



Chair's Report (CUSF) January 2017

For the January report, I have three commentaries. Reapportionment is a good time to examine the definition of full-time faculty and how the number of full-time faculty are calculated for the System. As noted in the commentary, defining full-time faculty is systematic with built in checks and balances. It is not left to the sole discretion of the individual campuses. The second commentary deals with the actual reapportionment that CUSF does every three years. It builds off the first commentary. There are winners and losers but for the most part, everything remains the same. The last commentary begins a conversation on the recommendation made by Jordan Goodman, Chair of UMCP.

Chair's Commentary: Reapportionment and Full-time Faculty

In accordance with Section 2.8 of the CUSF by-laws, "*Reapportionment will occur every three years subsequent to publication of the University System of Maryland's Employee Data System (EDS) report indicating the number of full-time faculty, including worldwide faculty, at each system institution.*" This is a reapportionment year. We received the data from System this past semester. The calculation of full-time faculty is fundamental to the reapportionment. The focus of this commentary is on the calculation of full-time faculty used in defining faculty for System and CUSF and for reapportionment.

For this commentary, I did some additional research regarding the definition of full-time faculty and met with people who deal with this data on a daily basis at System. For reapportionment purposes, both the CUSF Constitution (Article II, Section 3) and by-laws (Article II) indicate that reapportionment is based on full-time and not on whether faculty are tenure-track.

In defining full-time faculty, System uses the Maryland Higher Education Commission (MHEC) reporting classification standard. MHEC's reporting classifications align with the Standard Occupational Classification (SOC) developed by the US Department of Labor and adopted by the Department of Education. All codes are further mapped to USM's Human Resources classification system based on USM position description guidelines. Each employee is coded by their primary occupation based on their position description.

Traditionally, there were three major classifications of faculty used for data collection purposes and coding full-time faculty. These were **Faculty/Instruction**, **Faculty/Research**, and **Faculty/Public Service**. Under the new system there is a new category "*Instruction combined with research and/or public service*" (#16). Under the old system full-time faculty was defined using these three categories. Under the new system, the following four categories define full-faculty on all USM campuses.

New EDS Occupational Categories (Note: 15, 16, 17, 18, and 22 define faculty)

- 15 Instruction (Only) – include all Faculty whose regular assignment is credit instruction, non-credit instruction, or combined/not-for-credit, including those with release time for research, public service or administration. [Note: Formerly 02 Faculty/Instructional]
- 16 Instruction combined with research and/or public service (I/R/PS) [Note: New category]

- 17 Research – include faculty whose major assignment is research. [Note: Formerly 03 Faculty/Research]
- 18 Public Service – include faculty whose major regular assignment is public service including non-credit extension. Consulting and/or adult education type activities. The major criterion for this category would be that the services of the faculty member are being outside the context of the institution’s regular credit/non-credit or combined instruction and/or research programs. [Note: Formerly 04 Faculty/Public Service]
- 22 Librarians [Note: Formerly, 06 Professional (Other than Executives)]

For CUSF purposes, librarians with faculty rank are also included in the calculation of full-time faculty [i.e. 06 Professional (Other than Executive) or 22 Librarians]. CUSF members will note that the table presented in the next commentary contains a column of faculty (i.e. 15, 16, 17, and 18) and a second column indicating librarians (i.e. 22). This is because CUSF includes librarians in the calculation of full-time faculty.

The data supplied by the campuses through USM to the state of Maryland are subject to audit by the Legislator’s auditors. Essentially, the Legislator hires consultants who along with their other duties verify that the faculty on campus meet the criteria as defined by MHEC. Employees who serve as chairs or program directors on the individual campuses and who are classified as full-time faculty are subject to verification by the Legislator’s auditors. Employees at UMUC serving as Program Directors and who are classified as full-time faculty using the MHEC classification of faculty are subject to verification by the Legislator’s auditors also.

In summary, full-time faculty is defined by MHEC in accordance with the Department of Labor’s classifications. The individual campuses determine whether faculty meet the classification of full-time faculty and their classification is verified by auditors hired by the State Legislature. It is not left totally to the discretion of the individual campuses. With the auditors, there are checks and balances on determining who are full-time faculty.

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Chair’s Commentary: Reapportionment

According to the CUSF bylaws, CUSF needs to address reapportionment every three years. The previous commentary addressed how System calculates full-time faculty. For reapportionment purposes, CUSF relies on System’s data and includes librarians as part of the calculation. SECTION 2.2 MEMBERSHIP of the CUSF Bylaws defines the formula for apportionment of CUSF representatives:

- 1-250: 2 representatives
- 251-750: 3 representatives
- 751-1250: 4 representatives
- 1251-1999: 5 representatives
- 2000 or more: 6 representatives

The following table is a summary table of the full-time faculty data provided by system along with the current number of delegates and the changes in delegates based on the information. It indicates reapportionment for next year.

CUSF – Full-time Faculty and Librarians in Fall 2015				CUSF – Reapportionment for Fall 2017		
Column #1: Institution ¹	Column #2: FT Faculty ¹	Column #3: FT Librarians ¹	Column #4: Total ¹	Column #5: Current Delegates ¹	Column #7: Delegates in 2017 ¹	Column #8: Net Increase / Decrease
BSU	220	5	225	2	2	0
CSU	128	--	128	2	2	0
FSU	248	9	257	3	3	0
SU	415	13	428	3	3	0
TU	895	20	915	4	4	0
UB	201	27	228	2	2	0
UMB	2,153	33	2,186	5	6	+1
UMBC	669	18	687	3	3	0
UMCP	3,291	68	3,359	6	6	0
UMES	239	7	246	2	2	0
UMUC	145	12	157	3	2	-1
UMCES	54	1	55	2	2	0
USM	8,658	213	8,871	37	37	0
¹ Source Columns 2-4: 2015 MHEC EDS; Principle Occupations Instruction, Research, Public Service, Librarian USM Office of Institutional Research (9-11-2016) ¹ Source Columns 5-7: SECTION 2.2 MEMBERSHIP (By Laws) 1-250: 2 representatives; 251-750: 3 representatives; 751-1250: 4 representatives; 1251-1999: 5 representatives; 2000 or more: 6 representatives.						

Chair’s Commentary: Social Media and Shared Governance

In my December report to the BOR, I noted how UMCP under Senate Chair Jordan Goodman was using social media to communicate to a dispersed faculty on their campus. The focus of the report to the BOR was on the need of faculty to communicate and assemble. Jordan indicated that they use SLACK. SLACK is one of many programs that could be used. I believe that it may be time for us to begin a conversation on the use of social media to facilitate carrying out our business of shared governance. Currently, we use email for a lot of functions that could better be handled by a work site. I have jotted down a couple of items below that could be provided by this type of site. It is a work in progress. Let the discussion begin.

- **Pending Motions** – could be reviewed and commented on by the membership. The comment phase would be somewhat new.
- **Shared Practices** – Communication between Senate Chairs regarding sharing shared practices on their campuses.

- **Meetings** – The format can be used to augment meetings.
- **Project Orientation** – The format may allow our committees to be more productive.

MHEC Kickoff for Maryland State Plan for Post-secondary Education (2017-2021) (December 15, 2016)

On December 15, MHEC (Maryland Higher Education Commission) kicked off its new state plan for post-secondary education. Three specific goals have been identified in the new 2017 plan. These are to ensure educational opportunities that are **accessible, innovative, and inherently lead to success**. I would like to thank Virletta Bryant, Past Chair, who attended the event on behalf of CUSF. More details on the plan are available on the MHEC website, or in the packet of materials distributed to CUSF members.

Respectfully submitted, (January 11, 2017)
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