

Professional Standards Committee Minutes
October 21, 2004

Members present: Kris Bartanen, Bill Breitenbach, Sue Hannaford, Grace Kirchner, Sarah Moore, John Riegsecker, Keith Ward, Carolyn Weisz

Bill Breitenbach called the meeting to order at 8:00.

The minutes of the October 14 meeting were approved as corrected.

Bill brought the upcoming faculty meeting, scheduled for October 25, to committee members' attention. Since the agenda item (instructor evaluation forms) is an issue in which the PSC would become involved, should any changes come forward, he encouraged all committee members to attend.

Bill reported that OT/PT has made all the changes requested by the PSC in their procedures document for faculty evaluations. He recommended approval, which the committee supported unanimously.

The committee returned to the issue of delaying faculty evaluations. While it was noted that a practice has evolved over time in which unusual circumstances have led the Dean to permit the delay of an evaluation, the committee felt the issue important enough to consider a formal interpretation of the Code, bringing the Code into agreement with statements in the University's "Faculty Medical and Family Leave Policy and Faculty Disability Policy" (www.ups.edu/dean/facgov/fmla.html), which was approved earlier by the PSC (3/6/98) and the Executive Committee of the Board of Trustees (3/25/98). A member of the committee was assigned to write a draft for discussion. Regarding the issue that was brought forward earlier (see the minutes from October 14), the committee offered an informal interpretation that gave the Dean discretionary authority to review the request and approve the delay if circumstances warranted it.

The committee returned to a discussion of its response to the Senate's request for more detail on the work of the committee, particularly regarding informal code interpretations. Concerns remained about issues of confidentiality and the idea of maintaining some type of internal record. Following discussion, the committee approved Bill's memo to the Senate asking for more direction. To make the work of the committee more readily accessible to the faculty, John Riegsecker said he would work with Jimmy McMichael in the Associate Dean's office on developing an index of the minutes.

The committee then turned to the topic of defining working days in the Code, particularly as the definition affects grievances and faculty evaluations. After much discussion, the committee considered the ramifications of defining working days as beginning on student arrival day in the Fall semester and continuing to the end of final exams in the Spring term. Days excluded would include Labor Day, Fall Break, Thanksgiving Break,

Christmas Break through Martin Luther King Holiday, and Spring Break. Discussion will continue in future meetings.

Respectfully submitted,

Keith Ward