

CODIFICATION COMMITTEE

Wednesday, February 11, 2026

CC 2200 | 2:00-3:30pm

Minutes

Present: Dietz, Newman, Reyes, Schuttler, Senbet,

Absent: Berg, Fogg

Called to Order 2:03pm

Approval of the Agenda approved without objection

Approval of the 28 January 26 meeting minutes approved objection

Chair's Report/Announcements – Provost Fleming and Nancy Sileo shared some feedback regarding the questions from the last meeting.

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
- Check Senate Action Forms against the online Board Policy Manual (BPM) and Regulations
- Administrators Moving to or Returning to Faculty (Step-back policy) Revision (Salary Equity)
 - Leave and pay should be on the LOI instead of the policy
 - 3-3-1301(3)
 - Comment from Fleming: What about administrators who report to the president - I don't think the CAO can create the plan.
 - Generally, this would apply to any faculty in Academic Affairs, Student Affairs, etc.
 - (a)
 - It was suggested that the transition plan and the Letter of Intent (LOI) should not be separate documents. The plan should be incorporated into and function as the LOI.
 - Rewrite the first paragraph of a) as,
 1. “The Letter of Intent (LOI) shall include a transition plan prepared by the administrator moving or returning to faculty, their supervisor during their administrative role, and their unit leader. The LOI must be approved by the CAO. An LOI shall include at least the following:”
 - The transition plan should be established at the time the LOI is created, rather than being determined at the conclusion of the administrative appointment.
 1. It should include the transition period and administrative and/or faculty duties.
 - The administrator moving or returning to faculty, their

supervisor during their administrative role, and their unit leader should be the one to prepare the LOI.

1. It would be helpful to see an example of an LOI
- Comment from Fleming: Retooling would say that the only purpose for a leave is to do the work to go back to being a full-time faculty member. Is that what is intended?
 - The comment is addressed through the proposed revisions.
 - “I) The transition period.
II) The transition salary during the Retooling Semester shall be identified in the initial LOI, based on the faculty base salary.
III) The specific date that the employee is paid as an administrator moving or returning to a faculty position.
IV) The specific tasks that the administrator stepping back will do during the Retooling Semester, such as prepare for classes, special projects, and/or assist with the transition to a replacement.
V) The retooling time identified in the LOI, which shall not exceed one (1) semester. A minimum of three (3) consecutive years, unless otherwise approved by the CAO, must occur in an administrative role or roles in order for the administrator to earn a Retooling Semester.
VI) The rank, tenure status, discipline code, and pay calculation relative to the parity floor in the year of return.”
 - The intent is to ensure that individuals transitioning from an administrative role adequately prepare for their faculty responsibilities.
 - Comment from Fleming: Why one semester?
 - It was clarified that one semester is what we can afford.
- 3-3-1301(4)
 - (a)
 - Comment from Fleming: Too specific? What happens if the basis for pay comparisons changes?
 - Comment from English: This should be stated in the LOI, not in policy. If the LOI states a certain amount, it shouldn't be able to be changed as that can cause disparity and discrimination claims.
 - It was noted that a new frame of reference is needed, given that CUPA data is no longer being used and the concept of the “parity floor” requires further clarification.
 - It was asked whether section (a)(i) is intended to mean that the parity floor is based on the salary at the time the individual left their faculty role.
 - For Clarification replace “current” with “parity floor in the year of return”
- Continue from 3-3-1301(4)(a)(ii) at the next meeting.

New Business

Future New Business

- College of Osteopathic Medicine Policies

Comments to the Good of the Order

Adjournment 3:29pm