

## Report of the Senate Committee on the Faculty and the Administration (SCOA)

### General Committee Charge

*The Committee on Faculty and the Administration:* The Committee oversees and advises the Executive Committee on matters relating to the faculty's interface with the University's administration, including policies and procedures relating to the University's structure, the conditions of faculty employment (such as personnel benefits), and information. In general the Committee deals with the matters covered by the following sections of the University's *Handbook for Faculty and Academic Administrators*: I.A.-D., G.-H.1., I.-K., II.E. III., V., VI.;

### 2012-13 Specific Charges

1. Continue discussions on the oversight of Masters and Professional Programs in the individual schools within the University. The next steps should include interviewing a sample of Deans and/or appropriate Vice Deans of the Schools to both determine the presence or extent of any oversight problems as well as to build knowledge of best practices. After several such interviews, a more broad survey might then be conducted to determine where the university stands with regard to faculty oversight of Masters Programs. After this review, develop a set of recommendations and suggestions for Masters' programs faculty oversight.

2. Discuss the Ad Hoc Sabbatical Committee Report and review the committee's recommendations with Vice Provost Lynn Lees. Review the Ad Hoc Sabbatical Committee and the Ad Hoc Faculty Climate Review Committee's assessment of sabbatical data from the Faculty Climate Survey.

3. Discuss the progress of Senior Vice Provost for Research Steve Fluharty's committees that are charged to review: conflict of interest, human subject research, animal research, effort reporting, financial reporting, select agents and toxins, export controls, IT systems and training. In particular, identify opportunities to reduce the faculty administrative burden while maintaining regulatory compliance and ways to improve processing time for grant submission.

4. Review and discuss this Committee's general charge, as provided in the Senate Rules, and identify what you believe to be the most pressing issues facing the Faculty and Administration over the next few years. In light of your discussions, recommend to the Senate Executive Committee two or three high-priority charges for the Committee on Administration to undertake in academic year 2013-14. In explaining these charges, outline any appropriate actions you suppose the Senate might conceivably take after its review.

### Accomplishments

**Discussion and review of masters and professional programs across the University.** SCOA's review of the University's Masters and Professional Programs has been ongoing for a few years. This year we heard from Nora Lewis, SAS Vice Dean for Professional and Liberal Education, and David Bieber, Executive Director College on LPS masters programs. Our plan for next year is to construct guidelines for what we view as best practices regarding: admissions criteria, faculty oversight of curriculum, periodic review of the program, and career mentoring.

**Recommendations based on review of Faculty Senate's Ad Hoc Sabbatical Committee.** Upon review of the ad hoc committee's report on sabbatical leave policies across all the Schools, SCOA made three recommendations.

1. *Faculty should be informed annually of their accrued sabbatical leave credits, preferably in their annual salary letter.*

2. *Descriptions of different sabbatical leave options, including part-time sabbatical leaves when applicable, should be readily available. For*

*clinical faculty, the specific duties from which the faculty member would normally be relieved should be clearly defined.*

3. *Procedures for requesting a sabbatical, including how far in advance the faculty member must notify their department, should also be clear.*

The Senate Executive Committee adopted all three recommendations by resolution, the first in December and the others in April. The Provost presented the first recommendation to the Deans, who agreed to report earned sabbatical leave credits to their faculty annually, although not necessarily in a salary letter. SCOA hopes the University will work toward implementing a Web-based sabbatical leave accounting system, where each faculty member may check his/her own accrued leave credits.

**Discussion of progress made by Senior Vice Provost for Research Steve Fluharty's committees reviewing policies and reporting systems related to research and extramural research funding.** Some SCOA members heard Dr. Fluharty's report to SEC in fall 2012, and he updated SCOA in April. He noted the need to reduce faculty time spent on administrative tasks related to research and extramural funding, and he updated us on the activities of the following working groups: Financial Conflict of Interest Policy, which completed a revised policy but is still meeting, the Animal Welfare Committee, which has made strong recommendations for reorganizing the Office of Animal Welfare, the Human Subject Committee, and the Research Administration Committee. A working group was recently formed to examine research-related IT issues. A committee on use of select agents is yet to be formed. SCOA made no recommendations regarding Dr. Fluharty's report.

**Review of draft document applying the University's Conflict of Interest Policy for Faculty Members to Online Teaching.** This document came to SCOA late in the year and generated a great deal of discussion within our committee, both about the University's Conflict of Interest Policy as applied to online teaching and about the policy itself, more broadly applied. The document is scheduled for publication in the *Almanac* soon, and SCOA recommended that publication should be accompanied by requests for faculty comments. The Senate Tri-Chairs will convey this recommendation to the President and Provost.

**Recommended charges to SCOA for 2013-2014.** SCOA identified two items for the Committee's attention next academic year.

1. Wrap up consideration of masters and professional degree programs across the University by constructing recommendations for what SCOA views as best practices regarding: Admissions criteria, faculty oversight of curriculum, periodic program review and career mentoring.

2. Revisit the University Conflict of Interest Policy and its application to online teaching, paying particular attention to feedback received from the faculty.

### SCOA Membership 2012-2013

Brenda Casper, *Chair*, School of Arts & Sciences/Biology  
 Yuko Butler, Graduate School of Education  
 Ken Drobatz, School of Veterinary Medicine/Clinical Studies—Phila.  
 David Eckmann, Perelman School of Medicine/Anesthesia  
 Peter Fader, Wharton School/Marketing  
 Anna Moran, Perelman School of Medicine/Pathology & Lab Medicine  
 Anne Norton, School of Arts & Sciences/Political Science  
*Ex Officio Members:*  
 Susan Margulies, School of Engineering/Bioengineering,  
*Senate Chair*  
 Dwight Jaggard, School of Engineering/Electrical & Systems  
 Engineering, *Senate Chair-Elect*