

## **CODIFICATION COMMITTEE**

### **Remote Meeting - Zoom Wednesday, September 9, 2020 MINUTES**

**Present:** Berg, Murza, Rich, Satriana, Schuttler, Welsh, Welsh

**Absent:** Fitzpatrick

#### **Call to Order**

The meeting was called to order at 2:01PM.

#### **Approval of the September 9, 2020 Agenda**

Approved without objection.

#### **Approval of the August 26, 2020 meeting minutes**

Approved without objection.

#### **Chair's Report/Announcements (Schuttler)**

- There are a few items to fix in Faculty Grievance.
- Senate Actions from 19/20 pertaining to the BPM and UR have all been updated; we'll check the ones from 18/19.
- Today, let's focus on the Step Back policy.

#### **Unfinished Business**

- Senate Action 1113: Evaluation, Promotion, Tenure
- Senate Action 1143: Part 12 Faculty Grievance – Satriana; *concurrent with 3-6-125*
- 3-6-125 Discrimination Complaint Procedures – Satriana; *will work on after Student Code of Conduct finalized*
- Review Committees, Boards, and Councils Bylaws
- Step Back Policy
  - Overview: the policy seeks to codify practice surrounding faculty rank, tenure status, and salary rates of administrators who transition to a faculty position.
  - The committee reviewed the latest revisions from Satriana.
  - Placement and numbering of the policy need to be determined.
  - The definition section has been overhauled.
  - 'Role' changed to 'position' throughout.
  - Revise the administrative leave section for clarity.
    - Rename as 'transition leave'
    - Refer to specific salary-related sections as needed.
  - Comments for Salary Equity include:
    - Due to budgetary concerns around funding, the CFO may need to review the policy.
    - Timing of administrative unit's budgetary responsibility for funding the step-back faculty: six months versus two semesters.
    - Why is step-back pay calculated at 90% of the CUPA Doctoral All median?
    - How is the cycle of review negotiated for the return to faculty? Is the clock re-started?
    - Should employees with a less than full-time workload in either administrative or faculty roles be considered in the step back policy?

#### **New Business**

- Faculty Grievance 2-3-1201 – fix typos

- Review Add'l Senate Actions/Board Policy Manual and University Regulations Updates  
*From 2018/2019*
  - Senate Action 1162 – Conflict of Interest
  - Senate Action 1167 – Parental Leave

**Adjournment**

The meeting was adjourned at 3:14PM.

Mary Schuttler  
Chair

Betsy Kienitz  
Recording Secretary