

Notes
Academic Affairs Budget Specialist's Meeting
October 20, 2009
1:30-3:30 p.m. – Room 208, Bernhard Center

1. Sixty-three attended meeting.
2. Nancy Cretsinger opened meeting. No additions were added to the agenda.
3. Sue Caulfield, Director of Academic Collective Bargaining, was our guest speaker and shared the following:
 - a. TAU (Teaching Assistants Union) is currently in negotiations.
 - b. Part-time instructor letter changes reviewed.
 - c. Adjunct doesn't represent part-time.
 - d. A credentials statement was added.
 - e. Provost Office was added in the cc part of the letter.
 - f. Human Resources to be taken off the cc part of the letter.
4. Part-time = 9 credit hours in the Fall/Spring and 3 credit hours in Summer I & II.
5. Question was asked how to handle a course that is 4 credit hours and not 3.
6. Dr. Caulfield indicated she would work on language for the staff who teaches as part-time faculty.
7. Dr. Caulfield will add faculty credentials in the drop down section of the letter.
8. Question was asked on how to track the five sick days in the GA contract? The answer is to track in each individual department.
9. It was noted that teaching assistants don't need a copy of their transcripts to teach.
10. Note that benefit eligible employees receive FICA and retirement for additional appointments.
11. Verification of international faculty credentials will be verified by the Haenicke Institute for Global Education.
12. A draft letter will be available on obtaining personnel information and credential information for part-time faculty.
13. The revised P-008 form needs to be filled out for current faculty and sent with their official transcript to the dean's offices, who will forward to academic affairs by January 15, 2010.

14. Transcripts for current and new EUP faculty who teach through EUP will be reviewed in academic departments, HIGE and deans' offices in accordance with the policy.
15. Question was asked if the chairs were made aware of the new P-008? The answer was yes, at Academic Forum.
16. Cretsinger reviewed the academic affairs manual.
17. The course fee deadlines have been added to the academic affairs manual.
18. Cretsinger confirmed that an additional sign-off is now required for student appointments at the chair/director level and also at the deans' and vice provosts' level.
19. Human Resources announced a new training series is available for supervisors and managers.

Extending alternate year appointments and term appointments will be addressed at the December meeting.

The next meeting is – December 15, 2009, in room 4010 in the College of Health and Human Services.