

Corrected Minutes of Senate Faculty Affairs Committee Meeting

Date and time:	February 10, 2022 2:30 pm – 4:00 pm
Location:	Zoom
Present:	Helen Cahalane, Yolanda Covington-Ward, Lorraine Denman, Tom Diacovo, Irene Frieze, Vicki Gamble, Donovan Harrell, Robin Kear, Patrick Loughlin, Vinayak Sant, Tom Songer, Amy Tuttle, John Wallace, Lu-in Wang, Michael Zangus
Absent:	Parnaz Boogdagh, Gosia Fort, Suzanna Gribble, Christine Jackson, Victoria Lancaster, Carly Swartz, Seth Weinberg,

Call to order—The meeting was called to order by L. Denman at 2:32 pm

1. **Approval of January 13, 2022 minutes** with a minor correction.
2. **Updates from John Wallace. Vice Provost for Diversity and Development**
 - a. A new addition to his office staff was announced
 - b. Web pages have been created for his office. See <https://www.facultydiversity.pitt.edu>
 - c. The faculty cluster hiring has been successful with 30 new Black and Latinx faculty joining Pitt. This includes tenure stream faculty in the Dietrich School and mostly appointment stream faculty in the School of Medicine and other health sciences. Most have been hired as Assistant Professors, with one Associate Professor.
 - d. The office has initiated a lecture series called “Race &”...
 - e. Mellon Foundation grant funding has been obtained to look at health disparities related to race in Pittsburgh.
 - f. His office is partnering with The Advanced Leadership Initiative <https://taliinstitute.org> and Vibrant Pittsburgh <http://vibrantpittsburgh.org/#gsc.tab=0> to jointly design programming to support new faculty as they transition into Pitt and Pittsburgh, connecting them to resources to facilitate the process for them and their families.
 - g. Social media accounts have been added to the office.
 - h. Tom noted that John also serves on the committee developing a Conflict of Commitment policy. This is currently on hold awaiting input from the Union representatives, according to Tom.
3. **Updates from Lu-in Wang. Vice Provost for Faculty Affairs**
 - a. University policies. The Provost’s Office is notifying union representatives about new policies being developed. Robin noted we can check with the Policy Office to see the status of different policies. See <https://www.policy.pitt.edu/charters-policies-under-development>
 - b. The Nondiscrimination and sexual harassment policy is still under development. When a draft is ready, it will be sent out for public comment and review by Senate committees, including Faculty Affairs. Lorraine will consult with the Policy Office to get more

information. Lorraine noted that there has been discussion of having representatives from our committee, EIADAC, Tenure and Academic Freedom and the Student Government Board meet together to discuss our concerns and recommendations to the committee. It was not clear if this should happen before the final report is issued from the Policy Office or if should come sooner to provide guidance to the Policy Office. Lu-in will consult with the co-chairs of the policy committee and the Policy Office to see what they suggest.

- c. Faculty Development Activities. A number of initiatives are in place. <https://www.facultydiversity.pitt.edu/development> . These include encouraging faculty [tenure stream and appointment stream of all ranks] to consider taking on leadership roles and providing advice about how to do this; suggestions to improve personal effectiveness through things like time management; providing information about the many resources available to faculty; and a formal program of earning certificates from Academic Impressions for various leadership skills. <https://www.facultydiversity.pitt.edu/development/faculty-development-certificate-program> . Another program allows 5 faculty to interact with other faculty from the ACC to develop leadership skills <https://www.facultydiversity.pitt.edu/academic-leaders-network> . Other programs are available from the Center for Teaching and Learning.
4. **Handling of Faculty Records. Amy Tuttle.** Historically, the Office of Faculty Records was housed within the Office of the Provost, and all faculty records were kept in a paper format. To modernize this office, last October 3 full time staff were integrated into the HR Shared Services Department, and the combined staff were cross-trained to process both faculty and staff actions within Pitt Worx. This allows for a broader base of individuals who can process and approve faculty actions, which will reduce the turnaround time significantly in the long term. It has taken some time to get this operational, and adjustments are still being made. One special issue has been the timely production of personal letters from the Provost announcing faculty members' promotions. These are still being produced manually; however, the Office of the Provost has taken over responsibility for their production. This transfer initially caused a backlog of promotion letters while staff were being trained on the new process. The Office of the Provost has now eliminated most of this backlog, and will soon be able to provide promotion letters to faculty on a much more timely basis. Dave suggested that faculty need more information about this process. Slow promotion letters have been a particular concern, especially for Appointment Stream faculty. Lu-in explained that departmental administrators have access to Pitt Works and should be able to notify their faculty as soon as their promotions are fully approved in the system. As Vickie, a department administrator, explained, though, faculty may not take note of information about this until it is personally relevant to them.
 5. **Pandemic Planning. Tom Songer** asked about plans for moving beyond the pandemic. Robin is on the committee working on this and agreed that everyone wants to move on to our pre-Covid situation with things like open buildings. It is not clear yet when this can be done.
 6. **United Way solicitations. Robin Kear** discussed with the senior administration. Policies will be changed next year. Davd DeJong, head of HR, wants to discuss this with members of our committee.
 7. **Type E tenure and renewal extensions.** EIADAC contacted us to determine if we were considering this issue. See <https://www.provost.pitt.edu/extending-tenure-clock> and

<https://www.provost.pitt.edu/covid-19-update-taking-steps-assist-appointment-stream-faculty> for current policies. Members of our committee had heard concerns about this and suggested it would be helpful if the Provost office extended the COVID policies not only for tenure stream extensions but also for renewals and promotions for appointment stream faculty. This latter group is generally under the guidance of individual school deans.

8. **New Policy on travel and other reimbursable expenses.** See the draft charter for updating Policy FN 28 at <https://www.policy.pitt.edu/university-travel-business-entertainment-honoraria-and-miscellaneous-reimbursable-expenses> . We are asked to nominate members of our committee to serve on the policy committee. Lorraine will write and ask for volunteers.
9. **March meeting:** Since Suzanna Gribble, our secretary, can no longer attend Thursday meetings, she requested we consider meeting Tuesday, March 15 (2:30-4:00pm). Several members present today were not able to switch to Tuesday. Lorraine will determine if we should just keep our originally planned date of Thursday, March 17.
10. **Mike Zangus. SGB representative.** Undergraduate students are concerns about faculty not always following guidelines about recording class lectures or even knowing what the policies are. Apparently, many faculty are confused about this and different schools are offering different guidance. There is also an issue with how to handle student who cannot attend classes because of COVID. Robin said she would look into this and requested that people send any written guidance on these issues from different units to her. Tom noted that in general, in person classes are more effective for education and should be encouraged.
<https://www.change.org/p/pitt-administration-allow-a-hybrid-learning-option-for-pitt-students>