

Faculty Assembly Academic Personnel Committee  
Agenda for January 28, 2014; 11:00-12:30  
Partners' Conference Room, Business School Building

1. Guest: Professor Donna Sobel, Acting Director, Center for Faculty Development
  - a. Discussion of "Guidelines for Faculty Regarding Concerns and Grievances"
  - b. On what should the APC work with the CFD?
2. Continued Discussion on Guidelines
  - a. Any other suggestions? Questions?
  - b. Moving forward—next to "legal" or Provost's Office?
3. Review and approval of previous minutes
4. Chair's Report—Very Briefly
  - a. eFRPA Update and Expectations; thanks from OIRE
  - b. Campus-wide Prioritization Review update
  - c. Need for APC to establish its roles in grievances increasingly apparent
5. Standing Committee Organization, Goals, & Procedures
  - a. Review and revise draft
  - b. Consequent recommendations regarding Faculty Assembly Bylaws revisions
6. Outcomes for concerns raised by grievance procedures survey on which Judy Coe & Brian Gerber reported in November
  - a. What should we produce? What should our goals be?
  - b. What effect should this have on the APC's "Organization, Goals, & Procedures" document?
7. New & future business?
  - a. Annual report to Faculty Assembly for 2012-2013—volunteer?
  - b. Prorated courses for NTTF?
  - c. Topics?

- d. Schedule invitations for spring:
  - i. Peter Bryant, Faculty Ombudsperson
  - ii. Others?

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University of Colorado  
Denver

DDC Faculty Assembly  
APC – Academic Personnel Committee

## *Minutes*

1/28/2014

11:00am to 12:30pm

School of Business, Partners' Conference Room

### **Attending Members:**

Brian Brady (Engineering), Kathryn Cheever (CLAS), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Poulsen, Shruti (SEDHD), Cliff Young (Business)

### **Guests:**

Laura Goodwin (Provost's Office)

Omar Swartz (P&T)

Donna Sobel (Acting Director, Center for Faculty Development)

1. **Guest: Professor Donna Sobel, Acting Director of the Center for Faculty Development (CFD).** She had received a copy of the "Guidelines for Faculty regarding Concerns and Grievances" document. She stated that CFD is in a "fine shape" and by the end of the semester someone will be on board as its director. Sobel said that she is lobbying for a the directorship to be a full time position and it is likely that it will be 75% or 80% position. She has every intention to stay on board, but as part time. She distributed several handouts to the committee members. These were on the center's website, syllabus template that came out of the center, the lunch and learn series that is going on in the center, and on Faculty Grants due 3/3/2014. Sobel mentioned that CFD is definitely a resource for faculty and was glad to see it in the Guidelines document. She explained to the committee the center's work on syllabi revision, and how the center moved from having workshop to more effectively done and attended lunch and learn series. She will draft a potential list for upcoming lunch and learn topics and asked the committee members for their feedback. She emphasized the importance of faculty development and balancing teaching, learning, research and creative work and service. She added that CFD will more closely work with the Office of Research development and Education (ORDE) which a component of the Office of the Vice Chancellor for Research. Sobel also explained that there is an online faculty orientation package that CFD worked

with HR and told the committee members that she would send them the link. Laird thanked Sobel and Goodwin for their work with NTTf professional development grant.

2. Continued discussion on “Guidelines”: The group worked on the revised version of the Guidelines document. Laird will send the revision to the group members.
3. Minutes from December meeting taken by Candan Duran-Aydintug, have been approved.
4. **Standing Committee Organization, Goals, and Procedures: Our document states under item 4, b, ii “review faculty grievances—other than those related to Reappointment, Tenure, and Promotion—only *after* those grievances have been addressed through a review process independent of supervisory authority within each school, college, or library” this assumes that units have such committees in existence. However Judy and Brian reported that many units lack these committees. The committee worked on this and other issues such as the committee’s clearly identified purview, language for sabbatical and salary grievances, and program discontinuance and the case of individuals leaving their positions. The committee decided to work on another iteration of the document.**
5. Judy and Brian reported that they continue on with their work on grievance procedures survey. They are studying the checklist and suggested guidelines for bylaws, purpose statement, suggested language on what may come after a unit level review, etc.,

Future Meetings  
February 25, 2014  
March 25, 2014  
April 22, 2014  
May 13, 2014

Faculty Assembly Academic Personnel Committee  
Agenda for February 25, 2014; 11:00-12:30  
Partners' Conference Room, Business School Building

1. Review and approval of previous minutes
2. Chair's Report—Very Briefly
  - a. eFRPA Update—more to do
  - b. Campus-wide Prioritization Review update
  - c. Reschedule March date
3. 11:30 Guest: Brenda J. Allen, Associate Vice Chancellor for Diversity and Inclusion
  - a. Discussion of “Guidelines for Faculty Regarding Concerns and Grievances”
  - b. On what should the APC work with the Office of Diversity & Inclusion?
4. Next steps with “Guidelines” to “legal” or Provost's Office? Or Faculty Assembly?
5. Standing Committee Organization, Goals, & Procedures
  - a. Review and revise draft—yet again
  - b. Consequent recommendations regarding Faculty Assembly Bylaws revisions
  - c. Alternatives available if a grievance arises?
6. Outcomes for concerns raised by grievance procedures survey on which Judy Coe & Brian Gerber reported in November
  - a. Suggestions from January:
    - i. Request that Michel Dahlin add faculty grievance procedures to primary unit bylaws check list
    - ii. APC offer “guidance statement” for primary units
    - iii. Clarify jurisdiction between HR, P&T, with APC “where faculty have no other mechanism or venue for grievance”?
    - iv. Enumerate basic procedures
  - b. Add to the APC's “Organization, Goals, & Procedures”?
7. New & future business?
  - a. Topics?
  - b. Schedule invitations for spring:

- i. Peter Bryant, Faculty Ombudsperson
- ii. University Counsel for review of "Guidelines" & "Procedures"?



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DDC Faculty Assembly  
APC – Academic Personnel Committee

## *Minutes*

2/25/2014

11:00am to 12:30pm

School of Business, Partners' Conference Room

### **Attending Members:**

Brian Brady (Engineering), Margaret Brown-Sica (Library), Kathryn Cheever (CLAS), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (A & P), Pamela Laird (CLAS), Cliff Young (Business)

### **Guests:**

Laura Goodwin (Provost's Office)

Omar Swartz (P&T)

Brenda J. Allen (Associate Vice Chancellor for Diversity and Inclusion)

1. Approval of previous minutes: Minutes of the January 28, 2014 meeting taken by Candan Duran-Aydintug will be distributed and approved via-email.
2. Chair's Report:
  - a. eFRPA: Apparently not every problem has been solved yet. Members discussed some of the general complaints (such as the process being tedious and the outdated look of the printed version). Laird asked for feedback to be sent to her as the committee will work on those again.
  - b. Campus-wide Prioritization review, per Regents: Laird said that much of quantitative data (such as downloading courses, faculty cost, student hours) will be measured by what is stated in ISIS. Faculty Assembly chair, Joanne Addison, led the process of drafting 6 qualitative questions for every unit and this will help a great deal with the quantitative data. One of these questions will obtain information about faculty activities that are not reflected in ISIS.
  - c. Reschedule March date: As the March meeting falls during spring break, members have discussed to have the meeting on March 20, 2014. Laird will notify the members.
3. Guest: Brenda J. Allen, Associate Vice Chancellor for Diversity and Inclusion, joined the meeting at 11:30. Dr. Allen, first took a look at the "Guidelines" document and commended the members for their good work. She suggested that the committee thinks

about including language in the document to make it applicable to bystanders as well. The members collectively worked on this and suggested change was made in the document. Laird will send the revised version of the document to the members for final review. Dr. Allen then talked about being invited to search committees to help these committees out to foster diversity and inclusion during recruitment process. She said that she would like to be involved with units well in advance so that what units aspire to accomplish during the search process could be discussed in terms of the university's strategic plan with respect to diversity and inclusion. Laird mentioned that Allen talked to the CLAS Dean's Search Committee and emphasized "institutional bias" issues, and advised the committee members to "take time" in reviewing files. Allen stated that she would be willing to have workshops with units on issues like "unconscious bias." After Allen had left the meeting, the members reiterated the importance of having more interaction between Allen's office and units. Laird will ask Allen for her feedback on online diversity training and early intervention.

4. Next steps with "Guidelines": The group worked on few minor modifications. Karin Rees will provide the links in the document. Ultimately, this document will go to Faculty Assembly and Center for Faculty Development websites. The group discussed plans to invite someone from legal to go over the Guidelines document.
5. Standing Committee Organization, Goals, and Procedures: Committee members discussed the revisions made by Laird. Laird took notes of the newly suggested revisions to work on the document and will send it back to the committee members. Laird said that this document will have to be approved by the Faculty Assembly's Executive Committee, then legal will go over and after that the Faculty Assembly has to vote on it to present it to the Faculty Senate. She said that the vote from the Faculty Senate could be expected at the end of this semester at the earliest, although the revision process is likely to continue over the summer.
6. Coe and Gerber are still working on their grievance procedures survey and will report back to the group during its March meeting.

#### **Future Meetings**

March 20, 2014

April 22, 2014

May 13, 2014





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DDC Faculty Assembly  
APC – Academic Personnel Committee

## *Minutes*

3/20/2014

11:00am to 12:30pm

School of Business, Partners' Conference Room

### **Attending Members:**

Margaret Brown-Sica (Library), Kathryn Cheever (CLAS), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Pamela Laird (CLAS), Shruti Poulsen, (SEDHD), Cliff

### **Guests:**

Omar Swartz (P&T)

Chris Puckett (Chancellor's Office)

1. eFRPA. ORIE wants to talk to the committee about changes. Pam Laird has been in communication with them and has a meeting set for May 29.
2. Continued discussion on Standing Committee Organization, Goals, and Procedures: The committee discussed its defining document together with the "Guidelines Statement on Establishing Faculty Grievance Procedures that Judy Coe and Brian Gerber have drafted. With their guidance, committee members discussed three distinct categories of grievance and the committees that deal with each of those specific grievance categories to flesh out APCs responsibilities and to ensure its credibility. The APC's goal is to fill in gaps not addressed by other entities, especially HR, the Faculty Senate's P&T Committee, as well as faculty members' units. In the next meeting, the committee will continue to revise new iterations of both documents.
3. Executive Session: The committee had received documents regarding a potential grievance. As agreed upon previous to the meeting, this case has been discussed in the Executive Session. In particular, the committee focused on establishing procedures (including timelines) and possible routes of action.

4. **Chris Puckett joined the meeting to discuss issues around bylaws of the committee and also the "Guidelines" document. Anti-Violence policy and sections on administrative abuse have been discussed. Puckett emphasized that other remedies need to be exhausted before APC is presented with a grievance case and makes the decision to take on a case.**

**Future Meetings**

**April 22, 2014**

**May 13, 2014**



University of Colorado  
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DDC Faculty Assembly  
APC – Academic Personnel Committee

## *Minutes*

4/22/2014

11:00am to 12:30pm

School of Business, Partners' Conference Room

### **Attending Members:**

Brian Brady (Engineering), Margaret Brown-Sica (Library), Kathryn Cheever (CLAS), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (CA & P), Pamela Laird (CLAS), Shruti Poulsen, (SEHD), Cliff Young (Business)

### **Guests:**

Laura Goodwin (Provost's Office)  
Jessica Sowa (School of Public Affairs)

1. **Approval of previous minutes:** The committee decided to approve the minutes of the March 20, 2014 meeting taken by Candan Duran-Aydintug via email.
2. **Chair's Report:**
  - a. **Faculty Council APS:** Laird reported that because of time constraint the committee will not be able to review two CU APS drafts.
  - b. **Grievance memo:** The grievance memo has been delivered and we did not hear anything further on this issue.
  - c. **Michel Dahlin consultations:** Laird stated that she had two productive meetings with Dahlin. In the first meeting, Dahlin reviewed the "Guidelines" and the "Organization, Goals, and Procedures" documents and made suggestions. In the second meeting, Dahlin met with Laird and Andrea Haar (UCDALI) to discuss some clarifications and substantive points regarding NTTF multi-year contracts.
3. **Laird reported on the added sections to the document such as the HR link and the Hostile Work or Learning Environment section.** The University's current Anti Violence policy is not found to be inclusive and other models such as the Guidelines on Workplace Bullying from the University of Mary Washington, are suggested. The committee had a discussion on the bi-directionality of bullying and agreed on the need for clear definitions so that rigorous academic discourse is not construed as bullying. The etiquette of writing emails was also pointed out. The committee decided to work some more on the document especially in light of model documents from which the document's content may benefit.

4. **Guest: Jessica Sowa joined the group and participated in the discussions around the “guidelines” document. She suggested that the document may also state the importance of creating a strong, positive, empowered culture in which students, faculty, and staff treat each other justly, fairly and respectfully. The “Guidelines” document is mainly to help with resources and avenues for resource in case individuals need support and help.**
5. **“Organization, Goals, Procedures” document: Committee members had a discussion and worked in collaboration on the revisions made after discussion with Chris Puckett and others. Committee members agreed to define “faculty” as being a member of the Faculty Senate.**
6. **Judith Coe and Brian Gerber presented the draft document they have been working on titled “Guidance Statement on Establishing Faculty Grievance Procedures”. Committee members had a brief discussion and agreed to take this up at the May meeting.**
7. **Laird pointed out the last APC meeting will be held on 5/13/2014 and new officers will be elected in that meeting.**

### **Future Meetings**

**May 13, 2014**



University of Colorado  
Denver

DDC Faculty Assembly  
APC – Academic Personnel Committee

## *Minutes*

5/13/2014

11:00am to 12:30pm

School of Business, Partners' Conference Room

### **Attending Members:**

Brian Brady (Engineering), Kathryn Cheever (CLAS), Judy Coe (CAM), Candan Duran-Aydintug (CLAS), Brian Gerber (SPA), Michael Jenson (CA & P), Pamela Laird (CLAS), Cliff Young (Business)

### **Guests:**

Laura Goodwin (Provost's Office)  
Weldon Lodwick, CLAS

1. Approval of previous minutes: April 22, 2014 minutes taken by Candan Duran-Aydintug were reviewed and approved unanimously.
2. The committee welcomed Weldon Lodwick as the new member representing CLAS. He will start serving on the committee in 2014 fall. Lodwick had been a member of the system wide P & T committee for many years and served as that committee's chair for five years.
3. Elections: Elections for new officers, chair, vice chair, and secretary, were conducted by Candan Duran-Aydintug who finishes her term of serving on APC in spring 2014. There were no nominees from the floor. Given prior nominations, Judy Coe was elected as the chair, Brian Gerber was elected as the new vice chair, and Shruti Poulsen was elected as the new secretary. All officers were elected unanimously with no oppositions and abstentions by acclamation.
4. Chair's Report:
  - a. Members agreed that for meetings in the academic year 2014-2015 dates and times and place will follow the same pattern.
  - b. Grievance memo: No feedback from the grievance memo.
  - c. Prioritization Update and Questions: Laird reported that the quantitative data will be obtained mainly relying on the information reported in eFRPA documents. Using information from eFRPA leaves Business School out and this is a concern. Laird asked the question of differentially weighing research and creative work outputs, for instance, a book as opposed to an article and the fact that different

outputs are weighed differently across the disciplines. Young suggested that data that specify accomplishments of faculty rather than focus on unit of production could easily be obtained and this would include the Business School and would represent faculty productivity more effectively. Laird stated that during summer unit chairs/program directors/associate deans/deans will be asked to provide the prioritization committee with answers to qualitative questions.

- d. Laird announced that she has an upcoming meeting with OIRE, 5/29 at 8:15am to discuss questions and concerns for eFRPA. All members are invited to attend this meeting.

5. **“Guidelines” Update:**

- a. A few additions such as the “aspirational statement” in introduction have been approved. The document’s title has been changed to Faculty Resource Guide and Personnel Issues.” The members voted and unanimously adopted this document.
- b. This document will be delivered to Faculty Assembly’s Executive committee and to the Provost’s office (via Michel Dahlin). It will ultimately be posted on Faculty Assembly’s website, on Laura Goodwin’s website, and will be linked to other websites

6. **“Organization, Goals, and Procedures”.**

- a. The committee discussed the definition of “faculty”. To make sure that “faculty” includes lecturers as well, members agreed on the definition of faculty “being a member of Faculty Senate and lecturers”. There were no other changes to this document.
- b. The committee voted and unanimously adopted this document as amended
- c. This document will also be delivered to Faculty Assembly, to the Provost’s Office.

7. **“Guidance statement on Establishing Faculty Grievance Procedures” (Judy Coe and Brian Gerber).**

- a. Coe and Gerber gave a brief review of the document.
- b. The committee worked on the document some more and decided that some clarifications and changes should be made in the next iteration.



University of Colorado  
Denver

**DDC Faculty Assembly  
APC – Academic Personnel Committee**

*Minutes*  
**9/23/2014**  
**11:00am to 12:30pm**

**School of Business, Partners' Conference Room**

**Attending Members:**

Kathryn Cheever (CLAS), Eric Baker (Auraria Library), Judith Coe (CAM), Brian Gerber (SPA), Michael Jenson (CA & P), Pamela Laird (CLAS), Weldon Lodwick (CLAS), Shruti Poulsen (SEHD), Cliff Young (Business)

**Guests:**

Laura Goodwin (Provost's Office)

1. **Approval of previous minutes:** May 13, 2014 minutes taken by Candan Duran-Aydintug (past secretary) were reviewed and approved unanimously.
2. The committee welcomed new members to APC.
3. **Chair's Report:**
  - Judith Coe reported on updates on the Vice Chancellor's Advisory Committee (VCAC) Guidelines for Dossier Preparation.
  - The Center for Faculty Development will begin an external search for a permanent Director.
  - Jeff Franklin will be the Director of Undergraduate Experiences; John Lanning will serve during this academic year as CU Denver's liaison to some of the external groups that he has participated in over the past years (e.g., CDHE committees) -- approximately one day/week.
  - Brief discussion about the upcoming revised and updated FCQ form.
  - Reviewed and discussed documents packet provided to APC members.
4. **Continuing Business:**
  - Pam Laird has agreed to continue serving as the APA point person for eFRPA communication/issues.
  - Brian and APC members will continue work on finalizing the Guidance Statement on Establishing Faculty Grievance Procedures.
  - Reviewed and discussed other documents that will continue needing revision, editing in the upcoming year: APC Bylaws Draft, APC Organization, Goals, and Procedures, Faculty Resource Guide to

Personnel Issues (June draft, September revision) – APC members asked to review these document drafts and be prepared for discussion at next APA meeting.

5. **New Business:**

- New business brought up for discussion included: APC's role in guiding the make-up of VCAC Committee and compensation issues (Rod Muth's request for APC to provide input regarding appointing only Full Professors to the VCAC); Faculty Assembly's request for APC to review hiring policies and FMLA; and Guidance Statement on Bullying and current CU Denver Anti-violence Policy (documents provided in packet).
6. **Next Academic Personnel Committee Meeting:** Tuesday, October 21, 2014; Partner's Conference Room, Business School Room 1700

NOTE: APC meeting adjourned early (at 12pm) to allow members to attend Provost's address at noon.





# University of Colorado Denver

**DDC Faculty – Assembly Academic Personnel Committee**  
University of Colorado Denver | DDC

Tuesday, November 18, 2014  
Partner's Conference Room | Business School Room 1700  
11:00am – 12:30pm

## **Agenda**

### **Guests**

Regina Kilkenny, Vice Chancellor, Office of Academic Resources and Services  
Katie Goodwin, Sr. Assistant University Counsel  
Will Dewese, Director, Student Conduct and Community Standards

- Title IX and sexual harassment/sexual assault issues on this campus

### **Introductions – New APC Members**

### **Review and Approval of September 23, 2014 Minutes**

### **Chair's Report**

### **Continuing Business**

- Review FRPA/eFRPA project
- Review process of campus-level changes to APS language, replacing “service” with “leadership and service”
- Review draft of Guidance Statement on Establishing Faculty Grievance Procedures

### **New Business**

- Review draft of Proposed University Response to Workplace Bullying document
- Review draft of Proposed Workplace Bullying Policy document
  1. Discuss a possible collaboration with CFD to offer a targeted workshop during spring semester 2015
  2. Discuss a possible strategy to develop an annual colloquium on academic bullying
- Discuss Salary Equity Adjustment process and protocol, and potential APC case
- Discuss Hiring Policies – subcommittee work (in collaboration with Faculty Council)
- Discuss FMLA – subcommittee work (in collaboration with the CU Denver Women's Issues Committee)
- Discuss Climate Survey and next steps – subcommittee work
  1. Discuss a possible collaboration with CFD and the Office of Diversity to offer a targeted workshop during spring semester 2015
  2. Age and Gender-Based Discrimination issues
- Discuss VCAC Committee Make-Up and Compensation recommendation by APC
- Discuss VCAC Bylaws and perhaps easing restrictions (at departmental level), allowing assoc and full profs to vote on promotion to full prof
  1. Discuss lack of female full professors at CU Denver (and across the nation)

2. December meeting – guests to help us start a dialogue about a campus-wide effort in this area (Laura Argys, Brenda Allen, and Donna Sobel)
  3. Discuss a possible collaboration with CFD, the CU Denver Women’s Issues Committee, and the Faculty Council Women’s Committee to offer a targeted workshop during spring semester 2015
  4. Discuss a possible collaboration with CFD, the CU Denver Women’s Issues Committee, and the Faculty Council Women’s Committee to offer an annual workshop focused on this issue
- Other new business
  - Other goals for this academic year

**Next Academic Personnel Committee**

Tuesday, December 16, 2014

Partner’s Conference Room | Business School Room 1700

11:00am – 12:30pm



University of Colorado  
Denver

**DDC Faculty Assembly  
APC – Academic Personnel Committee**

*Minutes*  
**11/18/2014**  
**11:00am to 12:30pm**

**School of Business, Partners' Conference Room**

*Present:* Pamela Laird, Cliff Young, Kathryn Cheever, Kat Vlahos, Judith Coe, William Strawser, Laura Goodwin, Weldon Lodwick, Brian Gerber, Michael Jenson, Shruti Poulsen (note taker)

- **Introductions and Chair's report:**

*Judy introduced new members of the committee (Kat and Billy); meeting minutes from last meeting were approved unanimously. Judy provided overview of meeting regarding state budget situation and impact on higher education funding. Judy reported that Rod Muth let her know that the search for the CU Denver Chancellor position has started and that University policy will be followed with this search. Next meeting guests: Brenda Allen, Donna Sobel, and ? to talk specifically about the low numbers of female full professors who sit on university level RTP/VCAC committees; discussion on whether Associate Professors can serve; good starting point to a wider campus effort. Judy also discussed concerns that have come up regarding students situations where there is violence (by student; e.g. active shooter situations); issue of whether classrooms can be locked – need to follow up with AHEC regarding their buildings/rooms and whether they can be locked from the inside. May be something the APC may want to review and think about. Pam reported that Faculty Assembly is looking into having faculty representatives on AHEC committee related to physical facilities.*

- **Guests – Title IX Discussion; Regina Kilkenny, Katie Goodwin, & Will Dewese**

*Regina discussed and reviewed the PP and overview of Title IX and harassment issues; faculty obligation to report. Katie discussed Title IX issues, history and current iteration around harassment and sexual assault issues on campus. White House task force focusing on sexual harassment. Guidelines for assault on campuses; no laws or statutes but guidance for campuses by Dept. of Educ. – threat of losing funding if institutions don't comply. Involves students and faculty and staff – good for all constituents. Any time student is involved it is considered Title IX issue. Several case examples were given and processed during meeting (on PP); process for how to go about reporting that is supportive and still meets university obligations. Also discussed university resources that student/employee can be referred to: CARE team, Phoenix Center, report to Title IX representative, reporting to Dean/Chair only not enough; that person needs to put it forward and make report also. Report forms available on the Title IX office website (CARE team and student conduct websites). Not up to person who has been told about situation to determine whether sexual harassment has happened or not.*

- **Review FRPA/eFRPA project**

*Pam L. report: meeting with IR folks on regular basis. communicated with Jeff Finch; Pam made list of priorities – highest to lowest (e.g. date warnings, instructions for order of authorship, add “work in progress” accountability, no draft option, augment instructions throughout, clarifying place for documentation of roles/committee work, not populating with FCQ data, etc.). All should be in place for next round. Discussed a resource called “ORCID” – do we want to encourage people to access this resource; presented the info. to APC for discussion, review and thoughts about whether it might be useful resource/tool. Can say we are open to it but not fully committed because system is still in its beta-stages. Cliff mentioned an app called “Publish or Perish” that provides search options to catch all of one’s pubs, citations, etc. Suggest that the Faculty Assembly invite Jeffrey Beale to a meeting to provide more info. on this system. Judy asked Pam to go forward on suggesting that the Faculty Assembly invite Jeffrey to a future meeting or refer the matter to a more appropriate committee. Judy asked Pam to go forward on inviting Jeff to APC meeting.*

- *Reviewed process of campus-level changes to APS language, replacing “service” with “leadership and service”*

*Judy: VCAC bylaws have not incorporated new wording in bylaws. Will be changed soon (according to Laura), next few weeks.*

- **Establishing Faculty Grievance Procedures**

*Judy’s report: draft of grievance procedures; final version ready to go. Judy described the process of research she and sub-committee went through in determining the development of this document. Discussion today to approve the draft. Pam suggested that the phrase “best practices” be added to introductory info. on document. Judy made motion for approval and motion approved unanimously. Pam asked about other documents in process such as the list of university support resources for faculty to access – wanted to know if document is at a place to share within departments to use as a template for own resources – APC members okay with sharing the document to department as a resource/template. Still should go through legal channels before sharing more widely with Associate Deans in other departments.*

**New Business:**

**Response to Workplace Bullying document & Workplace Bullying Policy document:**

*Judy reviewed the best practices documents around bullying policies and academia. APC to review the documents and Judy’s research on bullying in the academic workplace. Also reviewed the University’s 2005 anti-violence policy and whether or how it addresses issues related to bullying. Judy would like to have sub-committee to look at the policy document on bullying; collaborate with Center for Faculty Dev. To have workshop on workplace bullying related to academic setting – e.g. noon time workshop eventually working up to larger events such as symposiums and/or on-line training on the issue. Rationale for APC to pursue this is to raise awareness. Sub-committee will be Judy and Katherine. Also reviewed the “Proposed Workplace Bullying Policy” document/draft – Judy take to Michelle to discuss having a workplace bullying policy – Judy reviewed her research of other institutions’ policies; CU Denver Ombudsperson’s office has link to the PP on bullying issues/concerns.*

**Salary Equity Adjustment process:**

*Salary Equity Adjustment: on hold until Judy can get more info. and will come back to Dec. meeting if she gets more info.*

**Hiring Policies:**

*Hiring policies: getting feedback that not all departments are following hiring policies and procedures appropriately and so APC being requested to review policies and how they are being followed or not. Also includes staff and administrative hires; may be out of compliance with policies. Cliff in charge of subcommittee; Billy will work with him on it.*

**Climate Survey and next steps:**

*Results: age and gender discrimination and what APC can do with the results; is in the committee's purview to review data and results and thinking about what might be done regarding the info. gotten from survey. Subcommittee to review data/results and come up with ideas of how to proceed – Kat, Brian and Judy.*

- Discuss VCAC Committee Make-Up and Compensation recommendation by APC
- Discuss VCAC Bylaws and perhaps easing restrictions (at departmental level), allowing assoc and full profs to vote on promotion to full prof

**Items on agenda that were not discussed due to lack of time; agenda items tabled until next meeting:**

1. Discuss lack of female full professors at CU Denver (and across the nation)
  2. December meeting – guests to help us start a dialogue about a campus-wide effort in this area (Laura Argys, Brenda Allen, and Donna Sobel)
  3. Discuss a possible collaboration with CFD, the CU Denver Women's Issues Committee, and the Faculty Council Women's Committee to offer a targeted workshop during spring semester 2015
  4. Discuss a possible collaboration with CFD, the CU Denver Women's Issues Committee, and the Faculty Council Women's Committee to offer an annual workshop focused on this issue
- Other goals for this academic year

Meeting adjourned at 12:30pm; next meeting on Dec. 16, 11am-12:30pm



# University of Colorado Denver

**DDC Faculty – Assembly Academic Personnel Committee**  
University of Colorado Denver | DDC

Tuesday, December 16, 2014  
Partner's Conference Room | Business School Room 1700  
11:00am – 12:30pm

## **Agenda**

### **Guests**

Laura Argys, CLAS Associate Dean and Professor of Economics  
Donna Sobel, Acting Director, Center for Faculty Development  
Brenda Allen, AVC for Diversity and Inclusion

- Lack of female full professors on RTP committees
- Ideas for campus-wide efforts and initiatives
  - Discuss a possible collaboration with CFD, the CU Denver Women's Issues Committee, and the Faculty Council Women's Committee to offer a targeted workshop during spring semester 2015
  - Discuss a possible collaboration with CFD, the CU Denver Women's Issues Committee, and the Faculty Council Women's Committee to offer an annual workshop focused on this issue

### **Review and Approval of November 18, 2014 Minutes**

### **Chair's Report**

### **Continuing Business**

- Review APC Subcommittee assignments
  - FRPA/eFRPA and ORCID (Pam)
  - VCAC Committee Make-Up and Compensation (Weldon, Michael)
  - Hiring Policies Review (Cliff, Billy, Shruti)
  - Climate Survey and Next Steps (Brian, Kat)
  - Bullying (Judy, Kathryn)
- Review draft of Proposed University Response to Workplace Bullying document
- Review draft of Proposed Workplace Bullying Policy document
  1. Discuss a possible collaboration with CFD to offer a targeted workshop during spring semester 2015
  2. Discuss a possible strategy to develop an annual colloquium on academic bullying

### **New Business**

- **Title IX APC Advisory Recommendation to VCAC:**  
Advisory Recommendation from APC Regarding Underrepresented Associate Professors Serving on VCAC

APC recommends that underrepresented Associate Professors who are asked to serve on the VCAC are to be given the equivalent of one course release for each semester they serve on the committee.

*Rationale:* Underrepresented Associate Professors are typically overextended in terms of service, at all levels. Moreover, APC recognizes that it is more important that Associate Professors focus on receiving Full Professor, assuming this is the goal of the Associate Professor.

- **Motion:**

Whereas, CU must be at the forefront of stopping sexual harassment; and

Whereas, many of the cases dealing with sexual harassment are in fact committed by males against females;

Therefore, APC petitions the university to put into place mechanisms that:

Consider any accused innocent until proven guilty;

1. Encourage extra precautions not to profile males generally or accused particularly as sexual predators; and
  2. Make CU leaders nationally in providing protections against all forms of harassment, most especially sexual harassment, given its long-term consequences and the past insufficient attention to this problem.
- Other New Business
  - Discuss Salary Equity Adjustment case

**Next Academic Personnel Committee**

Tuesday, January 27, 2015

Partner's Conference Room | Business School Room 1700

11:00am – 12:30pm



University of Colorado  
Denver

**DDC Faculty Assembly  
APC – Academic Personnel Committee**

*Minutes*  
**12/16/2014**  
**11:00am to 12:30pm**

**Chancellor's Conference Room: Lawrence Street Center**

*Present:* Pamela Laird, Judith Coe, Laura Goodwin, Brian Gerber, Michael Jenson, Eric Baker, Donna Sobel, Laura Argys, Brenda J. Allen, Kathryn Cheever, Shruti Poulsen (note taker)

**Guests:** Discussion focused on lack of Female Full Professors on RTP Committees Discussion with Laura Argys (CLAS Associate Dean and Professor of Economics), Donna Sobel (Acting Director, Center for Faculty Development), and Brenda Allen (AVC for Diversity and Inclusion). Help APC start a dialogue about a campus-wide effort in this area, discuss possible collaboration with CFD, the CU Denver Women's Issues Committee, and the Faculty Council Women's Committee to offer a targeted workshop during spring semester 2015, and discuss possible collaboration with CFD, the CU Denver Women's Issues Committee, and the Faculty Council Women's Committee to offer an annual workshop focused on this issue.

*Guests introduced by Judy; provided their perspectives on the issues stated above. Laura Argys discussed the Advance grant that helped to look at women's presence in the STEM fields. Women's symposium – Laura gathered data about CU Denver gender break down and gave presentation at symposium. Provided history of the exploration of gender representation according to pay, role, etc. About a 15% pay difference across the 3 campuses. Rank also an issue in pay differentials. Higher paying ranks mostly men. Discipline specific choices more difficult to change across academia; looked at quit rates but not enough data. Limited to STEM data. Also did some interviews in addition to climate survey; clear differences between women and men's experience, majority/minority experiences. Promotion piece then paid attention to as hiring practices more difficult to assess and change. Recently have looked at FERPA data; some data useful, some mostly self-report. Not huge difference between men and women around service. By rank Assoc. Prof. report a lot more service than full professors. Future collection of self-reports may elicit further data/information. Service demands are not overtly different by gender. Over-riding theme – thinking about how to get people early on in career to guide them towards promotion/tenure and educate faculty that dossier prep is not too different from tenure processes; mentoring programs, etc. Don't seem to be differences between STEM and non-STEM fields; fewer women in STEM fields, work-life balance more of an issue for women but men reporting that more also. Leadership vs. administrative roles that overwhelm people's*



*progress/promotions. Non-tenure track issue; pay differential all over the place between programs.*

**Brenda J. Allen:** *Donna Sobel provided a handout regarding CU Womentoring Project; Brenda introduced self and provided background/history on CU Denver's approach to related issues. Many people on this campus having been around since early days of this campus; therefore, heavily involved in service in efforts to establish the campus. CU Womentoring Project; a system wide project. Judy Regensteiner and Brenda J. Allen are co-directors of the project. Brenda's involvement in mentoring and creating climate that is inclusive and a professional development mentality in a systemic way, helping everyone with leadership development. Jan. 9 retreat with university level diversity committee to look at service commitments counting towards merit evaluations. Focus on what people do rather than what people are (e.g. gender, race, etc.); to acknowledge both diversity and inclusion. Tenure track mentoring program; push to hire more women in the science dept. provided emergent criteria for evaluating science educators. Having a clear operationalization of "under-represented." Also issue of diversity in people's professional goals, not just overt diversity; value and honor diverse professional goals.*

**Donna Sobel:** *highlighted role of Center for Faculty Development; talked about national search for permanent full-time director starting. Talked about issues such as the mentoring award (need help with revising it and its expectations, criteria, being more flexible). Need to educate people that nominations for this award is good thing. Also talked about the President's Teaching and Learning Collaborative call for proposals. Center wanting to reinvigorate the program and also promote the other teaching collaborative programs/opportunities. Also highlighted the lunch and learns and professional development opportunities the Center offers; new program supporting Associates wanting to move towards full prof. Center website has information about upcoming lunch and learns. Brand new session is panel from VCAC to talk about the committee, RTP, etc. open to everyone and mostly Q and A. Looking at transition planning sessions, new director search, Center/Donna is open to feedback, suggestions, etc.*

**NOTE: Dr. Allen, Dr. Argys, and Dr. Sobel left APC meeting after making their presentations and answering questions.**

**Laura Goodwin:** *recommendations for VCAC composition should go to Rod Muth.*

**Approval of Minutes:** *Judy pointed out correction; should be Laura Argys; minutes approved unanimously.*

**Chair's report:** *a grievance has been received and Judy is processing this and will provide updates to APC committee; reviewed list of sub-committees and the people making up committee; wording change for Bullying title to "Concerns on Bullying."*

**Executive session:** Michael Jenson and Laura Goodwin recused themselves from this session.

*Committee went into executive session to discuss a salary equity issue; Judy provided details of the issues. Brian Gerber, Shruti Poulsen and Michael Jensen (will chair) will comprise a sub-*

*committee to explore further the context of the issue/complaint. Pamela Laird will review a draft of letter that APC committee may proceed with regarding the grievance.*

**Spring meeting items:** *The following topics were tabled for next APC meeting*

- Review drafts of two bullying documents
- Review APC Advisory Recommendation to VCAC
- Review Title IX Motion
- Title IX APC Advisory Recommendations to VCAC

Meeting adjourned at 12:40pm; next meeting on January 27, 2015, 11am-12:30pm