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**Faculty Personnel Policy Committee**

September 22, 2021

Online

3:00-5:00

Minutes

Present: Marie McKendall (chair), Jeanine Beasley, Greg Cline, Rebecca Davis, Kurt Ellenberger, Sean Lancaster, Douglas Montagna (recorder), Jagadeesh Nandigam, Kim Ranger; Deborah Sanders,Benjamin Swets, Ed Aboufadel (ex-officio), Lindsey DesArmo (guest)

Absent: Chris Shafer

1. Approval of agenda (pg. 1).

* Maternity Charge moved up to after chair’s report
* Agenda approved by consensus

2. Minutes from 9-8-21 (pgs. 2-4)

* Approved by consensus

3. Chair’s report

* Chair went over the new charge and the LIFT pilot
* It has been clarified that the proposed parental leave policy is 12 weeks of paid leave (six weeks medical leave and six weeks bonding time)

4. Maternity Charge (pgs. 8-14)

* Discussion tabled until we get more information about what is being proposed.
* We realized we did not clearly and fully understand what was being proposed, especially the question of whether the birth mother would get twelve weeks paid leave.

5. Updates on two pilots

A. Peer review pilot (Kurt)

* No faculty were willing to participate in the new peer review pilot.
* Discussed how to deal with that refusal. One possibility is to roll out the process without a pilot. We decided to get in touch with ECS/UAS for advice about how to proceed with either a pilot or some other kind of trial for the new system of peer reviews or to just roll it out.

B. LIFT pilot (Ed)

* We decided to keep studying the visualization of LIFT scores with bar graphs to see if that provides more clarity about what they mean.
* Greg and Sean are working with Ed can other faculty on examples of ways to visualize the data.

6. New Charge

* Discussed the recommendation from the Equity in Personnel Processes Task Force (EPP) to stop using Lift scores for summative purposes and only use them for formative purposes.
* Discussed the ramifications of such a drastic step and considered the reactions of the Board of Trustees, the students, and faculty
* We decided to wait until EIC and LIFT-MC gives us more input on the matter before trying to come up with a policy in response the EPP recommendations.

Meeting adjourned circa 4:40 PM

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**Faculty Personnel Policy Committee**

September 8, 2021

Online

3:00-5:00

Minutes

Present: Marie McKendall (chair), Jeanine Beasley, Greg Cline, Rebecca Davis, Kurt Ellenberger, Sean Lancaster, Douglas Montagna, Jagadeesh Nandigam, Kim Ranger, Deborah Sanders, Benjamin Swets (recorder), Ed Aboufadel (ex officio)

Absent: Chris Shaffer

1. Introductions for new members

2. Agenda approved by consensus

3. Reviewed charges for this year

1. LIFT- MC Report Issues:

Please evaluate the six issues identified in pages 8-9 of the April 2019 Final Report of LIFT-MC, and in particular concerns raised there (i) that there is high variability across colleges (and possibly across units) in how LIFT data are used and interpreted and (ii) that some colleges (and possibly units) are using LIFT data in ways inconsistent with IASystems documentation and USETI/UPLIFT task force recommendations. Unless it appears that these concerns are misplaced, frame a policy proposal that would regulate the use of numerical benchmarks for evaluating teaching effectiveness.

SHORE Log: 1134-2019

2. Revisit 12-month Faculty Vacation Policy:

Review the memo from CHP and revisit the language of the 12-month faculty vacation policy (BOT 4.2.30.2).

SHORE Log: 1172-2020

3. Service Work During Sabbaticals:

Discuss the questions provided in the memo from AVP Ed Aboufadel about service work during sabbaticals and make recommendations, if warranted.

SHORE Log: 1173-2020

4. Combining Tenure and Promotion Decisions (Memo from UPRC):

Consider the memo from UPRC that recommends a revision of personnel policy to combine tenure and promotion decisions. Combining tenure and promotion to associate professor as one vote is feasible, although there are other cases that need to be considered in policy. The memo includes policy direction suggestions for specific scenarios for FPPC to explore.

SHORE Log: 1174-2020

5. Maternity Leave Policy:

Re-examine the maternity leave policy. Consider making it a straightforward maternity leave based on benefits to the mother and child rather than a “leave from teaching” done to benefit students.

6. Leadership and Succession Planning

Please propose language to ensure that the applicable section of the UAS Bylaws (SG 1.02) that charters the committee includes a subsection on Leadership, that describes the leadership positions and succession process.

7. Peer Evaluation Pilot:

Review the peer evaluation pilot proposal from FTLCAC to inform the new FPPC pilot.

8. Gender Equity During the Pandemic:

Assess how the temporary personnel policies enacted during the pandemic affected gender equity in consultation with EIC. Consider recommendations from EPP taskforce and create policies to address recommendations.

9. Bias in Student Evaluations:

Consult with LIFT Management Committee in their exploration of bias in student evaluations (LIFT is the lead committee).

10. In an effort to engage more faculty in our shared governance system, prepare a 1–2-page mid-year progress report at the end of the Fall semester to be disseminated to ECS/UAS and College Deans (a full report is expected as usual at the end of the year).

4. Chair’s Report – no report

5. Discussion of two pilot projects: Peer review and LIFT data visualization

A. Peer review

* Ed Aboufadel requested that a member of the committee be the “face” of the peer review pilot program to get the ball rolling on the pilot. Kurt Ellenberger agreed to serve in that role.
* Discussion: How to select which units will participate in the pilot. Generally agreed that units should volunteer, and that we need at about 5-8 units to participate. The pilot data will not be used for the candidates being reviewed unless the candidate wants it to.
  + Will not cover hybrid/online sections; just in-person for the pilot; other formats can be included in the future after the pilot
  + After some discussion of whether to run the pilot a year from now for the full professor promotion process, we decided to stick with the current plan.

B. LIFT scores

* 1st 5 recommendations should already have been implemented by units.
* Task now is to implement graph-based data visualizations of LIFT scores and the other recommendations outlined in section B. Greg Cline and Sean Lancaster agreed to help create some visualization examples.

6. Discussion of ordering agenda items

* Marie proposed putting the maternity policy at the top of the agenda
  + Could also be expanded into a family leave policy
  + Greg Cline proposed folding that in with 12-month vacation policy

Dear Chairs of EIC, FPPC and LIFT-MC:

On September 10, ECS reviewed the Final Report of the Equity in Personnel Processes (EPP) Task Force and a Report from the EIC on Diversity of Faculty, Staff, and Students across Colleges.  We resolved that both reports should be combined and shared with EIC, FPPC and LIFT-MC for review and possible action in the form of recommendations if and when possible. To that end, we are modifying one of your current charges to read as follows:

**EIC:** In collaboration with FPPC and LIFT-MC, review the recommendations from the combined EPP taskforce and EIC reports and provide input for FPPC to craft appropriate policies.

**FPPC:** In collaboration with EIC and LIFT-MC, review recommendations from the combined EPP taskforce and EIC reports and craft appropriate policies.

**LIFT-MC:** In collaboration with EIC and FPPC, review the recommendations from the EPP taskforce and EIC reports and provide input for FPPC to craft appropriate policies.

I admit that the combined document has a lot of important recommendations and you are balancing these against other charges that your committees have. I do not expect that it is feasible to accomplish all of these this academic year. However, I would urge each of you to prioritize what you consider to be very important for your committees to tackle short-term and long-term.

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**EPP Task Force Report/Recommendations**

The Equity in Personnel Processes (EPP) Task Force was developed in May, 2021 with the following roles/charges:

1. Explore bias in teaching evaluations as it relates to gender, race, ethnicity, etc.

2. Make recommendations to mitigate issues of bias in teaching evaluations.

3. Make recommendations for specific policy language that FPPC will use to craft policy language.

Recommendations have been organized into those that apply directly to using LIFT teaching evaluations and those that apply to mitigating bias in promotion and tenure processes university-wide. Broadly, however, we believe it is necessary to approach mitigating bias across LIFT and in promotion and tenure processes collaboratively. To this point, there appear to be related efforts across multiple entities (EIC, FPPC, FTLC, ECS/UAS). Moving towards mitigating bias and increasing equity requires a comprehensive plan involving the aforementioned areas as well as the Provost’s Office, Human Resources, faculty ombuds, and Inclusion & Equity.

A note about consideration of recommendations: some recommendations may be relevant immediately, while others may not. Additionally, some recommendations may be irrelevant if others are adopted. As such, we ask that recommendations are considered individually rather than as a set. Finally, we are awaiting a forthcoming report from the American Council on Education (ACE) that will offer specific policy language examples aimed at increasing equity in tenure and promotion processes. We have included some quick access to examples and resources below, we can supply additional resources and information upon request.

**Recommendations re: LIFT Teaching Evaluations**

1. We recommend LIFT teaching evaluations no longer be used for annual review and tenure

and promotion processes. We further recommend these be used for formative purposes

only and are only viewed by instructors and chairs/deans (with explicit guidelines for

appropriate use).

Please see reports from EIC and FPPC and significant evidence from academic literature

acknowledging bias across student evaluations of teaching.

2. We recommend the university generate and disseminate a document/statement on the

GVSU website that acknowledges bias in student evaluations with relevant evidence and

resources to help mitigate bias. Explicitly share how student evaluations will and will not be

used with regard to annual review and tenure and promotion processes.

3. We recommend the university explicate and publicize the process for faculty to request a

student evaluation that demonstrates explicit bias in their written feedback be removed

from record.

4. We recommend the university develop a more comprehensive ‘rubric’ to identify effective

teaching and evidence that could be used as a part of tenure and promotion processes.

[Already in progress at FPPC]

**Recommendations re: Mitigating bias in promotion and tenure processes and evaluations of teaching for non-tenure-track faculty**

5. We recommend a thorough and regular review of university, college, and department

guidelines for instances of bias. We further recommend immediate review of unit-specific

requirements/expectations that exceed college and university requirements that introduce

and/or perpetuate bias and that such expectations/requirements be immediately remedied.

6. We recommend the university design and facilitate leadership training and ongoing

professional development for ALL department chairs with an equity and inclusion lens.

7. We recommend the university require and appropriately train all evaluators that

participate in promotion and tenure processes about how to identify and reduce bias and

increase equity in review of promotion and tenure materials.

8. We recommend an external advocate as a non-voting member on all personnel decision

committees at all levels of the process.

9. We recommend enhanced faculty onboarding with specific attention to personnel actions:

In addition to new hire onboarding, establish orientation for faculty going through the personnel

process (contract renewal, tenure, promotion) one year prior to their scheduled action. The goal

is to provide ongoing, scaffolded support of the candidate and formal opportunities to clarify

tenure and promotion expectations.

10. We recommend the university develop a procedure to collect and maintain annual and

over-time aggregate data and reporting from Inclusion & Equity and/or Human Resources

on demographics of faculty departures to determine whether patterns emerge that may

necessitate further exploration of whether bias and/or climate issues impact departure.

11. We recommend the university explore and report on GVSU faculty decisions to pause or

continue the tenure clock (FMLA leave, COVID pause, etc.) to uncover whether decisions

are disproportionately skewed for any minortized or underrepresented faculty status. We

further recommend examination and projections of how pauses impact future salaries.

***Maternity Leave Policy Charge: Re-examine the maternity leave policy. Consider making it a straightforward maternity leave based on benefits to the mother and child rather than a “leave from teaching” done to benefit students.***

**Maternity Leave for Faculty**

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other "disability." The standard medical disability leave for childbirth is six weeks for a regular birth and eight weeks for a Caesarean. Depending on the timing of the standard medical disability leave, this faculty absence can cause significant interruption in students' learning. Therefore, to ensure continuity in students' learning, a faculty member will, with full pay, be released from responsibilities for student learning except when, for example, the birth date occurs in the late spring or early summer, in which case, no release time may be needed for faculty on an academic-year appointment. A release from "responsibilities for student learning" means a release from teaching as a principal instructor of a regularly scheduled, semester-long course.

A written maternity leave plan signed by the faculty member, the unit head, and the dean should be submitted to the Human Resources Specialist in the Human Resources Office prior to the beginning  
of the faculty member's absence. This plan should note the medical disability leave dates, whether additional paid maternity release is being granted under the above policy, and if so, describe what duties will be resumed and what other assigned responsibilities will be completed after the standard medical disability leave is expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur.

–This policy can be found in the Administrative Manual, Chapter 4 Human Resources, Section 2.30 Faculty.

A faculty member who is expecting should determine whether or not they will be absent, due to their maternity leave, for 6 weeks or longer in an academic semester. The standard medical disability leave for childbirth is six weeks for a regular birth and eight weeks for a Caesarean. For this policy, the academic semester is defined as the time period classes are in session.

A faculty member with a due date and a medical disability from giving birth for 6 weeks or longer in the semester will be released from teaching duties for the whole semester. In lieu of teaching duties, the faculty member would have alternative responsibilities. Their salary would continue at 100% while on approved alternative responsibilities. A faculty member with a due date and a medical disability from giving birth less than 6 weeks in the semester will not be released from teaching duties.

**A. Released from Teaching:**

A written maternity leave plan is needed when a faculty member will be absent for 6 weeks or longer in an academic semester due to a maternity leave of absence.

• The faculty member shall notify their unit head of their upcoming maternity leave as soon as possible.

o An earlier announcement will enable all of those involved to support both the faculty member and the operational requirements of the department.

* The faculty member will be released from teaching duties for the whole semester (to include the time period before and after the maternity leave).
* Modified duties will be allocated for the remainder of the semester, for both before and after the maternity leave.

o The modified duties shall be discussed and agreed upon between the faculty member and unit head.

* A written maternity leave plan, stating reassigned duties in lieu of teaching, is created by the faculty member and unit head.

o See Appendix A for examples of modified duties.

o See Appendix B for a template of a written maternity leave plan.

* The written maternity leave plan is submitted to the Dean’s office for approval.  
  o After the Dean’s approval, the plan is submitted to Human Resources for review.

o After Human Resource’s approval the plan is submitted to the Provost’s office for final review.

o The written maternity leave plan must be created and approved by all parties prior to the maternity leave start date.

o This plan can be amended if unanticipated medical issues occur.

* The faculty member must submit a Maternity Leave Application to Human Resources.
* This form can be found on the Human Resources website at www.gvsu.edu/hro under Forms, Benefits, and Other Forms.

o Titled, “University Medical and FMLA Leave ApplicationFaculty/Salaried Staff”

* This application should be submitted no later than 30 days before the maternity leave of absence.

• Exceptions to the Faculty Maternity Leave Policy will need to be approved by the Provost Office.

**B. Not Released from Teaching:**

A written maternity leave plan, stating reassigned duties in lieu of teaching, is not needed when a faculty member will be absent less than 6 weeks in an academic semester. The faculty member will continue teaching duties for the remainder of the semester.

• The faculty member shall notify their unit head of their upcoming maternity leave as soon as possible.

o An earlier announcement will enable all of those involved to support both the faculty member and the operational requirements of the department.

**Other Questions**

* If a maternity leave is between 2-6 weeks in a working semester, the faculty member must submit a Maternity Leave Application to Human Resources.

o This form can be found on the Human Resources website at www.gvsu.edu/hro under Forms, Benefits, and Other Forms.

* Titled, “University Medical and FMLA Leave ApplicationFaculty/Salaried Staff”
* This application should be submitted no later than 30 days before the maternity leave of absence.
* If a maternity leave would involve less than 2 weeks in an academic semester, maternity leave paperwork is not needed.

o The faculty member would coordinate their absence with their unit head.

Full time benefit eligible faculty members and affiliate faculty members will receive pay for medical disability leave and for modified duties for the remainder of the semester.

* + Visiting and adjunct faculty members will receive pay for the modified duties period only, but are not eligible for disability pay.
  + FMLA eligible faculty members can take up to 12 weeks off for maternity leave.

o To be eligible for FMLA, a faculty member must have worked for the University for at least 12 months, and has worked at least 1,250 hours in the 12 months preceding the leave.

o The time period after the medical disability would be unpaid time off.

* + Q&As about maternity leave, including how and when to add a dependent to health insurances, can be found at www.gvsu.edu/hro under Faculty & Staff,then Policies, Leaves & Contracts.

**EXAMPLES OF REASSIGNED DUTIES IN LIEU OF TEACHING FOR MATERNITY LEAVE**

Modified duties should be relevant to the particular skills and knowledge of the faculty member and needs of the unit. Modified duties are not guaranteed to be working exclusively from home. These modified duties are meant to serve as examples and is not an exhaustive list. Different combinations of these may be appropriate to different faculty members.

• Serving on departmental Strategic Planning Committee

• Assisting with candidate searches

• Staffing Spanish Writing Center: on-campus and online hours

• Organizing student participation in a professional conference: arranging transportation, accommodations, scheduling, registration, submission of paperwork for students and faculty.

* Advising student organizations.
* Preparing curriculum guidelines for majors and minors who are rising sophomores, juniors and seniors to register for the upcoming academic year.

• Organizing XXXX concert: arranging tech schedules, confirming lighting and stage management details, creating a poster and program template.

• Creating and managing an event calendar for the program, including scheduling for events during the maternity leave.

• Organizing and adjudicating departmental admission auditions.

• Selecting scholarship recipients for the upcoming academic year.

• Organizing XXX Day: updating website, sending out performance agreements to guest artists, scheduling master classes and performances, contacting volunteers to usher; finalizing guest artist itineraries; creating program booklet.

* Pre-maternity leave: Coordinating department student essay contest. Advertising and planning in the early part of the term.
* Conducting surveys and preparing reports on department’s common classes to compare texts, assignments, and tests. This is part of an overall survey of our largest, multi-section courses to help us prepare for curriculum review and strategic planning. Report should be completed by

(insert specific dates).

* Research and report on program course offerings at other schools in preparation for department consideration. A report should be completed for consideration by the department by (insert specific dates).
* Post-maternity leave: continue to manage department student essay contest, final judging and competition conclusion in (insert specific dates).

Assessment collection. Assist in developing new collection and storage methods for dept. assessment. Design of the system (insert specific dates). Use of the system/begin collection (insert specific dates).

* Create and distribute faculty achievement/activity newsletter. First distribution planned for (insert specific date). Collection of information for Summer newsletter will continue through (insert specific dates).
* Department webpage revision and maintenance. This project will include a survey of other department sites and sites of xxx departments at other universities. A report with recommendations and alternatives should be completed by (insert specific dates).
* Coordinate joint GVSU/Calvin undergraduate xxx conference on (insert specific dates).
* Course registration publicity and advertising (insert specific dates).

**REASSIGNED DUTIES IN LIEU OF TEACHING DUE TO MATERNITY LEAVE [PAID/UNPAID]**

* Name Department  
  Grand Valley State University
* During the [Fall/Winter] semester 20XX, I plan to follow the tentative timeline below:
* Dates:
* Aug. 25–Sept. 22
* Sept. 23–Nov. 3 Nov. 3–Dec. 22
* Responsibilities Include:
* Attending auditions on Aug 27; Providing office hours Mon & Wed 1:00– 3:00pm; Teaching individual lessons; Attending faculty lectures; Organizing the Student Day in December: updating website, sending out agreements to outside vendors, scheduling classes, coordinating volunteers for the event
* Maternity leave
* Return to teaching studio;  
  Sitting in on applied lessons taught by Professor Smith as deemed appropriate;  
  Finalizing all details for the Student Day;  
  Attending lectures;  
  Coordinating evaluation and grade submission for applied lessons with Professor Smith
* page6image2485575296
* I will resume all of my teaching and performing responsibilities on [DATE]. Sincerely,
* Name Date Department Chair Date Dean Date Human Resources Specialist Date Provost or Designee Date

|  |  |  |
| --- | --- | --- |
| **University** | **Maternity Leave** | **Paid Parental Leave** |
| U of Michigan | Six weeks medical leave | Six weeks paid leave for parents |
| U of Michigan Dearborn | Six weeks medical leave | Six weeks paid leave for parents |
| U of Michigan Flint | Six weeks medical leave | Six weeks paid leave for parents |
| Michigan Tech | Six weeks medical leave | Four different plans that equate to six weeks of paid leave for birth mother or primary caregiver |
| Michigan State University | Six weeks medical leave | Six weeks paid leave for parents |
| Western Michigan University | Six weeks medical lelave | Six weeks paid leave for parents |
| GVSU | Six weeks medical leave | Teaching release for mother -various amounts of time depending on birth date. |
| Oakland | Six weeks medical leave | Paid service projects determined by dept/dean |
| Central Michigan University | Six weeks medical leave | None |
| Eastern Michigan University | Not clear | Not clear |
| Ferris State University | Six weeks medical leave | None |
| Lake Superior | Six weeks medical leave | None |
| Northern Michigan University | Six weeks medical leave plus sick leave | None |
| Saginaw Valley | Six weeks medical leave | None |
| Wayne State University | Average medical leave of eight weeks | None |