Report of Activities of the *University Committee on Faculty Affairs* for Fall 2012 and Spring 2013

This committee meets every other Tuesday, from 2:00 PM for an hour and then breaks up for another hour into its two subcommittees, one on finance and the other on personnel issues. I served on the finance subcommittee. I could only attend 4 out of the 8 meetings due to scheduling conflicts.

A number of issues were discussed in the UCFA as listed below: (I had passed on a list of projected activities of UCFA, to ECAC for adding any additional issues of interest to the college— but received no additions to pass on to UCFA)

Here is the list of issues discussed:

- **Administered UCFA Survey of Faculty Experiences in Teaching International Students**

  A survey questionnaire was sent to MSU faculty to collect data about issues facing international students. The survey and results are available on the UCFA web page.

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

  The Personnel Sub-committee reviewed the situation of this policy being generated by both the University Committee on Faculty Tenure (UCFT). A preamble was developed and shared with UCFT—this might be considered a memo to the faculty.

- **Generated UCFA letter of recommendation for 2013-2014 Faculty Merit and Market Pool Salary Increases.**

  The University Committee on Faculty Affairs (UCFA) recommendation for the faculty merit and market pool increase in the 2013-14 academic year continues to be developed on the basis of the following principles:

  - recruitment and retention of high quality faculty;
  - maintenance of the quality and integrity of our academic program;
  - recognition of faculty productivity;
  - maintaining and increasing faculty morale.

  MSU faculty salaries rank 11th (of 12 institutions) in the Big Ten. Over the ten-year period, our long term goal was and continues to be to reach the middle of the Big Ten. With that goal in mind the budget sub-committee recommended a 3.0 percent increase for the 2013-14 general merit pool. The narrow salary differences between MSU and the universities just above and below it suggest that such a modest increase will at least maintain our position at 11th out of 12, and perhaps allow us to move up slightly.

  In addition, UCFA also recommended a market adjustment pool increase of approximately 1.25 %.

- **Received an update on the development of the University Research Organization.**
- **Conducted the annual review of the Faculty Grievance Officer.**
- **Received an update on the development & implementation of Faculty Information Tool (FIT).**
Dr. Estelle McGroarty gave an update on the development of FIT and how it will benefit faculty in generating annual review forms. The software will also generate research bios needed by different funding agencies.

- Reviewed calculation of Academic-Year faculty salary allocation.
- Finalized revisions to MSU Guidelines for Social Media policy.
- Received and reviewed annual report from the Faculty Grievance Officer.
- Reviewed and provided feedback on the “Frequently Asked Questions” component of Outside Work for Pay policy.
- Reviewed Preliminary Appropriation Request and Budget Guidelines
- Reviewed and provided comment on the possible adoption of Microsoft 365 email system.

Dr. Gift made a brief presentation on Microsoft Office 365 – this system would replace mail.msu.edu as central e-mail service for all MSU faculty, staff, students and affiliates. He explained that there presently isn’t a central calendaring service and there are at least 150 separate Microsoft Outlook Exchange services running across MSU with an additional small number of Groupwise and other e-mail services. A UCFA Ad Hoc Subcommittee reviewed the information. The Ad Hoc Subcommittee report reported that there were more questions about the proposed Microsoft 365 system formulated by the subcommittee than there were answers given by guest University Archives staff Cynthia Ghering with the conclusion that Microsoft 365 isn’t a product they wanted to endorse for campus-wide use without more answers to questions.

- Provided nominees for the Dismissal for Cause panel.
- Received updates on the development of the Consumer Driven Health Plan from the UCFA ad hoc health care committee.
- 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.
- Reviewed, revised and approved External Letters of Reference policy
- Representatives participated in the discussion of a Graduate Faculty Policy.
- Review and feedback of the annual Provost memo, “Appointment, Reappointment, Tenure and Promotion Recommendations.”

In addition - The newly voted in law concerning the Right to Work intertwined with the appropriations to be made to Michigan’s institutions of higher education was discussed with respect to the impact of negotiating an extension of union dues provisions with MSU’s labor unions and what the possible effects might be on MSU’s appropriation.

UCFA drafted Position Statement, which was voted upon and submitted by Bill Andersen to Acting Provost June Youatt with copies to President Simon, Bill Beekman, John Powell, Terry Curry, David Byelich and UCFA members. The report is available on the UCFA website.

PROJECTED ACTIVITIES AND ITEMS FOR FALL 2013:

- Review of electronic voting procedures proposal.
- Required update on Conflict of Interest Policy.
- Required update on the University Research Organization Proposal.
- Required update from Human Resources on Generic Prescribing Program, Best Docs, Blue Cross and Blue Care Network plans, Long Term Care individual plan options, and 2013-2014 HR healthcare proposals.

- Review of growth of MSU Administrative positions.
- Review of Faculty Information Tool.
- Review Discrimination and Misconduct in Science policies & procedures.
- Review of procedures for the review of college bylaws.
• Review procedures for 5-year review of administrators (deans, chairs, and directors)
• Update on annual summary of the MSU retirement plans

Thank you
Submitted by Lalita Udpa,