

Northern Illinois University
UNIVERSITY COUNCIL PERSONNEL COMMITTEE
Third Meeting of 2019-2020
January 14, 2020
2:00 p.m.
Altgeld Hall 203

MINUTES
(Approved)

Present: Hamid Bateni, James Burton, Gary Chen, James Cohen, Bryan Dallas, Sean Farrell, Alastair Fletcher, William Goldenberg, Beth Ingram, Robert Jones, Chad McEvoy, Nestor Osorio, William Penrod, Charles Petersen, Richard Siegesmund, Robert Tatara, Simon Weffer

Absent: Gerald Blazey

Staff: Dana Hughes

Call to Order

Provost Ingram called the meeting to order at 2:00 p.m.

Introductions and Welcome New Committee Members

The UCPC welcomed new committee members: James Cohen (replacing Myoungwhon Jung); Sean Farrell (replaced by Anne Hanley last semester); and William Penrod (replacing So-Yeun Kim). In addition, Chad McEvoy is the new vice provost for faculty affairs (replacing William Pitney).

Adoption of Agenda

The agenda was approved with no changes.

Approval of Minutes

The November 19, 2019, meeting minutes were approved by consensus.

Public Comments

There were no public comment requests.

Tenure and/or Promotion Applications for 2020-2021

As a candidate for promotion, Fletcher recused himself from the meeting.

McEvoy presented a PowerPoint slide reflecting applications received for tenure and/or promotion effective AY21. Of the 44 applications, 14 were for tenure and promotion, 22 for promotion, 1 for tenure only, 2 for early tenure and promotion, and 5 for early promotion. There was agreement at the department and college levels on all applications. Per the University Bylaws, when there is agreement at the lower levels (college personnel committee, college dean, and either the department personnel committee or department chair) the applications are presented to UCPC for informational purposes only. However, it was decided that UCPC would vote by college to support forwarding the recommendations as submitted to the President.

Burton moved approval of the recommendations forwarded by the College of Business; Weffer seconded, which passed 13-0-1. (Yea-Nay-Recuse; members who voted at another level may not vote at the UCPC.)

Petersen moved approval of the recommendations forwarded by the College of Education; Bateni seconded, which passed 12-0-2.

Jones moved approval of the recommendations forwarded by the College of Engineering and Engineer Technology; Cohen seconded, which passed 12-0-2.

Farrell moved approval of the recommendations forwarded by the College of Health and Human Sciences; Petersen seconded, which passed 13-0-1.

Petersen moved approval of the recommendations forwarded by the College of Law; Farrell seconded, which passed 13-0-1.

Burton moved approval of the recommendations forwarded by the College of Liberal Arts and Sciences; Farrell seconded, which passed 14-0-0.

Goldenberg moved approval of the recommendations forwarded by the College of Visual and Performing Arts; Petersen seconded, which passed 12-0-2.

Petersen moved approval of the recommendations forwarded by the University Libraries; Farrell seconded, which passed 13-0-1.

University Procedures for Distribution of Merit Increments

Fletcher returned to the meeting to participate in this discussion.

McEvoy reviewed proposed university procedures for the distribution of faculty merit increases. He explained that the document was prompted by the UFA agreement, which

states that merit increments should be distributed according to university procedures if there are no established procedures at the department or college levels. Currently, there are no university procedures in place. McEvoy stated that the document was drafted based on commonly used procedures and 3-year averages. Ingram noted that Bill Pitney began working with colleges last semester to draft the document, which could not be brought to UCPC until the UFA contract was approved. She also explained that merit is distributed at the department level and these procedures would only need to be used by those few departments and colleges that currently do not have their own procedures in place. McEvoy added that departments and colleges have been encouraged to create or revise their own procedures for next year.

Burton made a motion to adopt the language in the document; Osorio seconded. During discussion, Weffer moved to amend the motion to strike the first sentence in the fourth paragraph. Farrell seconded; the amended motion passed 12-2-1 (Yea-Nay-Abstain). After further discussion, Weffer moved to amend the motion on the floor to revise the second paragraph to reflect a two- or three-year rolling average and to cite Bylaw 6.1.2. Siegesmund seconded; the amended motion passed 14-0-1. Ingram called the vote to adopt the language in the document with the two amendments, which was unanimously approved. (See attached draft with revisions.)

Next Meeting and Adjournment

The next meeting will be on March 17, 2020, from 2:00-3:00 p.m.

The meeting adjourned at 3:05 p.m.

University Procedures for Translation of Merit Ratings into Merit Salary Increases

Approved by the University Council Personnel Committee: January 14, 2020

The 2018-2022 UFA contract has a 1% merit increment for FY20, FY21, and FY22. The contract stipulates that each department shall receive a proportional amount of bargaining unit base salary and it shall be allocated to bargaining unit members within each department, according to procedures specified in the department's personnel handbook. Should a department not have merit increase allocation procedures, the College guidelines will be followed. Should a College not have merit increase allocation procedures, University processes will be followed. Below you will find the University process to follow in the event there are no procedures to apply at the department or college level.

The calculation of the annual merit salary increase for a faculty member is to be based on the two- or three-year rolling average (Bylaw 6.1.2) of the most recent annual evaluation ratings and the merit funds allocated to the Department. The annual salary increase is determined by dividing each person's rolling average merit score by the department's total of the two/three-year averages multiplied by the allocated merit funds.

As an example, assume the annual merit amount allocated to the Department is \$10,000 and the three-year averages for the four faculty members in the Department were as follows:

	Three-Year Average	Salary Increase
Faculty 1	4.0	\$2,580.65
Faculty 2	3.5	\$2,258.06
Faculty 3	4.3	\$2,774.19*
Faculty 4	3.7	\$2,387.10
Dept. Total	15.5	\$10,000

Note: model assumes a 1-5 scale used for merit ratings.

*Annual Salary Increase calculation: $\$10,000 \times (4.3/15.5) = \$2,774.19$

New faculty are ineligible for the merit increase during their first year of service as they do not possess any previous evaluation ratings. If a faculty member possesses one or two annual evaluations, but not all three, due to being in their second- or third-year at NIU or missing rating due to a leave or non-faculty appointment, those missing evaluation scores shall be treated as missing data, and thus that faculty member's average score is calculated by using the average of their non-missing scores.

Notes:

- A previous draft of these procedures was distributed to the colleges preliminarily in draft form pending UCPC review on 1/14/20. This draft was amended and approved by the UCPC on 1/14/20.
- Departments and colleges have been encouraged to work with their personnel committees to develop or clarify their merit allocation policies in their personnel handbooks to improve these processes in subsequent years.
- Bylaw 6.1.2.: "Annual faculty merit ratings and recommendations regarding salary increments for the following academic year shall be started and completed during the spring semester of each academic year for faculty service and accomplishments during the previous calendar year of service. Departments, at their option, may choose to base such evaluations upon a "rolling

average" of the two or three previous calendar years of service. Each department shall inform its faculty about which method of calculation is to be used prior to the start of the period to be evaluated."