

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
March 14, 2012 ~ 1:30 p.m. ~ 325 Burruss

**Present:** Linda Bucy, Mary Christian, Alicia Cohen, Roderick Hall, Amy Hogan, Travis Hundley, April Hylton, Kay Hunnings, Hal Irvin, Peggy Layne, Judy Taylor, Kelley Woods

**Absent:** Jessie-Chen-Yu, Tara Frank, Adam Smith, Scott Tate, John Vest, Kirk Wehner

**Guests:** Pat Hyer

**Call to Order**

The meeting was called to order at 1:35 p.m. The agenda was approved as presented, and the minutes from the last meeting on February 8, 2012 were approved electronically.

**Conflict of Interest Task Force Progress**

Pat Hyer provided an update on the progress of the Conflict of Interest (COI) Task Force. In addition to the overall responsibility of revising the COI policy, the task force was also given the task of reviewing the consulting policy. Two issues that they are working to resolve are whether or not research faculty can do consulting and the inconsistent management of A/P faculty consulting. Even though the task force must act on the COI policy, the consulting policy is optional. However, they feel enough issues are being raised about A/P faculty consulting to warrant pursuing it further. Pat provided a handout that showed a comparison of AP faculty consulting policies and practices at other Virginia universities. However, benchmarking has been difficult because many universities do not have an AP faculty category. Pat also provided a handout that provided responses from the Vice Presidential areas regarding consulting practices within their areas. It was suggested that feedback be obtained from the academic areas regarding AP faculty consulting as well. CAPFA members were in support of the task force continuing their work on the consulting issue.

**Grievance Procedure Updates**

Amy Hogan discussed some proposed changes to the grievance procedure documentation. She provided copies of the documentation that included a section from the faculty handbook, the grievance procedures, and the grievance form. Since the grievance process is not invoked very often and each case is very unique, questions are often raised about the process when it is used. This past fall after handling her first grievance process as CAPFA Chair, Amy consulted with the Provost Office regarding some of the questions and concerns she had including inconsistencies in the grievance procedure documentation. As a result, some changes are being proposed to better clarify the existing process and provide consistency in the documents. These are not procedural changes; therefore, they will not require governance approval. She would

like for CAPFA members to review the changes before the next meeting when the discussion will continue, and a vote will be taken on whether or not to endorse the changes.

### **Upcoming Elections**

Amy Hogan has received the election notice from University Council regarding AP vacancies that will need to be filled for the next academic year. CAPFA only has two members whose terms will be ending this year – Amy Hogan and John Vest. However, there are a number of AP vacancies to fill on other commissions and committees. Amy will send out a notice to all AP faculty requesting nominations of those who are interested.

### **Other Updates**

- Human Resources is working to sort out the most recent message from the Governor regarding bills that recently passed the General Assembly that will effect retirement. Once more definitive information is received from DHRM, it will be shared with employees.
- Dr. Edwin Jones, Associate Dean and Director for Virginia Cooperative Extension, will be the speaker at the Spring CAPFA Conversation. It will be held on Thursday, April 26 from 2:00-3:30 in the VBI auditorium.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:47 p.m. The next meeting will be April 11, 2012 from 1:30-3:00 in the 325 Burruss.

Respectfully Submitted,

Melissa Ball  
CAPFA Support Staff