2013-2014 Membership

*Arts & Sciences:*
- Gene Anderson - 2nd of 3 yr. term, expiring 2015
- Laura Browder - 2nd of 3 yr. term, expiring 2015
  (Kelling Donald replaced Browder for Spring 2014)
- Christie Davis substituting 2013-14 academic year for
  Erling Sjovold - 3rd of 3 yr. term, expiring 2014
- Joanna Drell - 3rd of 3 yr. term, expiring 2014
- Jennifer Erkulwater - 3rd of 3 yr. term, expiring 2014
- Jan French - 3rd of 3 yr. term, expiring 2014 - CHAIR
- Julie Laskaris - 3rd of 3 yr. term, expiring 2014
- David Lefkowitz - 1st of 3 yr. term, expiring 2016
- Tze Loo - 1st of 3 yr. term, expiring 2016
- Eric Yellin - 2nd of 3yr. term, expiring 2015 - SECRETARY

*Jepson School of Leadership Studies*
- Crystal Hoyt – 1st of 3 yr. term, expiring 2016

*Law School*
- Hank Chambers – 2nd of 3 yr. term, expiring 2015
- Jessica Erickson - 1st of 3 yr. term, expiring 2016

*Robins School of Business*
- John Earl - 2nd of 3 yr. term, expiring 2015
- Monika Kukar-Kinney - 1st of 3 yr. term, expiring 2016
- Val Vendrzyk substituting 2013-14 academic year for
  Shakun Mago - 3rd of 3 yr. term, expiring 2014

*School of Professional and Continuing Studies*
- Kate Cassada substituting 2013-14 academic year for
  Patricia Strait – 3rd of 3 yr. term, expiring 2014

Subcommittee Membership for 2013-2014

*Faculty Governance*
- Kate Cassada
- Hank Chambers
- Jennifer Erkulwater
- Crystal Hoyt
- Julie Laskaris
- Andy Litteral
- Eric Yellin

*Benefits*
- Ann Hodges
- Joan Neff – ex-officio
- Carol Parish
- Eric Yellin
**Provost Advisory Committee**
Kate Cassada - SPCS
John Earl - RSB
Jessica Erickson - Law
Jan French - A&S
Crystal Hoyt - Jepson

**Distinguished Educator Award**
Monika Kukar-Kinney, RSB - convener
Kate Cassada, SPCS, UFC
Jim Gibson, Law
Thad Williamson, Jepson
Lidia Radi, A&S
Joe Hoff, Academic Affairs
John Mudry, student government
Grace Leonard, alumni representative

**Dean Review Committees**

- **A&S** Jessica Erickson, Law (chair); Paul Clikeman, RSB; Ellen Walk, SPCS
- **Jepson** Hank Chambers, Law (chair); Christie Davis (A&S); Joanna Dress, A&S
- **Law** David Lefkowitz, A&S (chair); Dean Croushore, RSB; Tracy Roof, A&S
- **RSB** Jennifer Erkulwater, A&S (chair); Stephanie Cobb, A&S; Tze Loo, A&S
- **SPCS** Gene Anderson, A&S (chair); Laura Browder, A&S; Monika Kukar-Kinney, RSB

**Topics addressed by the University Faculty Council (UFC) during Academic Year 2013-14**
Details on all of the following topics are available in the minutes of the UFC meetings, sent to University faculty each month and available on the UFC Blackboard site.

1. **Reviews of the Five Deans**
The committees listed above performed the three-year reviews of Deans Bagranoff (RSB), Narduzzi (SPCS), Peart (Jepson), Perdue (Law), and Skerrett (A&S). All five fell in this year due to coincidence and rotation timelines. The survey instruments were reviewed and revised by each of the committees, in consultation with the Provost and each of the Deans. The evaluations were administered via online surveys through the Office of Institutional Effectiveness. Each committee wrote a report and submitted it to the Provost – two in the fall semester (RSB and Jepson) and three in the spring semester (A&S, Law, and SPCS).

2. **Academic Calendar Working Group**
The Provost Advisory Committee of the UFC, listed above, participated in the Provost’s working group to assess the academic calendar. An exhaustive list of issues was compiled, based on input from the entire working group, which included, in addition to the Provost Advisory Committee (with a faculty representative from each of the Schools), Jon Dattelbaum (Interdisciplinary – natural science), Pat Brown (Assoc. Dean, SPCS), Terry Price (Assoc. Dean, Jepson), Kristine Henderson (Assoc. Dean, Law), Bob Nicholson (Assoc. Dean, RSB), Libby Gruner (Assoc. Dean, A&S), Steve Bisese (VP for Student Affairs), Joan Neff (Assoc. Provost), and Susan Breeden (Registrar). Members of the working group also met with student leaders. By the end of October 2013, the Committee had reviewed six different versions of the calendar and reached a consensus decision that
future calendars should follow the current (2013-14) plan, which includes Martin Luther King Day holiday.

3. **Faculty Governance**
The Faculty Governance Subcommittee, listed above, met throughout the fall semester to examine faculty governance and, ultimately, to draft a proposal for a Faculty Senate. At the end of the fall semester, the UFC voted to present the draft to the University faculty for consideration. In the spring semester, the subcommittee presented the draft proposal to faculty in all five schools, consulted with the President, Provost, Deans, and Vice Presidents, as well as a subcommittee of the Board of Trustees and the entire Board. As this academic year comes to a close, the subcommittee plans to return to the faculty with a new draft in the fall for amendments and voting.

4. **Long-Term Disability**
The Benefits Subcommittee, listed above, took up the charge to the UFC at the end of last academic year (2012-13) to revise language in the Faculty Handbook with respect to reinstatement of tenure following long-term disability. The UFC reviewed and revised language for the Handbook, voted to endorse the policy, and recommended that it be brought to the University faculty at its November meeting. The addition to the Handbook was approved by the University faculty on January 23, 2014 and approved by the Board of Trustees on February 28, 2014. [Http://facultyhandbook.richmond.edu/Ch_V/index.html](http://facultyhandbook.richmond.edu/Ch_V/index.html). Other issues were raised by the subcommittee during the year regarding non-tenured faculty, which are on the agenda for early fall.

5. **Human Resources Briefings**
At its October 2013 meeting, the UFC was briefed by Vice President for Business and Finance Dave Hale regarding upcoming benefits changes for health insurance and vision plans. At its March and April 2014 meetings, the UFC heard presentations by Associate Vice President for Human Resources Carl Sorensen on changes to the employees’ tuition benefit.

6. **Provost Search Committee**
UFC Chair was called upon by President Ayers to provide names of nominees from each of the Schools from which to choose members of the Provost search committee. Names were provided by members of the UFC and the nominating committee of A&S. The President constituted the committee from the lists provided by UFC and named the UFC Chair as chair of the Provost search committee. That committee conducted interviews and recommended candidates for campus visits to the President in March.

7. **Endowed Chairs Policy**
Provost Allred presented a draft policy regarding endowed chairs to the November 2013 meeting of the UFC for feedback in anticipation of his consultation with each of the five Schools and eventual presentation to the University faculty at its January 23, 2014 meeting, at which the policy was approved by a vote of those present.
8. **Policy and Procedure for Creating, Suspending, and Eliminating Academic Programs**
   Provost Allred presented, also at the November meeting, for feedback from the UFC, a draft policy to formalize procedures for creating, suspending, and eliminating academic programs, codifying procedures followed in recent years and to provide a clear policy for our accreditation body, Southern Association of Colleges and Schools (SACS).

9. **Benchmarking Report**
   Provost Allred provided an update on the faculty salary benchmarking process in anticipation of his presentation to the University faculty at the final meeting of the year.

10. **UFC Leadership for 2014-15**
    Elections were held for both Chair and Secretary positions. Crystal Hoyt (Jepson) was elected Chair and Tze Loo (A&S) was elected Secretary.

I would like to thank the members of the University Faculty Council for their outstanding service during this academic year, which was quite labor intensive. In particular, I would like to recognize Eric Yellin for his exceptional and deeply appreciated service as UFC Secretary and Chair of the Faculty Governance Subcommittee.

Respectfully submitted by

Jan Hoffman French
Chair, University Faculty Council, 2013-14