

**United University Professions
Albany Chapter**

Labor-Management Notes

March 30, 2020

Attended: (L) Aaron Major, Greta Petry, Zakhar Berkovich, Paul Stasi, Maureen Seidel, Anne Woulfe
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1. Procedural hard copy communications: We recognize that there are procedural communications (for example, notices regarding decisions made during steps in the promotion process) that are normally done as hard copies through campus mail. We would like to compile a list of these communications and develop alternative, electronic procedures during this emergency period.

There are some types of communication that are contractually required to be in hard copy. HR is moving to electronic communication, but as of last week there was an HR employee who went in person to send out hard copies few hours a week.

Assistant Director of Personnel moved the communication to an online format (renewals, appointments, etc.). It is still unclear how non-renewals are currently being handled.

T&P files are submitted electronically. However, it is not known whether the same format takes place in the colleges and schools. Once the process goes to the Provost's office, it is electronic. The final approval copy is hard copy with all the signatures, and is sent to HR. Faculty non-renewal letters are generally sent in three copies: hard copy letter to departmental mailbox, certified letter to the mailing address, and attachment to an email to UAlbany account.

The sabbatical leaves are informed electronically.

2. Addressing "hard copy" procedures in key university units: Related to item #1, above, we note that there are key university units that are still relying on the movement of paper to conduct their business. In addition to the work done by Human Resources, we also understand that the Institutional Review Board (IRB) still conducts its business by hard copy. Faculty who need to advance research projects through the IRB will have their projects delayed if this is the case. Hiring could be significantly delayed if I-9 forms (for example) need to be transmitted by hard copy. What steps are being taken to move these processes and procedures into digital form?

See notes above

3. Facilitating communication with part-time lecturers: We would like to reinforce the importance of taking additional measures to communicate with our part-time lecturers, who comprise more than one third of our teaching faculty. For example, we have heard from many part time lecturers (some of whom may fall into the GSEU bargaining unit) that they are not getting emails sent through the allfacstaff listserv.

There are some issues with “forwards” in terms of communication from President/Provost that goes to Deans, then Administrative Managers, then it does to the department faculty. It was noted that AllFacStaff listserv is updated and generated at the time when the email goes out. Part-time faculty may want to have UAlbany email be forwarded to their personal email but official communication is going through albany.edu accounts. ITS can do a diagnostic if an email is missed or not delivered.

4. Clarify Provost’s comments regarding tenure clock during President’s Council meeting:
During the Presidents’ Council Meeting on Thursday the Provost suggested that the campus is considering a one semester tenure clock extension. If this is the case, we ask why the campus did not consider a one-year extension as many other Universities have elected to do? We would also like to clarify if this will be an opt-in or opt-out policy.

It is understood that untenured faculty members will remain on the regular clock, however, if a faculty member would like to extend one semester tenure clock they can put forward a request to the chair and the dean and it will be approved.

Additional Business:

PAUSE has been extended to April 15th by the Governor for non-essential personnel. It is not clear whether when reporting to work will be available, how the return to work will be handled. There will be a communication coming from VP Forman.

Developing contingency plans for courses in case instructor becomes ill.

There is an updated statement being developed in regard to the contingency plan that is not onerous on the faculty. The idea is to have chairs come up with the plan and not impose

Is it possible to have a clear communication from supervisor to employees about designation about essential vs. nonessential role?

It was noted that HR will communicate with the Directors, VP, and Deans and clarify that if personnel is essential they must be specifically notified, otherwise they are not (non-essential) and should stay home. Personnel with a medical chronic conditions can contact Marissa Maybee.

The question was how Management can support offer Faculty?

There is not much support needed, but faculty are overwhelmed with the time it takes to put up the courses. Additional concerns were of the physical health – carpal tunnel. And faculty dealing with students who are not able to have good access to the courses and internet. Faculty may be anticipating that students will be grieving grades at a higher level than in the past. Students who are not in the best conditions at home may struggle. It was recommended that there could be a message from a Provost that may include guidance on being more flexible around grading time.

Individual Development Awards

There is a liberal approval of the changes to the award from travel expenses to registration fees, and any other changes. The state wide there is a conversation about potentially extending the deadline by which funds must be expended.