



TO: Faculty, Staff and Academic Administrators – Jefferson – East Falls Campus  
FROM: Jessica L. Holt  
Manager of Faculty Affairs  
RE: October 17, 2017 Jefferson – East Falls Faculty Meeting Minutes

### **Approval of the Agenda**

Professor Pierce called the meeting to order on Tuesday, October 17, 2017 at 12:31 p.m. in the Kanbar Performance Space. The agenda was approved.

Each meeting is recorded and posted on the Jefferson – East Falls Office of the Provost’s website [<https://www.philau.edu/provost/meetings/>] for any faculty not able to attend.

### **Approval of the Minutes of the September 19, 2017 Full Faculty Meeting**

Professor Pierce presented the minutes, which were acknowledged and submitted.

### **Faculty Voices**

#### **Concern about EXTERNAL SENDER Warnings**

**C. Pastore**

Professor Pastore expressed concern over the recent addition of the “External Sender” warning to emails that are received. It was noted that the warning makes it so that the recipient cannot read the original subject, so they have to open the email, which seems to go against the point of the warning. Jeff Cepull explained that the implementation of this was to raise awareness around the increased phishing emails that are circulated. The long term goal is to implementing multi-factor authentication.

#### **Concerns about the Jefferson Website**

**A. Bower**

Professor Pierce reported that the concerns Professor Bower was going to raise around the difficulty locating the links that were found on the old webpage header, have been fixed by PR.

#### **Missing: 2018-2019 Academic Calendar**

**J. Pierce**

Professor Pierce commented that the 2018-2019 academic calendar has not been released yet. Matt Baker stated that the 2018-19 academic calendar will be distributed next week. The calendar will follow the standard review/exam days, however, it will not include the date of Commencement for 2019.

### **Report from the Provost’s Office**

**M. Baker**

Matt Baker reported that Middle States will be visiting the University, and both campuses. for a focus visit November 13 – 15, 2017. The group will be comprised of 3 individuals who will be reviewing the integration actions. They will be at East Falls on November 14<sup>th</sup>.

Next, Matt reported that the East Falls campus will be moving from Colleague to Banner as the Student Information System. In addition, Human Resources will be transitioning to PeopleSoft.

### **Updates of the Standing Committees**

No reports were presented.

### **Special Reports**

#### **An Overview of the Dean of Students Office**

**H. Humphreys & T. Butler**

Dean Humphreys and Associate Dean Butler directed attendees to the presentation materials which were distributed prior to the meeting. They reviewed the scope, divisional structure, and offices which make up Student Services and Student Life. Of note, Counseling Services has seen increased usages. As a result of these demands, new support groups and workshops have been developed. It was also noted that most students utilize these services for situational issues and on average make 6 visits. Henry reiterated that the Dean of Students Office is focused on assisting students in lowering the barriers to achieving their educational goals and the ensure student success.

#### **Title IX and Mandatory Reporter Requirements**

**B. Shepard-Rabadam**

Associate Provost Shepard-Rabadam directed attendees to the presentation materials which were distributed prior to the meeting. Beth reviewed the Title IX and Deputy coordinators, along with key differences between Title IX and the Clery Act. She also reviewed who a responsible employee is with a duty to report. It should be noted that to be confidential/privileged, an individual must be acting in the capacity in which they are employed, within the scope of their license, and must receive this disclosure during the scope of that employment.

The current presidential administration has withdrawn the Dear Colleague Letter of 2011. In the interim, Universities have been provided with guidance, however Title IX and VAWA laws remain unchanged.

In response to a question from the floor, if a student reveals information within an assignment, it must be reported.

#### **Revision to F/T Faculty Overload Policy**

**B. Shepard-Rabadam**

Associate Provost Shepard-Rabadam reported on the revised overload policy for full-time faculty. The revision states that full-time faculty may teach in overload for up to five workload units of lecture, lab, or studio course sections per reporting term.

In answer to questions raised from the floor, Beth noted that this only applies to full-time faculty. A few comments noted that this seemed restrictive toward instructors, such as staff instructors. Beth indicated that the limits are to ensure a healthy work/life balance.

#### **Faculty Concerns about Employment and Benefits**

**Faculty Council**

Please see Appendix A.

**Unfinished Business**

None at this time.

**New Business**

None at this time.

**Announcements**

**Listening Sessions for Faculty Affairs Integration**

**B. Shepard-Rabadam**

There will be another series of Faculty Listening Sessions centered on Appointments, Promotion and Tenure and Faculty and Shared Governance. An Eventbrite link will be sent so that faculty may sign up to attend one of five sessions.

Faculty Development books have been distributed at the meeting and will be given to your college MAO's. A link to the PDF can also be found on the Provost's Office Resources [webpage](#).

Next Meeting: November 21, 2017 at 12:30 p.m.

Adjourned at 2:18 p.m.

## Appendix A: Faculty Concerns about Employment and Benefits

Existing East Falls faculty and staff will maintain their current health plan, vacation/paid time off (including the week between Christmas and New Year's Day), pension, and tuition remission and exchange benefits through June 2018.

### Contract Status

- Existing Contracts
  - All current contracts will be honored.
  - New Contract Letters will be issued when current contracts expire.
- Contract Renewals
  - The process is being reviewed.
  - It is the intention to develop a common approach for contract issuance that will be suitable for both campuses.
- Post-Tenure Review
  - This issue is being considered as part of the new Tenure policy. It would not be imposed on anyone with tenure.
  - A Faculty affairs Integration Committee is focused appointments, promotion and tenure.
  - There will be several Faculty Listening Sessions on both the Center City and East Falls campuses to discuss the Committee's recommendations.
- Change in Faculty Workload
  - At the present time, there are no plans to change the teaching load.
  - It is acknowledged that faculty on both campuses would like more time for research and scholarship. This will continue to be reviewed.

### Salary Structure

- Chancellor Spinelli will be sending out the annual memorandum regarding the annual salary increases.
- Faculty on both campuses share similar concerns about salary stagnation, salary compression and salary equity.
- Faculty salary will be reviewed using discipline-specific benchmarks by HR, in consultation with deans. We will make market and equity adjustments as appropriate where the budget permits.
  - We will start with individuals who hold the same position on both campuses.
- The Faculty Affairs Integration Sub-Committee on Adjunct and Affiliated is reviewing these issues as they impact part-time faculty.

### Tuition Remission and Tuition Exchange

- Chancellor Spinelli announced that all Jefferson, East Falls faculty and staff who were hired prior to October 16, 2017 will be grandfathered for tuition remission and tuition exchange benefits per the legacy Philadelphia University policy for legacy Philadelphia University programs.
  - This policy will be updated by December 1, 2017, to specify the legacy Philadelphia University programs and other details applicable to grandfathering and to clarify outstanding questions.
  - Generally speaking, benefits may require adjustments for new employees.
- Tuition Exchange
  - This benefit is offered through the Tuition Exchange Consortium, an external non-profit organization. University demand is managed through an annual lottery. It is not a guarantee to any employee.

### The University Retirement Contribution (TIAA-CREF)

- A comprehensive review is being conducted to review the retirement programs across the academic pillar of the Jefferson enterprise.
- Current programs for employees on the Center City campus:

- Faculty and senior administrators, Jefferson contributes for participants:
  - 9% of institutional base salary (age 21 to 39)
  - 11% of institutional base salary (age 40 to 49)
  - 13% of institutional base salary (age 50 and over)
- Employee Contribution:
  - 6% of base salary.
- Overall, the goal is to have a consistent approach to retirement contribution.
- The status quo will be maintained through June 2018, but changes will likely occur in the future.