

**Unclassified Academic Staff Task Force
Proposed New Policy or Recommended Policy Changes
September 13, 2010**

**Provost's Office Response
May 18, 2011**

<i>General Recommendations</i>	<i>Provost's Office Response</i>
<ul style="list-style-type: none"> • Create a brochure to share with new unclassified academic staff that describes the primary differences/similarities for this type of employee as compared to their faculty equivalents; link to this brochure from the handbook 	<p><i>Item referred to HREO in March 2011 as a suggestion to place this information on the HREO website as "info for new unclassified academic staff."</i></p>
<ul style="list-style-type: none"> • Initiate some outreach efforts when new unclassified academic staff are hired that provide some context for them about their position (at a minimum, share the new brochure, and a link to the handbook section and supporting policies) 	<p><i>Item referred to HREO in March 2011 as a suggestion to refer new staff to the new section on HREO website as described above.</i></p>
<ul style="list-style-type: none"> • Try to collect and track various issues that come up in the future with regard to unclassified academic staff, no matter the topic; perhaps these issues would demonstrate trends that need to be investigated/addressed further. 	<p><i>Issues are tracked and discussed as needed by the VP for Faculty Development in the Provost's Office in collaboration with HREO and Research and Graduate Studies.</i></p>
<ul style="list-style-type: none"> • Current practices and policies need to be investigated and clarified regarding whether or not unclassified academic staff may chair and serve on university committees or appear in ceremonial graduation functions for students whom they've sponsored/funded. <ul style="list-style-type: none"> ○ Are there existing policies that address this issue? ○ If not, are there common operating practices that influence this issue? ○ Recommend that this issue be remedied because <ul style="list-style-type: none"> ▪ it isn't consistent ▪ units which prohibit unclassified academic staff from chairing committees or appearing in ceremonial functions are not acknowledging the faculty equivalency of these staff, and furthermore may have a detrimental impact to 	<p><i>Item referred to Office of Graduate Studies in March 2011. Detailed letter of response from that office attached.</i></p>

the student who in many cases has worked most closely with the unclassified academic staff member throughout their course of study	
<ul style="list-style-type: none"> Also, whether they may be nominated for and receive university-wide teaching and research awards. 	<i>Information regarding university-wide teaching and research awards and eligibility is being gathered over the summer and will be made available to the task force when complete.</i>
<ul style="list-style-type: none"> As the “unclassified” language was originally needed to distinguish staff (statutorily) from the support staff (part of the civil service system), but between 5 and 10 years ago, the support staff left the civil service entirely. Is the classified and unclassified distinction still necessary? Recommend elimination of references that include “unclassified” as part of the academic staff descriptor. 	<i>Item referred to HREO in March 2011 for consideration and guidance.</i>
<ul style="list-style-type: none"> Address representation of unclassified academic staff on governance groups 	<i>Chair of Unclassified Academic Staff Task Force, Rex Buchanan, discussed this issue with Governance leaders and referred it to them for consideration and guidance.</i>
<ul style="list-style-type: none"> Individual departments/schools should be strongly encouraged to review their individual policies re: unclassified academic staff and to create or revise guidelines for evaluation, promotion, and other benefits. Especially in instances in which unclassified academic staff are performing duties very similar to those of their tenure-track and tenured colleagues, existing policies should be reviewed to determine whether those policies remain fair and appropriate. 	<p><i>When this revised section of the handbook is announced to campus, this issue will be emphasized.</i></p> <p><i>RGS is already doing this for clinical faculty and for faculty in major research centers as part of individual faculty evaluation plans and also promotion/tenure criteria.</i></p>

Title and Rank

<ul style="list-style-type: none"> Recommend relabeling the Clinical Faculty Titles document to reflect that it is all-inclusive of ALL unclassified academic staff, not just clinical. 	<i>Renamed as “Unclassified Academic Staff Titles,” to be posted this summer pending final review by General Counsel. Updates have also been made to the corresponding handbook text.</i>
<ul style="list-style-type: none"> Update the Clinical Faculty Titles document to correct the inaccurate responsibilities listed for “research professor” 	<i>Removed “research professor” from D.1 (Title and Rank) of Unclassified Academic Staff handbook text.</i>

<ul style="list-style-type: none"> Update the Clinical Faculty Titles document to reflect the corrections made in the handbook text above 	<i>Completed.</i>
<ul style="list-style-type: none"> Recommend we eliminate “junior” wherever it may still be used. 	<i>Completed. Also eliminated “instructor.”</i>
<ul style="list-style-type: none"> Clarify that unclassified staff who have dual appointments may use the appropriate titles for their position and rank (e.g., associate research professor and associate scientist; clinical professor and senior scientist). 	<i>Yes, this is true. Any known issues should be communicated to VP for Faculty Development.</i>
<ul style="list-style-type: none"> Clarify that some tenure track faculty also have unclassified academic staff positions and may list their titles accordingly (e.g., professor and senior scientist). 	<i>Yes, this is true. Any known issues should be communicated to VP for Faculty Development.</i>
<ul style="list-style-type: none"> Update the rest of the handbook (not just the Unclassified Academic Staff section) to correctly use the term “unclassified academic staff” throughout. 	<i>Completed.</i>
<ul style="list-style-type: none"> Recommend that promotion to “full” has an expectation of national OR international reputation (rather than currently AND in some places) 	<i>Units for whom this expectation might be different (i.e., the Kansas-focused Survey groups) should address this at the unit level by specifying appropriate requirements with their promotion criteria.</i>

Appointment

<ul style="list-style-type: none"> Current policy on Spoken English Competency appears to apply to faculty and GTAs only. Terminology needs revision in order to explicitly include unclassified academic staff who have teaching responsibilities. 	<p><i>Completed. Inserted “unclassified academic staff” to amend the opening statement of the policy to read:</i></p> <p style="padding-left: 40px;"><i>The Kansas Board of Regents policy governing the spoken English language competency of faculty and graduate teaching assistants appears below. Prospective faculty members and graduate teaching assistants <u>and unclassified academic staff with instructional responsibilities</u> must meet the requirements of the policy.</i></p>
<ul style="list-style-type: none"> Recommend updating the “Modified Instructional Duties” policy to apply to unclassified academic staff who have teaching responsibilities. 	<i>VP for Faculty Development will address this with academic deans who have staff for whom this would be an issue in order to determine an appropriate solution.</i>
<ul style="list-style-type: none"> Need to update University Policy on Appointments to reflect the provisions distinguishing between academic year and 	<i>Item referred to HREO in March 2011 for consideration and</i>

fiscal year appointments and their impact on benefits, etc.	<i>guidance.</i>
<ul style="list-style-type: none"> • Recommend either a section in Joint Appointments policy or a separate policy on non-reappointment/termination for academic staff <ul style="list-style-type: none"> ○ i.e., What happens when you terminate part/not all for academic staff members? 	<i>Item referred to HREO/General Counsel in March 2011 for consideration and guidance.</i>

Evaluation

<ul style="list-style-type: none"> • Recommend that we have an overall policy at the University that says annual evaluation should happen for all employees (faculty, staff, otherwise). 	<i>Work to begin this summer to draft an Unclassified Academic Staff Evaluation Policy (like the Faculty Evaluation Policy https://documents.ku.edu/policies/provost/FacultyEvaluation.htm).</i>
<ul style="list-style-type: none"> • Recommend that a statement be inserted in the handbook in a general place for all faculty and staff that unclassified academic staff should have the opportunity to have an annual evaluation (as all university faculty and staff should...) 	<i>Work to begin this summer to draft an Unclassified Academic Staff Evaluation Policy (like the Faculty Evaluation Policy https://documents.ku.edu/policies/provost/FacultyEvaluation.htm).</i>
<ul style="list-style-type: none"> • Recommend that unclassified academic staff should also have their own freestanding policy, as do faculty & unclassified right now. Recommend we model after the <u>Faculty Evaluation Policy</u>. 	<i>Work to begin this summer to draft an Unclassified Academic Staff Evaluation Policy (like the Faculty Evaluation Policy https://documents.ku.edu/policies/provost/FacultyEvaluation.htm).</i>
<ul style="list-style-type: none"> • Rewrite the applicability statement of the Faculty Code to include the fact that the shorthand term “faculty” also includes all unclassified academic staff 	<i>Item referred to Barbara Phipps, President of Faculty Senate in March 2011 for consideration and guidance.</i>
<ul style="list-style-type: none"> • Update p. 23 of the handbook (light-green tab) to include “unclassified academic staff” in the phrasing 	<i>Completed.</i>

Job Security, Promotion, and Sabbatical Leave

<ul style="list-style-type: none"> • A culture of encouraging promotion and sabbatical needs to be established for unclassified academic staff. <ul style="list-style-type: none"> ○ Revise headers of emails so they appear to include unclassified academic staff, too. ○ Have a brown bag to address the issue ○ Sabbatical leave for unclassified academic staff needs 	<i>Item referred to RGS in March 2011 for consideration and guidance.</i>
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<p>to be encouraged by administrators. The opportunity of sabbatical is available to them, but is often discouraged directly or indirectly.</p> <ul style="list-style-type: none"> ○ Let people know this is an option; create a network of unclassified academic staff and once a year let them know this is available to them. 	
<ul style="list-style-type: none"> • Recommend each unit be required to put in place standards/procedure for promotion for unclassified academic staff. 	<p><i>When this revised section of the handbook is announced to campus, this issue will be emphasized.</i></p> <p><i>RGS is already doing this for clinical faculty and for faculty in major research centers as part of individual faculty evaluation plans and also promotion/tenure criteria.</i></p>
<ul style="list-style-type: none"> • Recommend that promotions be accompanied by salary increases. 	<p><i>This would be the ideal, but funding for these positions doesn't automatically come from the legislature as it does for tenured/tenure-track faculty.</i></p> <p><i>VP for Faculty Development will discuss with academic deans for whom this may be a significant issue (Steve Warren, Ken Audus, Stephen Mazza, Danny Anderson).</i></p>
<ul style="list-style-type: none"> • Clarify sabbatical leave policy by using the phrase "unclassified academic staff" throughout. 	<p><i>Modified policy March 17, 2011 to address this issue.</i></p>
<ul style="list-style-type: none"> • Clarify 9-month vs. 1.0 FTE stipulation and % funding. <ul style="list-style-type: none"> ○ Some of this language could go in the new non-reappointment and/or dismissal policy OR revise the Clinical Titles policy to address 	<p><i>As necessary, clarifications to be made within existing relevant policies. Should also be addressed within terms of individual appointment letters.</i></p>
<ul style="list-style-type: none"> • Recommend a shorter-term sabbatical (one or two months duration) be suggested as an alternative sabbatical for unclassified academic staff without teaching responsibilities. While state-funded full-time unclassified academic staff are eligible for regular [faculty] sabbaticals, their duties and fiscal-year appointments sometimes make it difficult for them to get approval from their units to take sabbaticals. They could still apply through the regular channels for a regular semester-long sabbatical. This might make it easier for unclassified academic staff to have a concentrated period of research for one or two months, without the disruption of taking an entire 	<p><i>Item referred to Research and Graduate Studies in March 2011 for consideration and guidance.</i></p>

<p>semester. This alternate sabbatical for unclassified academic staff could only be reviewed and decided upon by a committee of unclassified academic staff members.</p>	
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Non-reappointment and Dismissal for Cause

<ul style="list-style-type: none"> Recommend inserting an item into existing policy regarding specific representation of unclassified academic staff serving on appeals committees (currently appears to be addressed only in the 1986 version of the handbook (bottom of p. 4 of the 2nd tab of your notebook). 	<p><i>Item referred to Molly Mulloy, University Governance Office in May 2011 for consideration and guidance.</i></p>
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Resignation and Retirement

<ul style="list-style-type: none"> Recommend adding to handbook text that these benefits are “equivalent to those provided to faculty” if they in fact are equivalent. 	<p><i>Completed.</i></p>
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