

**IN-DEPTH REVIEW
Fiscal Year 2007/2008**

Introduction

Department Name:

Faculty Affairs

Department Employee Titles and FTE:

Renny Christopher 1.0
Maria Tauber 1.0
Brian Parra 1.0
Donna Veal 1.0
Student Assistant .5

Department Goals and Objectives:

Within the Division of Academic Affairs, the Faculty Affairs Office serves and provides for the human resources needs of the University's academic personnel. This includes implementation of policies and programs mandated by the Collective Bargaining Agreement for Unit 3 Faculty and Unit 11 Academic Student Employees. Faculty Affairs provides support for faculty recruitment, appointment, reappointment, evaluation, retention, tenure and promotion, and related faculty personnel functions, new faculty orientation. Faculty Affairs also acts as custodian of the official faculty Personnel Files and all processes related to them.

Department History:

Ira Schoenwald was the founding AVP for Academic Affairs, hired in July, 2000, with responsibility for Academic Personnel. In 2002, his title changed to AVP for Academic Affairs, Faculty Affairs, and Academic Resources. The department was thus established before the first faculty began the university's planning year in 2001-02. Heather Kirks was hired as a Human Resources Specialist in 2000, and became Manager of Faculty Affairs and Academic Resources in 2002; she resigned in 2003. Brian Parra joined Faculty Affairs as a Support Coordinator in 2001; he was reclassified as an ITC in 2004. Maria Tauber joined Faculty Affairs as Coordinator of Academic Personnel in 2002 and became Manager of Faculty Affairs in 2005. Kris Muller was hired as Coordinator of Academic Resources in 2002, and became Manager of Academic Resources in 2005 when Academic Resources was moved out of Faculty Affairs. Donna Veal joined Faculty Affairs as an ASC in 2004. Faculty Affairs lost an administrative position in 2003 when Heather Kirks resigned and was not replaced. When Dr. Schoenwald retired in 2004, Academic Resources became a separate department reporting directly to the Provost. The AVP position went unfilled (following a failed search) until July, 2005, when Dr. Phil McGough took the position. Dr. McGough retired in August, 2006, and Dr. Renny Christopher became Interim AVP. She received a regular appointment to the position in December, 2007.

When Faculty Affairs was established (as Academic Personnel), there were no faculty on campus. There were 13 tenured and probationary faculty in AY2001-2002. When the campus opened in Fall, 2002, there were the AVP, two administrators and one staff member working in Faculty Affairs; there were 30 tenured and probationary faculty, 43 temporary faculty, and no Instructional Student Assistants (Unit 11). In 2007-08, Faculty Affairs has the AVP, one administrator, and two staff; there are 82 tenured and probationary faculty, 206 full and part-time temporary faculty (182 FTEF), and 43 Instructional Student Assistants.

Responsibilities

What are the current responsibilities/services provided by the department?

Faculty Affairs is responsible for Employee Relations and Labor Relations for Academic Personnel. The functions associated with this area of responsibility include:

- Implementation of policies and programs mandated by the Collective Bargaining Agreements for Unit 3 Faculty and Unit 11 Academic Student Employees
 - handling of all grievances
 - conducting confidential investigations
 - administering discipline
 - handling of all reporting to Chancellor's Office for Unit 11 and Unit 3 employees
- Oversight for and management of:
 - faculty recruitment, including PeopleAdmin online application system
 - faculty appointment, reappointment, special consulting, "additional employment" (125% rule)
 - evaluation, retention, tenure and promotion processes
 - related faculty personnel functions, including consultation and training and workshops
 - new faculty orientation
- Serving as custodian of the official faculty Personnel Files and all processes related to them
- Policy creation and implementation
- Responsible for CMS Temp Faculty module, including management of workload, contracts, entitlement, salary (including SSIs, range elevation)
- Administration and coordination of Student Evaluation of Teaching
- Coordinating with HR units, particularly payroll
- Serving as a liaison with Extended Education in policy implementation
- Facilitating immigration issues for faculty unit employees

What responsibilities/services is the department not providing and why?

Expanded training and instructional sessions for Program Chairs regarding personnel procedures, for probationary faculty regarding retention, tenure, and promotion procedures, for temporary faculty regarding evaluation and reappointment. Work more closely with faculty to promote positive conflict resolution strategies; provide advice and assistance in establishing and maintaining constructive working relationships. Training regarding HEERA. Development and maintenance of a Faculty Handbook. Developing a more user-friendly and informative Faculty Affairs website and maintaining its currency. Development, review, and implementation of optimal personnel policies and procedures. Developing service recognition for faculty (currently CSUCI only has service recognition for staff). In short, looking at the big picture and not just the daily crises.

How do you know that the department is effective in providing these services?

For faculty recruitment, Faculty Affairs conducts an annual internal assessment of the process with faculty who have participated in the process. Faculty Affairs also reports retention and recruitment results to the Chancellor's Office for its annual Recruitment and Retention Survey. Faculty Affairs meets regularly with the Dean of the Faculty and with Program Chairs, and receives feedback from individual faculty regarding their needs.

Are there less costly ways to provide these same services? If so, please describe them.

No.

If there are resource needs for the department to be successful beyond what is currently being done, what are those needs, and what are your plans to meet those needs?

Additional personnel are imperative to successfully carrying out the above-stated goals.

Campus Benefit

How do the departmental goals/objectives support the mission of the university?

Faculty are central to the university's mission. Faculty Affairs works to ensure that faculty's employment-related concerns are taken care of competently and expeditiously in order to allow faculty to focus on their central responsibilities of serving students through their teaching, scholarly and creative activities, and service.

What would happen if this department did not exist?

All CSU campuses have either a Faculty Affairs or Academic Personnel department. Such departments are essential to the functioning of the campus, since the CSU is a collective bargaining environment. It would be nearly impossible to maintain the employment of Unit 3 and Unit 11 members without such a unit on campus. The fact that Faculty Affairs was one of the very first units established within Academic Affairs at the dawn of the existence of the CI campus indicates the importance that has been put on it from the perspective of the CSU System, the CI campus, and the President.

UPACC Strategic Priority

How did the department address the current year's Strategic Priorities?

Strategic Priorities

INSTRUCTION

- Balance new & existing academic Programs
- Oversaw recruitment of new faculty for new and existing programs
- WASC
- Served on two WASC subcommittees and contributed to WASC report in areas of Resource Alignment and Diversity

IT

- IT Security
- Participated in CMS 8.9 upgrade,

Highest Priorities

- ✓ Accessibility
 - Insured all academic-related personnel documentation appeared online in accessible format; worked with HR on accessibility issues; implemented photocopy accessibility policy; worked with Student Affairs (Disability Accommodation Services) on accessibility; provided accessibility services for candidates needing accommodation in the online and campus interview processes for faculty recruitment
- ✓ Tenure Track Faculty Hires

*specifically for Temp Faculty Module as
Security Lead and Module Lead*

STUDENT SERVICES

- International students
- Worked with Center for International Affairs on application for issuance of J1 Visas

-Oversaw the tenure-track recruitment process; provided orientation for new hires

✔ Training and Development

-Instituted workshops on retention, tenure, promotion, lecturer evaluation and reappointment, Chair responsibilities in personnel processes; training for online recruitment; training in interviewing skills for search committees

How does the department intend to address the up-coming year's Strategic Priorities?

Tenure-Track Faculty Hiring: Faculty Affairs will continue to oversee the recruitment process from an administrative and operational perspective, insuring best practices in hiring. In addition, Faculty Affairs will increase its consultative role in the hiring process, and help to expand the campus' efforts in recruiting a diverse faculty through effective advertising and interviewing processes. Faculty Affairs will strive to increase the campus' success rate in faculty recruitment through means such as ensuring timely follow-ups to each stage of the recruitment process, through counseling decision-makers in the process, and through maintaining effective communication with candidates. Faculty Affairs will also play a greater role in retention of tenure-track faculty through increased outreach, training, and service to newly-hired faculty.