were brought up. First, some members objected that the language under discussion gave too much authority to department chairpersons and did not sufficiently involve other members of the department who might want to participate in the evaluation. Second, the existing language did not address the issue of an annual self-report for lecturers, which might, in some cases, prove to be a valuable exercise.

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FAC OFFICERS 2006-2007

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MINUTES

from the November 14th FAC Meeting

Michael Friedman called the meeting to order at 11:30 a.m.

Chair's Report: Mike Friedman reminded faculty that the March FAC meeting would be held on the first Tuesday of the month (instead of the second Tuesday) because of spring break, and he asked departments to schedule their meetings accordingly.

Friedman also mentioned that the Dean of CAS was proceeding with a Faculty Professional Planning and Resource Allocation Program to replace the FAP. A problem still exists in the current document with regard to the dean allocating funds for faculty travel.

Friedman also reported that the Handbook Committee is still in the process of trying to reach agreement on a disciplinary procedure for faculty that would stop short of Appendix III. In response to a discussion at the October FAC meeting, the Handbook Committee has also received language from FAC relating to the question of what faculty may or may not do while they are on sabbatical.

Friedman then noted that applications for the Sheldon Rosenberg award were being accepted from faculty wishing to attend the 2007 AAUP Summer Institute at the University of Reno. The award pays for the faculty member's meals, travel expenses, and registration for workshops at the Institute.

Finally, Friedman announced that a draft of an MOU had been accepted by the Parking Oversight Committee to provide for a trial period to test the changes suggested by the University Council regarding parking by staff and part-time faculty in parts of S Lot. Some concerns about the success of this new arrangement were expressed, but Friedman assured the membership that this agreement was merely a temporary trial run, and that no permanent changes could be put in place without a faculty vote. Due to the lack of a quorum, the matter was relegated to an electronic vote.

Contract Administration Report: Kevin Nordberg was away, so there was no report.

Grievance Report: Ned Warner reported that there was one ongoing grievance.

Treasurer's Report: Dan West gave a brief report on the current status of the union's accounts. A
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Rosenberg Award to Clara Hudson

The FAC Executive Committee announces that the first annual Sheldon I. Rosenberg Union Leadership Development Grant has been awarded to Clara Hudson, evening reference librarian in the Weinberg Memorial Library. The Rosenberg Grant, named in honor of FAC's longtime attorney, pays for all expenses related to a union member's participation in the AAUP Summer Institute, to be held this year at the University of Nevada at Reno. The Summer Institute features seminars on subjects like academic freedom and legislative issues that impact on higher education, along with training workshops that deal with contract administration, grievance procedures, and collective bargaining negotiations. The intent of the grant is to offer preparation for possible future union service.

Clara Hudson is in her fourth year as an assistant professor in the Department of Faculty Librarians. During the negotiations on the 2006-2009 Faculty Contract, she served as a member of the union's Salary and Benefits Committee. Her application for the award reads in part, "I would like the opportunity to give something back . . . in creating a better community that benefits the individual. We are better and stronger not as parts but as parts of the whole." The FAC officers commend Clara for this attitude and wish her a fruitful experience at the Summer Institute.

EVALUATION

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Therefore, the sense of the body seemed to be that the language should be taken back to the Handbook Committee for further discussion.

Since that time, the Handbook Committee has revised and expanded the language to deal with the concerns expressed at the FAC meeting, as well as other issues that arose. The document now states that departments will vote annually to determine whether the evaluation of lecturers should be delegated to the chair or conducted by the department as a whole. The new language also sets up a timetable for the lecturer to submit a self-report, if the lecturer so chooses, but the self-report is not required. Finally, the language now specifies that the evaluation will take place in the second and (if necessary) the fourth semester of a lecturer's

employment with the University. This provision takes into account that lecturers are sometimes hired to begin in the spring, and it makes the most sense to allow the lecturer to compile a track record of at least one semester before the term of evaluation.

If this revised language passes the Handbook Committee at its February 5 meeting, the officers will distribute it to the membership electronically and conduct a discussion and perhaps a vote at the FAC meeting on February 13. Please join us for this conversation.

Full-Time Faculty, Adjuncts, and Course Scheduling

by Kevin Nordberg
Contract Administrator

Under the *Faculty Handbook* and various negotiated contracts FAC represents the interests of full-time faculty members. This group of full-time faculty members constitutes the core resource of instructional personnel of the University of Scranton. However, many of our departments and programs would not be able to run or to offer the kind of variety, quality, or flexibility that characterize them without the aid of talented adjunct or part-time faculty. When it comes to course offerings or course scheduling, these adjunct faculty serve in an ancillary role. When full-time faculty members are willing and qualified to teach courses or sections of courses and can do so while handling departmental needs for other courses they teach, full-time faculty members must be given preferential consideration over part-time faculty.

Section 5.7 of the *Faculty Handbook* provides that "[a]ppropriately qualified full-time faculty will be given preference over part-time faculty in the assignment of uncovered courses in the fall or spring semester." A similar guarantee exists for Intersession and Summer session course scheduling in Section 5.8: "Those persons holding full-time faculty rank will be given first preference in the assignment of intersession and summer courses. Those holding faculty rank who are not full-time
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Luncheon Menu

for February 13th Meeting

- **Mixed Green Salad with Two Dressings**
- **Stir Fry Chicken or Beef with Vegetables**
- **White Vegetable Lasagna**
- **Seasoned Italian Green Beans**
- **Rolls and Butter**
- **Favored Cookie Assortment**
- **Usual Beverages (Coffee, Tea, Soda, and Water)**

Serving will begin at 11:15 a.m. in the Eagen Auditorium.

MINUTES from November 14th Meeting

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question was raised about two small accounts that seem not to have changed in some time. West promised to look into the matter.

Secretary's Report: Joe Wilson reminded the membership that those wishing to run for union office needed to notify him of their intentions by 5 December.

New Business: Proposed Handbook language for the evaluation of lecturers was discussed. Numerous objections to the idea of the chair being solely responsible for the evaluations were raised; many felt that it put an undue burden on the chair and the work should be shared by the department. It was decided to take the wording back to the Handbook Committee for revision.

Respectfully Submitted,
Joe Wilson
FAC Secretary

Full-Time Faculty, Adjuncts...

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will be given second preference.”

In the normal process of developing the schedules, faculty members, chairpersons, and deans need to communicate and respond to requests and preferences early enough so that courses can be assigned in accordance with these *Handbook* principles.

The overall procedure of scheduling of courses is described in some detail in Section 8.1 of the *Faculty Handbook*. If you have never given any serious thought to the scheduling process or if you have the impression that course scheduling is a black-box process, you would be well-advised to read this section of the *Handbook*.

Let me point out just three of the parameters that chairpersons and deans use to arrive at responsible decisions in the scheduling of courses:

1. Student needs and interests;
2. Curricular and Programmatic requirements, including those mandated by external accrediting agencies;
3. The appropriate allocation of faculty resources in terms of teaching expertise, professional responsibilities, staffing needs of the various colleges, and equity. When an allocation cannot be made on the basis of these criteria, the senior faculty member (in years of service at the University) will be given preference.

In this endeavor, according to this section of the *Handbook*, “it is essential, however, that collegiality pervade the whole process from the proposal of courses and programs to their actual delivery.”