

MINUTES

BOARD OF REGENTS' JOINT MEETING OF THE COMMITTEES ON ACADEMIC AFFAIRS and PERSONNEL AFFAIRS

January 14, 2015

I. CALL TO ORDER

Joint Committee on Academic Affairs and Personnel Affairs Chairs Chuck Gee and Coralie Matayoshi, respectively, called the meeting to order at 12:31 p.m. on Wednesday, January 14, 2015, at University of Hawai'i at Mānoa, Information Technology Building, 1st Floor Conference Room 105A/105B, 2520 Correa Road, Honolulu, Hawai'i 96822.

Committee on Academic Affairs members in attendance: Committee Chair Chuck Gee, Committee Vice Chair Lee Putnam, Regents Michelle Tagorda, and Simeon Acoba.

Committee on Personnel Affairs members in attendance: Committee Chair Coralie Matayoshi, Committee Vice Chair Chuck Gee, Vice Chair Eugene Bal, Regents Lee Putnam and Helen Nielsen.

Others in attendance: Chair Moore (Ex-Officio committee member); President David Lassner; Vice President for Administration, Jan Gouveia; Vice President for Legal Affairs and University General Counsel, Darolyn H. Lendio; Vice President for Community Colleges, John Morton; Vice President for Research, Vassilis Syrmos; Interim Executive Vice President for Academic Affairs, Joanne Itano; UH Mānoa Interim Chancellor Robert Bley-Vroman; UH Hilo Chancellor, Don Straney; Executive Administrator and Secretary of the Board of Regents, Cynthia Quinn; and others as noted.

II. PUBLIC COMMENT PERIOD

Executive Administrator and Secretary of the Board of Regents, Cynthia Quinn announced that no written testimony was received and no individuals had signed up to present oral testimony.

Committee Chair Matayoshi said agenda items would be taken in reverse order per request by Interim UH Mānoa Chancellor Bley-Vroman.

III. AGENDA ITEMS

2. Information on faculty workload policies

VP Morton explained that the presentation on faculty workload policies was to get an understanding of the general principles on workload and how the procedures are implemented for vetting and reviewing and approving workload policies with associate vice chancellors, deans and program chairs; and to provide a workload policy summary to see how it works. General guidelines are set in board policy and referred to in collective bargaining contracts. Community college faculty teach 27 credit hours or the equivalent and 4 year college faculty teach 24 credit hours or the equivalent. Credit hours means the time spent with students and not credits earned. Hours are set based on traditional lecture class hours. Equivalencies account for courses that are nontraditional as well as nonteaching equivalency for other administrative work, and may apply to a fraction of the credit; e.g., the time equivalent in developing a new course. The process is very diverse across the system among the 4 year colleges because of its complexities between a research university like UHM versus a comprehensive college like UHH and UHWO.

Interim Chancellor Bley-Vroman continued that at UH Mānoa (UHM) teaching, research, and service are field specific and significantly differ. There are varied workloads, number of students, and variable courses at the higher levels and therefore things are managed at the department level with the vice chancellor. Assessments are conducted by deans and vice chancellors to determine sufficiency of workload policies and compliance. There are workload committees for larger units. Once tenured, there is a separate process that is a formal periodic review different from workload. Non tenured track faculty are reviewed only on instruction.

University of Hawai'i-Hilo (UHH) and University of Hawai'i-West O'ahu (UHWO) had similar reports as they are comprehensive universities with a 75/25 ratio of teaching to research. The campuswide workload policy is that instructional faculty teach 9 credit hours, and earn 3 credit hours for professional activity.

The community colleges are centralized and have metrics and workload set for every course across the 7 campuses, automated to calculate the time equivalencies, and closely monitor overloads that are compensated based on rank and rate set by the collective bargaining contract, with limits and maximums set each year for both teaching and nonteaching assignments, that must be justified by demand and lack of qualified personnel to teach, with no compensatory time unless diminimus.

The committee commented that as a governance board, it should receive updates and be provided some method to ensure sufficiency of implementation, such as having some homogenous standards, if possible, samples to review and comparators from peers; and highlighted the need for administration to ensure that the standards are carefully discerned within a unionized environment. The committee also raised questions and comments regarding preparation time and accommodating changes in

enrollment. Administration stated there was no official policy on preparation time and the environment was closely monitored to anticipate shifts or trends in needs to reassign or increase teaching resources.

1. Information on periodic faculty review

VP Morton provided background on the policy on periodic faculty review which is also reflected in the University of Hawai'i Professional Assembly collective bargaining agreement. The policy is peer-based, formative in nature, and focused on making the best use of faculty going forward. Severe deficiencies are disciplinary matters with separate due process.

He explained that over the years the management of the policy has eroded resulting in being behind on the 5 year reviews. The accreditation review noted that the policy was deficient because it did not address performance issues. The policy was recently revised in consultation with UHPA to add in assessing how well students are learning, and the review to be specific to criteria of current rank at the time of review. An online management system was developed to alert department chairs and faculty members on deadlines. This system has been in place for one year and an update to the committee on its progress will be provided at a later date. There is a joint committee with UHPA to provide dossiers online to make the evaluation process easier. Resources are also available to help underperforming faculty. However, it is the professional responsibility of the faculty to meet criteria regardless of resources.

Vice Chancellor for Academic Affairs Reed Dasenbrock added that at UHM, general policies and procedures are in place and specific criteria is currently being developed for each department. UHM keeps track of the status of reviews and would consider shortening review if it can be negotiated with the unions. Unlike most research universities, UHM does not have merit pay and annual salary increases, and post tenure review is almost never done more every than 5 years. The challenge is implementing consequences when deficiencies are not remedied.

VP Morton reported that the community colleges conduct reviews every three years as a common practice but can come up anytime, and there is a periodic review built into the workload with an annual evaluation.

Chancellor Straney reported that at UHH, current policies and procedures remain unchanged since 1993, and are currently being updated and incorporated into the strategic plan.

Vice Chancellor for Academic Affairs Linda Randall reported that at UHWO the current policies and procedures remain unchanged since 2013, and there has been no post tenure review for a few years, and by Spring 2014 there will be criteria.

Regent Putnam commented that she believed that while review is important, healthy to do, and part of accountability is ensuring that reviews get done, faculty are highly professional individuals who can self define a set of strong aspirational objectives and have the ability to be creative and self governing.

3. Information on extramural support for faculty salaries

Interim Vice Chancellor for Research Brian Taylor, summarized that the extramural funds primarily go to compensate the 2 months a researcher is not compensated with state money, which is disclosed in recruitment. The funds go to provide for non tenured temporary research faculty, Research Corporation of the University of Hawai'i staff, and graduate students, at a 5 to 1 ratio. The impact of funds is to personnel and encourages others to seek extramural support because the funds can be leveraged to fund more work. He said the comments by former Chancellor Apple were incorrect in that other research universities actually do pay for their research faculty. The National Science Foundation and the National Institutes of Health both have caps that are the equivalent of 2 months of salary. If the faculty do not continue to receive funding, the department will try to bridge the gap with overhead funding, but it is still the responsibility of the faculty to seek more funds. There are faculty who are not receiving 100% of their salary.

IV. ADJOURNMENT

There being no further business, upon motion by Committee Chair Gee and seconded by Committee Vice Chair Putnam, and with no objections, the meeting was adjourned at 2:44 p.m.

Respectfully submitted,

/S/

Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents