

Minutes for Faculty Affairs Conference Call 05-28-2013

Topic: Payroll

- Payroll deadlines will be strictly followed. Anything submitted to *faculty affairs records* mailbox after the deadline will not be processed in that month. Deadlines for FY14 have not yet been shared with us. We will distribute as soon as they are provided to us.
- Business Justification Forms are required for all payroll actions. The same form is used for faculty and staff and provides departmental signature as documentation of department approval as well as information regarding fund codes.
- We have a strict policy of no retroactive salary actions. This policy has been in place for over a year in keeping with the need for strict fiscal discipline and monthly reporting of closed fiscal results for each month to the Board of trustees.
- Payment for hourly or per diem work gets processed after work is done for both faculty and staff. We will accept payment requests for days / hours worked up to and including payroll deadline.
- Completion of the I-9 process for new hires is required by federal mandate. Until the I-9 process is complete, the individual is not hired and cannot work.

Topic: Retirement including VFRP-(voluntary faculty retirement program)

- University implemented a voluntary faculty retirement program to facilitate retirement in those tenured faculty members who were eligible. All VFRP agreements have to be signed by May 31, 2013.
- Departments are responsible for providing information for the separation such as number of vacation days.
- The IRS requires a clean 90 day separation period after retirement during which time the faculty member cannot be paid by the university. Retirees should be working with the Benefits team to be sure they understand their retirement plans.
- If a retiree wishes to return to work after their 90 day period, they return in a *working retiree* status and can serve no more than 49% effort.

Topic: Appointment, Promotion, and Tenure

- Three current initiatives to improve processes:
 - Initial appointments- now do biweekly review of rank pending status
 - Faculty voting- Task force has had 5 meetings, will continue work through summer
 - Clinical track or pathway development-will convene a task force

Call was adjourned at 12:50 pm. Will have another call in approximately one month