

GEORGE MASON UNIVERSITY
MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING
THURSDAY, AUGUST 27, 2015
HUB room VIP III, 3:00-4:15 p.m.

Present: Jim Bennett, Lisa Billingham, Charlene Douglas, Mark Houck, Tim Leslie, Keith Renshaw, Suzanne Slayden, J.J. Davis.

I. Approval of Minutes of April 7, 2015: The minutes were approved.

II. Announcements

Sr. Vice President J.J. Davis presented a draft slide presentation about the new budget model to the Executive Committee for input and review. Several suggestions were discussed, some will be incorporated in the presentation for inclusion on the September 9th Faculty Senate meeting agenda.

New Senator Orientation will take place Wednesday, September 2, 3:00-4:00 p.m., Robinson B113. Rector Davis will address the Faculty Senate on October 7, 2015 and March 2, 2016. President Cabrera will address the Faculty Senate on Dec. 2, 2015 and April 6, 2016. Alan Abramson (SPGIA) replaced James Finkelstein (SPGIA) as Faculty Representative to the BOV Development Committee.

Linda Harber will attend the Sept. 9th meeting to answer questions about the New Parental Leave Policy (see [Attachment A](#)) which will be distributed with the Sept. 9th agenda. Other guest speakers include Claudio Cioffi-Revilla to present an update on the restructuring plan for the Office of Research, and Dr. Leigh Harrison (Director, Advancement Communications) will present a brief overview of the Capital Campaign Kick Off.

III. Progress reports, business, and agenda items from Senate Standing Committees

A. Academic Policies – no items pending.

B. Budget and Resources – no report.

C. Faculty Matters – Keith Renshaw, Chair

We received one issue from O&O regarding minimum qualifications for department chairs – can they be term faculty? We solicited feedback from deans and received a wide range of responses; no one having serious complaints.

Discussion: Some small units have few faculty willing to serve as department chairs. The process of appointment/election of department chairs varies among units. In earlier times most faculty were tenured or tenure-track as reflected in [Faculty Handbook, Section 2.12 Department Chairs](#), pp. 54-57. Old language no longer fits modern examples. Faculty Matters will work with the Faculty Handbook Committee.

D. Nominations – Jim Bennett, Chair

We will present slates of nominees to Faculty Senate Standing Committees and University Standing Committees. Faculty may also make nominations from the floor. Dominique Banville (CEHD) is nominated to serve as Faculty Representative to the Graduate Council.

E. Organization and Operations – Lisa Billingham

Jesse Guessford (CVPA) was recently elected to serve as Faculty Senator from CVPA.

The Senate Office just learned today of the re-election of Lloyd Cohen and Bruce Johnsen as Senators from the School of Law. We await election results for one Senator in the College of Health and Human Services; pending appointment of new director of Krasnow Institute as an *ex-officio* Senator.

IV. Other Committees/Faculty Representatives – none.

V. Agenda Items for September 9, 2015 FS Meeting

- Draft FS Minutes April 22, 2015
- Provost's Remarks AY 15-16
- Budget Model – Sr. Vice President J.J. Davis
- Announcements
- Nominees to the Faculty Senate Standing Committees and University Standing Committees; Faculty Senate Representatives to Committees (*Nominations*)
- Update on restructuring plan for the Office of Research- Claudio-Cioffi Revilla, Interim Vice President for Research: (*Other New Business*)
- New Parental Leave Program – Linda Harber/HR representative (*Other New Business*)
- Leigh Harrison, PhD – University Advancement – Brief overview Campaign (*Other New Business*)
- Adjournment
- Post Meeting Election of Chairs of Faculty Senate Standing Committees

VI. New Business, Updates, and Discussion

Reappointment of President Cabrera:

- 7 constituencies represented, faculty will have 2 representatives.
- Per Handbook [Section 1.2.5], representatives are being elected from the general faculty.
- Town hall with President Cabrera [required per Handbook] on Wednesday, October 14th at 3:00 p.m., location to be announced
- Other options for faculty participation will be established.

Respectfully submitted,

Meg Caniano

Faculty Senate clerk

ATTACHMENT A

Parental Leave for Instructional 9-Month Faculty

I. SCOPE

This policy is intended as guidance for 9-month faculty (mothers and fathers) in managing work and family obligations in the first year surrounding the birth or adoption of a child.

Parental time away from work assists eligible George Mason University faculty members during the first year of becoming a parent to meet both their professional and parental obligations. It is the goal of this policy to 1) help faculty balance the responsibilities of family and career development and 2) encourage and enable equal parenting opportunity across all departments.

I. POLICY STATEMENT

All Instructional 9-month faculty can choose to take a break from their position, in partnership with their department. With this option the employee is eligible for a 50% work relief for a year following the birth or adoption date (multiple births will be treated as one event). During the relief period(s) the faculty member would be eligible for full pay and benefits but would work a reduced schedule. The reduction can be taken 100% in one semester, 50% in two semesters or some other combination that makes sense for the faculty member and the department.

In the circumstance are such that both parents are faculty members employed by Mason, it is expected that the parents will work closely with the departments and units (college/school/institutes) involved to develop a plan that minimizes the impact. Faculty members must work with their department chairs and/or deans to coordinate the specific arrangements of the reduced work schedule.

Eligibility:

- Instructional 9- month term, tenure-track and tenured faculty who have become new parents.
- This program does not apply to faculty in a first 1-year, temporary or visiting appointment.
- Should be continuously employed for at least one (1) academic year since hire and/or since the end of the last Parental Leave period, prior to the birth or adoption and must expect to remain continuously employed for one (1) academic year following the leave (subject to contract renewal in some cases).

Procedure:

- The faculty member should request the parental leave as far in advance of the child's expected arrival date as possible to provide departments with reasonable notice for planning purposes.
- The college or school will continue to pay the faculty member's current actual salary and benefits cost during the period of teaching relief. Benefit deductions will continue to be withheld from this compensation.
- Once the dates, commitments and schedules have been negotiated with the department head, complete and submit the work plan to the dean/director of the unit, who will review the plan. Once approved, the dean/director will submit the work plan and any Faculty Transaction Forms to the Human Resources & Payroll Department.

Use with Other Leave(s)

This program does not prohibit deans or chairs from further modifying assignments before and after the leave period. The faculty member must request use of this benefit in advance, no later than three (3) months prior to the beginning of the leave period (when possible), and the leave must begin no later than the academic semester immediately following the birth or adoption event. A shorter notice period may be allowed, on a case-by-case basis, for good cause and/or special circumstances, by the faculty member's supervisor and the dean.

Paid parental leave may not be used immediately before or after a Study leave.

- Faculty members who have VSDP leave must apply for disability benefits which will offset a portion of the paid parental leave.
- Faculty members with accrued sick leave will be charged as appropriate against any full time (doctor prescribed limitation periods such as bed rest or physical recovery) leave time.
- Available sick leave balances will be reduced by up to 1/3 of the balance, to offset a portion of the leave for family member medical under FMLA.
- Beyond these uses, sick leave cannot be to extend the paid portion of the FMLA leave into a subsequent semester due to the arrival of a child/children.
- Any partial or full reduction of duties amounts to time away from work under the federal Family and Medical Leave Act (FMLA) and must be coordinated with HR and counted as such.

Interaction with Tenure –

The tenure clock may be stopped at the onset of the approved paid parental leave period (for the first tenure stoppage). Faculty may opt for an extension by notifying Mason, in writing that they wish for the tenure clock to stop during the first year following birth or adoption. Refer to Faculty handbook section 2.7.3.1.

Examples – Each situation is a little bit different and employees are encouraged to discuss the options with their management and the Benefits team to work out the best options for their case.

Baby 1 is due May, June, July, August or September. Mom/Dad can take a 100% course release for the fall semester, or a 50% course release for fall and a 50% course release for spring. If May or September, and Mom chooses the 50%/50% option she will likely need to take additional sick leave to get her through the first several weeks of physical recovery from delivery.

Baby 2 is due in October. Mom/Dad can take a 100% course release for the fall semester, or a 50% course release for fall and a 50% course release for spring. If Mom chooses the 50%/50% option she will likely need to take some additional sick leave to get her through the first several weeks of physical recovery from delivery.

Baby 3 is due in November or December. Mom/Dad can take a 100% course release for the fall or spring semester, or a 50/50 course release for fall/spring or spring/fall. If Mom chooses the 50%/50% option she will likely need to take some additional sick leave to get her through the first several weeks of physical recovery from delivery.

Baby 4 is due January. Mom/Dad can take a 100% course release for the spring semester, or a 50% course release for spring and a 50% course release for fall.

Baby 5 is due in February, March or April. Mom/Dad can take a 100% course release for the spring semester, or a 50% course release for spring and a 50% course release for fall. If Mom chooses the 50%/50% option she will likely need to take some additional sick leave to get her through the first several weeks of physical recovery from delivery.

II. DEFINITIONS

“Family and Medical Leave Act (FMLA)” is a federal statute that requires certain employers to provide unpaid leave time away from work under certain conditions.

III. RESPONSIBILITIES

The Provost and Executive Vice President will be responsible for setting the overall tone for the policy and ensuring consistency across the University.

Supervisors and deans and directors will have the responsibility to authorize specific details and timing of the leaves and the approved plans to Human Resources/Benefits.

Vice President of Human Resources/Payroll & Faculty/Staff Life will promote and administer the administrative portion of the program.

IV. COMPLIANCE

A. Any nine-month faculty member on approved parental leave will be compensated at his/her approved salary during the term of the leave. All fringe benefits will continue at the same cost to the University and the employee.

B. A nine-month faculty member approved for a parental leave shall agree to return to the University for at least one (1) year following completion of the leave.

V. EFFECTIVE DATE AND APPROVAL

The policies herein are effective July 1, 2015. This Administrative Policy shall be reviewed and revised, if necessary, annually and become effective at the beginning of the University’s fiscal year, unless otherwise noted.

Approved:

Jennifer Wagner-Davis, SVP

S. David Wu, Provost