

# UHD Faculty Senate

Minutes recorded by: Sandra Dahlberg and Michael Cavanaugh

May 1, 2018; 2:31-3:45 pm

UHD Welcome Center

**Senate:** Carolyn Ashe, Susan Baker, Ray Cao, Travis Crone, Sandra Dahlberg, Michael Duncan, David Epstein, Shannon Fowler, Trevor Hale, Ruth Johnson, Karen Kaser, Cynthia Lloyd, Paul Mandell, Kendra Mhoon, Creshema Murray, Mitsue Nakamura, Rebecca Quander, Vida Robertston, Jacqueline Sack, Rachna Sadana, Clete Snell, Nell Sullivan, Doug TeDuits, Hsiao-Ming Wang, Joan Wedes, Pat Williams, and Zehai Zhou

## **Regrets:**

**Absent:** Beverly Alvord, Luis Cedeno, Jillian Hill, Benjamin Soibam, and Michael Tobin

**Guests:** Juan Muñoz, President; Ed Hugetz, Provost/VPAA; Tomikia LeGrande, VP SAEM; Jerry Johnson, AVP Research; Tyra Hessel, Faculty Ombuds; Hossein Shahrokhi, AVP IT; Ivonne Montalbano, VP ESO; Samuel Santos, Dean of Students; Susan Henney, FAC; Michael Cavanaugh, CJ; Pat Ensor, Library Director; Elaine Pearson, AA; Lucy Bowen, AA; Darlene Hodge, FS; Anne Zwicky, Library.

**Call to Order:** The Senate was called to order at 2:31 pm by Senate President Trevor Hale.

## **Minutes**

Minutes of the April 3, 2018 Senate meeting were unanimously approved as written.

## **Announcements**

Hale announced that Senate has been charged to review the UHD mission statement and the vision statement (provided in the agenda). Please take time to review and send your comments to Hale. Review of the mission and vision statement will be on the Senate agenda next fall.

Hale said that one goal of the Faculty Senate was to have more senior faculty serve on Senate. He noted this year's Senate officers were all full professors.

To celebrate the end of the academic year, Hale invited everyone to join him tonight at the Craft Beer Cellar on Travis and Franklin at 7pm.

Ashe thanked the Senate for their support during her tenure as Senate president and president-elect. She also thanked everyone for the hard work on committees over the years. Ashe is retiring at the end of this semester after 27 years at UHD.

Tyra Hessel, UHD Faculty Ombuds, is also retiring at the end of this semester and applications were solicited for the position. There was one applicant, Sandra Dahlberg, and Hale asked the Senate to vote on her candidacy as per the Ombuds policy, PS 10.A.18. Dahlberg left the room for the discussion and vote, and incoming Senate Secretary Michael Cavanaugh took minutes. Dahlberg has been a full professor at UHD for ten years. A discussion ensued and the vote was unanimous to approve Dahlberg for Faculty Ombuds.

Wang provided an update on the Senate elections and thanked everyone for their patience with the technical problems. The changes made to the process should make the elections run smoother next year and beyond. R. Johnson noted that she still experienced some technical problems after the technical issues were fixed. Wang said that he would have Duncan (as the new FSP-elect) look into those issues and ensure that they are resolved before the next election. Wang also thanked the faculty who served on the Committee on Credentials and Elections.

### **Presentations**

**Faculty Employment Policy, PS 10.A.13**—Henney, as chair of the Faculty Affairs Committee, noted the reasons that guided changes to the Faculty Employment Policy, the draft is currently out for faculty review with comments due by May 16. An email with the Qualtrics link was sent to faculty on April 25. Henney said that the current policy was not consistent with other existing policies, and that the addenda were outdated. The changes to the policy also made to re-emphasize the role of faculty in faculty hires and to restate the roles of the chair, as an administrator guiding the process. **Draft policy attached.**

A discussion ensued. TeDuits and Robertson noted that there have long been problems with the timely approval and posting of faculty job ads. Sullivan, Sadana, and Crone expressed concerns that the language of the new policy does not reflect the ways that many departments operate, and want to continue to operate in terms of the preparation of the job ads and the formation of the search committees. For instance, Sullivan and Sadana both said that in their departments the disciplinary faculty compose the ad, and then the search committee is appointed so that committee members with suitable expertise to evaluate the credentials are on the search committee. Crone said this could be solved by having the policy say the ad language is constructed by the disciplinary faculty. He stressed that 3.3 needs to strongly say that the ad is written in concert with disciplinary faculty.

Murray and TeDuits raised concerns about the timelines for search committees, particularly the need to move more quickly to conduct searches in order to attract and hire the best candidates. Hugetz said that he wants these searches to begin in August in order to do just that.

Quander, Robertson, Murray, and Ashe raised concerns about the new language that has search committees recommending only one candidate because it could cause other problems. For instance, what happens if that one candidate does not take the position? There is no mechanism provided in the new policy for alternates. Does the entire process start over? Quander noted that a slate of ranked candidates allows for other offers to be made in a timely manner. Also raised was the question of diversity if only one candidate is identified. In fact, Murray noted that there is no mention of diversity in the policy, either in terms of search committee composition or candidates. Ashe said that we need

to make sure that the importance of diversity and inclusion are included in this policy since it has not been changed since 1989 and does not reflect current practices or laws. Ashe also suggested that there needs to be a clearer explanation of the decision-making process, especially pertaining to the chair, dean, and provost.

Mandell suggested that clearer language be added to the policy regarding the interview process—how to choose who will be interviewed and who will be hired.

Henney said that this is a policy, not a process, but that policy has to be sufficiently fluid in order to meet the needs of all departments. She said that this policy allows departments to decide how many candidates/finalists are put forward—one or a list of several.

TeDuits asked President Muñoz and Provost Hugetz if UHD could set aside funds to facilitate more diversity hires as is done at other universities.

**UHD Child Watch Program**—Santos provided an overview of the UHD Child Watch Program ([attached](#)). The program is in its second year and is underutilized. The program is underutilized because it does not meet the needs of our students who need more than 12 hours a week of child care. The same is true of staff and faculty. Santos said that we cannot establish a licensed child care facility because we cannot meet the food preparation and outdoor play requirements. ESO has a list of child care facilities as well as facilities for sick children. LeGrande suggested that UHD conduct a feasibility study to determine our actual need, adding that we need to be careful how we ask questions in order to obtain appropriate data on which decisions can be made.

### **Old Business**

**Provost Search Committee**—Hale announced that FSEC had talked to President Muñoz about the concerns faculty raised regarding the number of faculty on the search committee for the new provost. President Muñoz told FSEC that, as a good faith effort, he will add a faculty representative from CPS and from FSEC to the search committee.

**3-3-0 Resolution**—Hale presented a draft of the 3-3-0 Resolution and asked for a motion to suspend the rules and vote on the resolution today. After a general discussion and some minor changes to the text of the resolution, TeDuits called the question and made the motion to vote on the resolution as amended; Robertson seconded the motion. The motion passed with one abstention and no negative votes. Duncan then made a motion to approve the resolution as amended, R. Johnson seconded the motion, and the motion passed with one abstention and no negative votes. [See attached.](#)

Hale ended the meeting by posting his letter of resignation from the UHD faculty for Senators to read. [Attached.](#)

The meeting was adjourned at 3:45 pm.

The next Senate meeting is on September 4, 2018 under the leadership of Faculty Senate President Hsiao-Ming Wang.

## UHD Faculty Senate general resolution 050118

Whereas newly hired faculty need time to establish their teaching and research enterprise:

Be it resolved that by a vote of  yeas and  nays and  abstention the UHD Faculty Senate affirms the practice of hiring all new tenure-track faculty with a strict maximum of 18 contact hours, a recommended maximum of 3 unique course preps, and no shared governance committee (APC, FAC, UCC, and Faculty Senate) service during their first year at UHD.

Memo To: All UH-Downtown PS Holders

UH-Downtown/PS 10.A.13

From: Juan Sanchez Muñoz, President

Issue No.

Effective Date:

Subject: Faculty Employment Policy

## **1. PURPOSE**

This PS outlines the policies and procedures for employment of tenured and tenure-track faculty at the University of Houston Downtown (UHD) and specifies the tenets underlying the process, the responsible parties, and the sequence of steps.

## **2. POLICY**

- 2.1 UHD seeks to recruit and employ the most highly qualified faculty members available.
- 2.2 UHD is committed to equal employment opportunity/affirmative action both in the principle and in the practice used to evaluate candidates.
- 2.3 UHD acknowledges the fundamental role that the faculty must hold in evaluating and recommending candidates. Responsibility for the process resulting in faculty hires rests primarily with the department faculty and department chair with the concurrence of the college dean and the provost.
- 2.4 Appointments to non-tenure track positions will be made according to PS 10.A.03B, Non-Tenure & Non-Tenure Track Academic Appointments.

## **3. RESPONSIBILITIES/PROCESS**

### **3.1 Identification of Faculty Positions**

Suggestions for new faculty lines may come from administration or faculty. The faculty, in consultation with the department chair and the college dean, determine the need for the faculty line. Subject to approval by the college dean and provost and within departmental budgeting constraints, the department chair, in consultation with the department faculty, is primarily responsible for placing them in order of priority and negotiating their approval.

### **3.2 Identification of the Search Committee**

The search committee shall be composed of four members from the hiring department's tenured/tenure-track faculty, and one tenured/tenure-track faculty member from outside of the hiring department. The department chair will identify search committee members for the position and chooses the chair of the search committee. The department chair communicates the composition of the search committee and the chair of the committee to the dean and to Employment Services and Operations (ESO). The final membership of the search committee will be reviewed by ESO prior to the final appointment of the members by the chair. Before the search committee begins work, a meeting to discuss ESO hiring processes and procedures must take place.

### **3.3 The Position Announcement**

The search committee prepares the position announcements in consultation with the department chair and designates where such announcements will be made, in consultation with ESO. Changes to the position announcement cannot be made without the consent of the search committee.

### 3.4 The Search Process

The departmental search committee will review all applications, and determine which candidates will be interviewed at each stage of the search. The departmental search committee must use the same criteria, content, and approach for every candidate at all phases of the search process. Prior to interviewing any candidate, the search committee chair will share the prospective pool with ESO.

After the interview process, the search committee will recommend a candidate to the department chair. If there are multiple excellent candidates, the search committee may recommend more than one candidate, ranked or unranked, but they are not obligated to do so. If there are no excellent candidates, the search committee will inform the department chair.

The department chair will forward the recommendation to the college dean, with a short assessment of the candidate(s) from the department chair's perspective. If the search committee, the department chair, and the college dean cannot agree upon a course of action, then the college dean, the department chair, and the search committee decide upon an appropriate mode of action and the college dean will immediately notify the provost.

Upon approval of the college dean, a request to make an employment offer will be forwarded to the provost for approval. This request will include appropriate documentation as specified by the provost.

No hire is official until approved by the provost.

In those instances where the appointee is to fill a distinguished or named chair, or is to serve as department chair or head, there will be prior consultation with the provost and with the tenured/tenure-track faculty as to the conditions and nature of the search.

In all appointments to the faculty, there must be assurance of compliance with the affirmative action and equal employment policies, procedures of the university, and UH System policy.

## Trevor Hale

2013-2014 & 2017-2018 UHD Faculty Senate President  
halet@uhd.edu

May 1, 2018 at the UHD Faculty Senate meeting

Ed Hugetz  
Provost and VPAA  
University of Houston - Downtown

Dear Provost Hugetz:

I am resigning from the University of Houston - Downtown effective September 1, 2018.

This all started when our drug coverage insurance provider dropped Rebif© on February 17, 2017 with no warning and I was suddenly left with a \$4600/month tab for my wife's multiple sclerosis medication. *This kind of unilateral action is the very definition of treating employees poorly.* Hence, I applied to every job opening that wasn't at a public Texas university (except Texas A&M and Texas as they have their own insurance). My resume quickly garnered me multiple offers of employment (including one with a shorter commute) and, this past January, I signed an offer to be a full professor in the Mays School of Business at Texas A&M.

That all being said...the net savings from my recaptured annual salary can pay for more than half of the **\$327,000** cost of paying the UHD faculty 2/11ths instead of 2/12ths for their two summer classes:

My 2017-2018 nine-month salary: **\$119,571.00**

My 2017-2018 summer salary at 2/12ths: **\$19,928.50**

My overhead rate at 27% on (\$119,571.00 + 19,928.50): **\$37,655.14**

**Gross savings: \$177,165.64**

Subtract out my 2017-2018 course load of a 1-1 plus 2 summer (four classes): **\$12,800**

**Net savings: \$164,365.64**

Sincerely,

Trevor Hale

Cc: Dr. Juan Muñoz, Dr. Mike Fields, Dr. Renu Khator

# Child Watch Update Student Affairs

Samuel Santos, AVP - Student Affairs / Dean of Students

03.15.18



# Child Watch Update

## ▶ Background

- ▶ Spring 2016: In response to student requests for support with child care, UHD advertised for request for proposals for a licensed exempt, fee based, drop-in childcare program.
- ▶ Summer 2016: UHD selected YMCA of Greater Houston to provide a licensed exempt, fee based, drop in child care service in N298, an 1100 square foot space on the second floor of the Main Building.
- ▶ Services include care for up to 17 children with the following requirements:
  - ▶ Children must be ages 3 - 9
  - ▶ Children must be potty-trained
  - ▶ Must be current enrolled student or active UHD faculty/staff member

## ▶ Program Details:

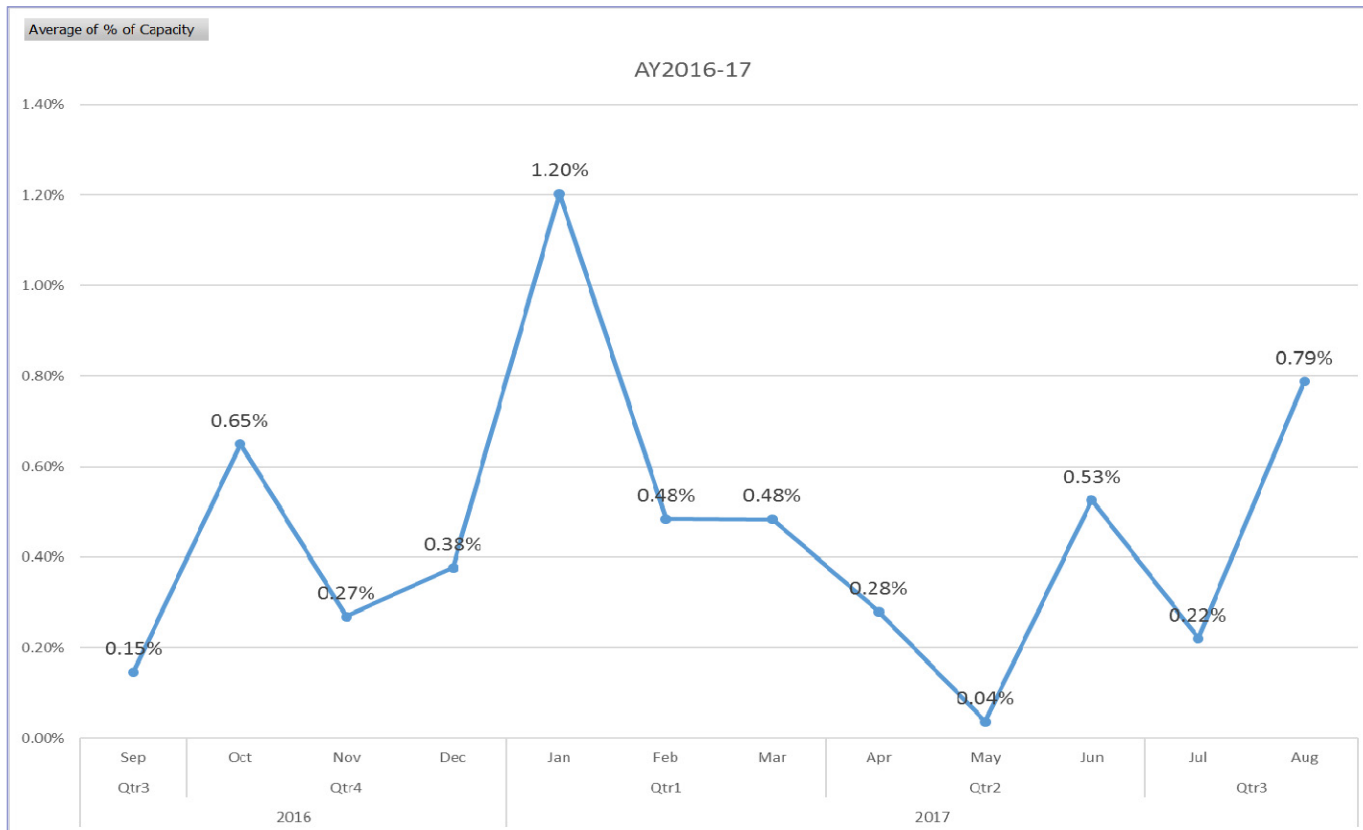
- ▶ Center hours are M-TR, 8:00 a.m. to 8:30 p.m.
- ▶ Monday - Thursday: Fall, Spring and Summer (No holidays hours)
- ▶ Students/Employees may use the service in four hour blocks, for up to 12 hours per week, for no more than 3 days per week.
- ▶ \$5.00 per child/per hour

# Child Watch Update - Utilization

Row Labels	Count of Last Name
<b>AY2016-17</b>	<b>105</b>
Faculty	15
Staff	4
Student	86
<b>AY2017-18</b>	<b>49</b>
Faculty	9
Student	40
<b>Grand Total</b>	<b>154</b>

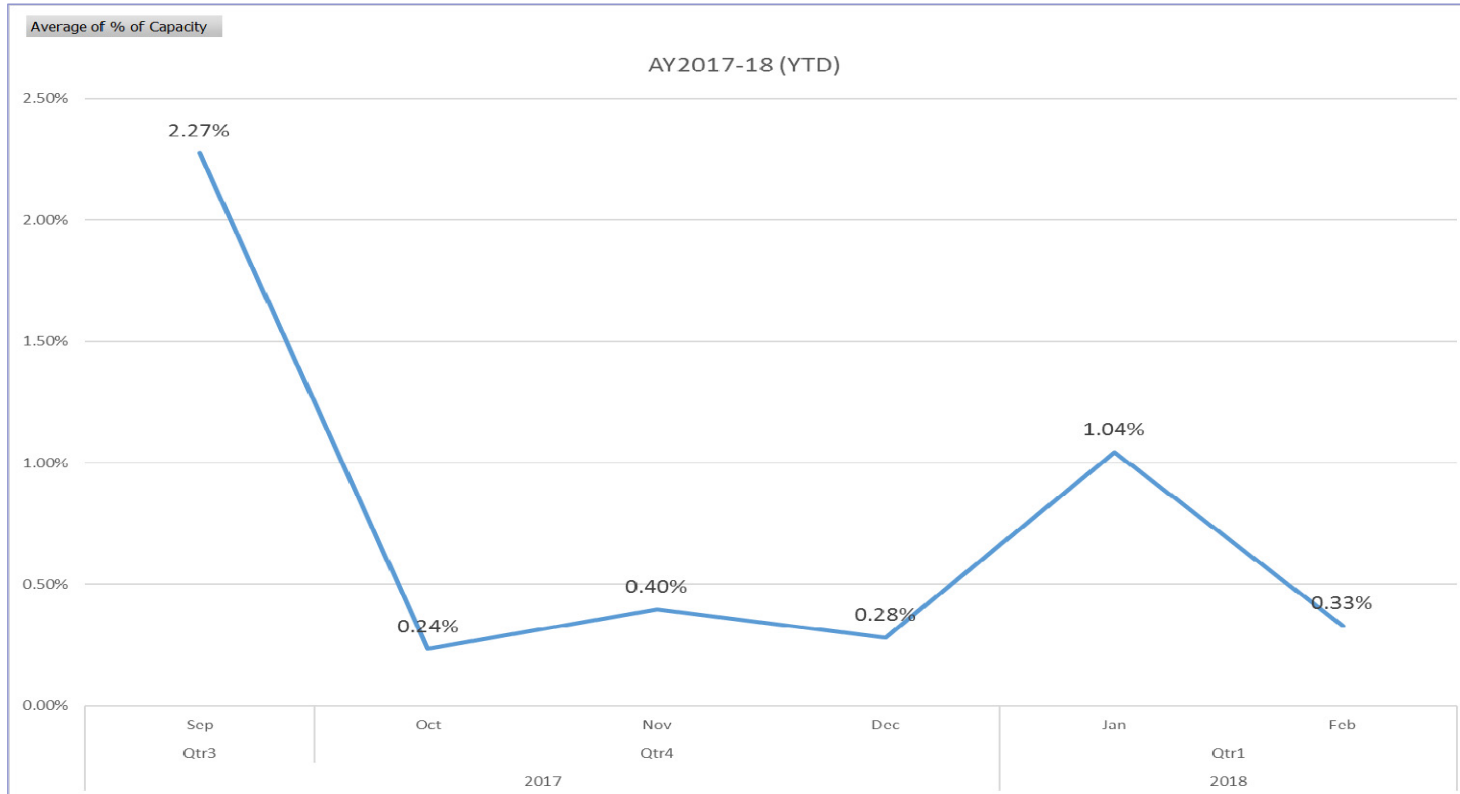
	Revenue Earned	Contract Payment
Fall 2016	\$ 278.75	\$ 34,000.00
Spring 2017	\$ 1,800.00	\$ 34,000.00
Summer 2017	\$ 1,771.50	\$ 26,326.00
Fall 2017	\$ 1,653.00	\$ 34,000.00
Spring 2018*	\$ 355.00	\$ -
<b>Totals</b>	<b>\$ 5,858.25</b>	<b>\$ 128,326.00</b>

# Child Watch Update





# Child Watch - Utilization 2017 - 2018



## Next Steps...

- ▶ We are in the second year of a three year contract, **transition the current program out in Summer of 2018, due to low utilization/cost ratio**
- ▶ Explore off campus options with discounted rates for UHD students and staff
- ▶ Utilize the \$94,326.00 to assist with covering the 2% reduction

**Questions?**

