

Minutes of May 14, 2020 AEC meeting – Final Version with post-meeting updates in green

Present (via zoom):

Members: Kalli Federhofer, Hitan Kamdar, Marouane Kessentini, Scott Masten, Eli Samuels, Keith Riles (chair, minutes), Helena Schotland, Wayne Stark, Don Winsor, Yunus Zeytuncu
Guests: MaryJo Banasik (Faculty Senate staff), James Schirmer (UM Flint Faculty Council Chair)

Announcements

UM Flint faculty will be participating in the AEC survey this year for the first time. The administrators to be evaluated by UM Flint faculty will be the President, the UM Flint Chancellor, the UM Flint Provost and the UM Flint Deans. Department chairs will not be evaluated this first year, but may be included in future years. When UM Dearborn first began participating in the AEC survey, a similar transition was followed.

UM Dearborn faculty governance provided in February a revised Dearborn-specific Opinions of Faculty questionnaire to replace the one used for the past several years in a row. It may be appropriate to add covid-response questions to that questionnaire (see below and Appendix E).

UM Dearborn faculty have also requested a couple of additional questions on a Dearborn-specific Dean's questionnaire (see below and Appendix F)

Reviewing the current list of administrators to be evaluated

There was a brief discussion of whether or not any new administrators should be added to the survey. It was decided not to add any new administrator questionnaires this year (other than the addition of UM Flint administrators using standard forms).

Reviewing the current questionnaire questions for administrators

It was decided that the Provost questionnaire should evaluate the performance of the Acting Provost, Susan Collins, not the former Provost, Martin Philbert, who was placed on administrative leave in January 2020.

It was decided to add a question on the performance of the chief (key) administrator to the standard department Chair questionnaire. To avoid logistical headaches, the form will not name the administrator (keeping track of associate deans is already an annual headache):

Qxx: The performance of the chief (key) administrator is fully satisfactory.

Given the ongoing pandemic, a number of covid-response questions will be added to this year's survey, some specific to administrators and some on the Opinions of Faculty questionnaire (see below).

For department chairs, it was decided to add the following questions:

Qxx: My chair has kept me well informed about developments affecting my department during the pandemic.

For deans of small schools (with no departments), the corresponding question will be

Qxx: My dean has kept me well informed about developments affecting my college (school) during

the pandemic.

Additional questions for deans of large and small schools will include:

Qxx: My dean has involved faculty in planning decisions for my college (school) during the pandemic.

Qxx: My dean has involved faculty in budget decisions for my college (school) during the pandemic.

Qxx: Lab-based research in my college (school) was ramped down in an orderly way in response to the pandemic.

The UM Dearborn dean questionnaires will include three additional questions:

Qxx: My dean supports and encourage faculty initiatives and progressive thinking.

Qxx: The college provides appropriate mechanisms to hear and consider feedback from faculty.

Qxx: The college provides timely and acceptable administration support for faculty.

A “suggestion box” idea from last year’s survey came from a UM Dearborn department chair who suggested omitting five questions that did not apply to his department (issues that were irrelevant or fully under control of the college dean, not the chair). After some discussion, in which it was noted that the five questions do apply to some UM Dearborn departments, it was decided to add to all questionnaires (administrator and opinion of faculty) a new “Not applicable” (in addition to “No basis for judgment”).

Post-meeting update: UM Dearborn faculty chose to use the new pandemic-related questions on their questionnaires.

Defining the questions for the "Opinion of Faculty" questionnaire

To avoid allowing the opinion questionnaire to balloon (and possibly thereby depress response rates), it is important to review the continued need for old opinion questions each year, while incorporating new questions of timely interest. In that spirit, it was decided to delete many questions from last year’s survey but to add many new covid-19 response questions and a couple of new non-covid questions:

- Questions to be deleted from last year’s survey:
 - Q2 – declining to write recommendation letters
 - Q3 – felony charge disclosure policy
 - Q4 – definition of covered romantic relationships (faculty + students)
 - Q5 – faculty consultation on Q3/Q4 policy changes
 - Q10 – capital allocation to construction / renovation
 - Q11 – awareness of “fitness for duty” policy
 - Q12 – awareness of faculty grievance policy
 - Q13 – awareness of college/school ombuds
 - Q14 – awareness of central ombuds
 - Q15 – participation in DEI initiative
 - Q16 – reward for DEI participation
 - Q17 – participation in public outreach
 - Q18 – reward for public outreach

- New questions concerning covid-response:
 - Qxx – I have received adequate guidance about how to proceed with teaching during the pandemic.
 - Qxx – I have received adequate guidance about how to proceed with research during the pandemic.
 - Qxx – I have received adequate guidance about how to proceed with service responsibilities during the pandemic.
 - Qxx – The University’s information technology services have provided adequate support for online teaching.
 - Qxx – The University’s information technology services have provided adequate support for online exams.
 - Qxx – The University is moving too slowly to reopen access to campus research laboratories.
 - Qxx – The University is moving too slowly to reopen access to offices.
 - Qxx – The University is moving too slowly to reopen access to campus libraries (non-online materials).

- New questions concerning other issues:
 - Qxx – I support [the recent changes in the Regents Bylaws sections 5.09/5.10](#) concerning dismissal policies for tenured faculty.
 - Qxx – I had the opportunity to comment on the proposed changes.
 - Qxx – I support routinely starting the fall semester before Labor Day in future years.

Drafts of all questionnaires to be revised this year are attached as appendices.

Status of the survey infrastructure and AEC server.

Keith has completed compiling of faculty affiliation data. Don has started the incorporation of the info into the AEC server. [Post-meeting update: Letters have been sent to all administrators soliciting supplementary questions and statements.](#)

Target dates for starting & ending the survey

It was decided tentatively to aim at launching the survey on Monday May 25, 2020, with an end date four weeks later on June 22, 2020.

Improving faculty response rates

For the last four years President Schlissel has kindly sent out an endorsement and encouragement to faculty to participate in the survey. He will be asked to do so again. There is always a surge of responses on the day his endorsement goes out. [Post-meeting update: President Schlissel agreed to endorse again.](#)

It is not clear whether the pandemic lockdown will increase or suppress the faculty response rate this year. The kickoff letter will advertise that covid response will be addressed on the survey.

UM Flint participation

As Chair of the UM Flint Faculty Council, James Schirmer stated that UM Flint faculty are eager to try participation in the AEC process. He will look over the draft Opinions of Faculty surveys below to be used by the Ann Arbor and Dearborn campuses and provide a UM Flint version in the coming week.

Post-meeting update: UM Flint faculty adopted the questions to be used on the UM Dearborn questionnaires.

Appendix A – Draft of 2019-2020 Opinion of Faculty questionnaire

- Q1 – I have received adequate guidance about how to proceed with teaching during the pandemic.
- Q2 – I have received adequate guidance about how to proceed with research during the pandemic.
- Q3 – I have received adequate guidance about how to proceed with service responsibilities during the pandemic.
- Q4 – The University’s information technology services have provided adequate support for online teaching.
- Q5 – The University’s information technology services have provided adequate support for online exams.
- Q6 – The University is moving too slowly to reopen access to campus research laboratories.
- Q7 – The University is moving too slowly to reopen access to offices.
- Q8 – The University is moving too slowly to reopen access to campus libraries (non-online materials).
- Q9 – I am worried that if I teach an in-person course in fall 2020, I will become infected by covid-19.
- Q10 – I support [the recent changes in the Regents Bylaws sections 5.09/5.10](#) concerning dismissal policies for tenured faculty.
- Q11 – I had the opportunity to comment on the proposed changes.
- Q12 – I support routinely starting the fall semester before Labor Day in future years.
- Q13 – I support [this statement](#) concerning freedom of speech on campus.
- Q14 – I am satisfied with the current level of communication regarding responsible faculty response to sexual misconduct by faculty, staff or students.
- Q15 – I have adequate access to resources in preparing for safety emergencies.
- Q16 – I am aware of the services provided by the ADVANCE Program.
- Q17 – The ADVANCE Program benefits the academic mission of my college or school.
- Q18 – Services provided by the Office of Vice President for Research meet my needs.
- Q19 – Services provided by [Canvas](#) meet my needs.
- Q20 – Services provided by the University Library meet my needs.
- Q21 – Services provided by Facilities & Operations meet my needs.
- Q22 – Services provided by the Department of Public Safety meet my needs.
- Q23 – Services provided by centralized IT services meet my needs.
- Q24 – Services provided by centralized administrative services (Shared Services) meet my needs with respect to travel and other expense reimbursements.
- Q25 – Services provided by centralized administrative services (Shared Services) meet my needs with respect to employee benefits support.
- Q26 – Too much of my professional time is consumed by clerical duties.

Appendix B – Draft of 2019-2020 Chair’s questionnaire

Teaching

Q1 – The availability of undergraduate course offerings in my program / department is excellent.

Q2 – The availability of graduate course offerings in my program / department is excellent.

Q3 – The technological resources in my classrooms meet my needs.

Q4 – I am provided sufficient graduate student support for my classes.

Q5 – My teaching load is appropriate.

Q6 – The courses I am asked to teach are appropriate for me.

Q7 – Administrative and research buyouts in my department are handled well.

Q8 – My chair actively promotes an environment for teaching excellence.

Research

Q9 – My department provides adequate space for my research.

Q10 – My department provides adequate computing resources for my work.

Q11 – My department provides other necessary material resources for my research.

Q12 – My department makes it easy for me to recruit graduate students for my research.

Q13 – My chair actively promotes an environment for scholarly excellence.

Environment

Q14 – My chair consults the faculty adequately before making important decisions.

Q15 – My chair is responsive when I have concerns.

Q16 – My chair fosters a fair and rigorous promotion and tenure process.

Q17 – My chair employs a fair and transparent faculty salary policy.

Q18 – My chair facilitates my advancement and recognition.

Q19 – My chair promotes the strategic interests of the department.

Q20 – I am satisfied with the transparency of my department's administrative policies.

Q21 – I am satisfied with the implementation of my department's administrative policies.

Q22 – My chair makes excellent faculty administrative appointments.

Q23 – The performance of the chief (key) administrator is fully satisfactory.

Q24 – My chair should increase efforts to promote diversity, equity and inclusion in the department.

Q25 – My chair has kept me well informed about developments affecting my department during the pandemic.

Q26 – I have confidence in my chair's leadership overall.

Appendix C – Draft of 2019-2020 Dean’s questionnaire (large college/school)

Teaching

Q1 – The number of faculty in my department is sufficient to support our teaching mission.

Q2 – The number of graduate student positions made available to my department is sufficient for our teaching needs.

Q3 – Classroom resources in my department are sufficient for our teaching mission.

Q4 – My dean actively promotes an environment for teaching excellence.

Research

Q5 – The number of faculty in my department is sufficient to support our research mission.

Q6 – The research space for my department is adequate to support our research mission.

Q7 – The college/school provides adequate cost-sharing to support faculty research activities.

Q8 – My college/school provides excellent support for research grant submission and management.

Q9 – My dean actively promotes an environment for scholarly excellence.

Environment

Q10 – My dean consults the faculty adequately before making important decisions.

Q11 – My dean promotes a collegial environment.

Q12 – My dean employs fair procedures for resolving faculty grievances.

Q13 – I am satisfied with the transparency of my school or college's administrative policies.

Q14 – I am satisfied with the implementation of my school or college's administrative policies.

Q15 – My dean employs too few support staff for the administrative needs of the school or college.

Q16 – My dean appoints too few administrators for the needs of the school or college.

Q17 – My dean supports and implements the Principles of Faculty Involvement in Institutional and Academic Unit Governance at the University of Michigan, Second Edition.

Q18 – My dean should increase efforts to promote diversity, equity and inclusion across the college or school.

Q19 – I have confidence in my dean's leadership overall.

Pandemic response

Q20 – My dean has involved faculty in planning decisions for my college (school) during the pandemic.

Q21 – My dean has involved faculty in budget decisions for my college (school) during the pandemic.

Q22 – Lab-based research in my college (school) was ramped down in an orderly way in response to the pandemic.

Associate Deans

Q23 – The performance of the Associate Dean for XXXX, Jane Doe, is fully satisfactory.

Q24 – ...

Appendix D – Draft of 2019-2020 Dean’s questionnaire (small college/school)

Teaching

- Q1 – The availability of undergraduate course offerings in my college/school is excellent.
- Q2 – The availability of graduate course offerings in my college/school is excellent.
- Q3 – The technological resources in my classrooms meet my needs.
- Q4 – I am provided sufficient graduate student support for my classes.
- Q5 – My teaching load is appropriate.
- Q6 – The courses I am asked to teach are appropriate for me.
- Q7 – Administrative and research buyouts in my college/school are handled well.
- Q8 – My dean actively promotes an environment for teaching excellence.

Research

- Q9 – My college/school provides adequate space for my research.
- Q10 – My college/school provides adequate computing resources for my work.
- Q11 – My college/school provides other necessary material resources for my research.
- Q12 – My college/school makes it easy for me to recruit graduate students for my research.
- Q13 – My college/school provides excellent support for research grant submission and management.
- Q14 – The number of faculty in my college/school is sufficient to support our research mission.
- Q15 – The college/school provides adequate cost-sharing to support faculty research activities.
- Q16 – My dean actively promotes an environment for scholarly excellence.

Environment

- Q17 – My dean consults the faculty adequately before making important decisions.
- Q18 – My dean promotes a collegial environment.
- Q19 – My dean is responsive when I have concerns.
- Q20 – My dean employs fair procedures for resolving faculty grievances.
- Q21 – My dean fosters a fair and rigorous promotion and tenure process.
- Q22 – My dean employs a fair and transparent faculty salary policy.
- Q23 – My dean facilitates my advancement and recognition.
- Q24 – My dean promotes the strategic interests of the college/school.
- Q25 – I am satisfied with the transparency of my college/school's administrative policies.
- Q26 – I am satisfied with the implementation of my college/school's administrative policies.
- Q27 – My dean makes excellent faculty administrative appointments.
- Q28 – My dean employs too few support staff for the administrative needs of the school or college.
- Q29 – My dean appoints too few administrators for the needs of the school or college.
- Q30 – My dean supports and implements the Principles of Faculty Involvement in Institutional and Academic Unit Governance at the University of Michigan, Second Edition
- Q31 – My dean should increase efforts to promote diversity, equity and inclusion across the college or school.
- Q32 – I have confidence in my dean's leadership overall.

Pandemic response

- Q33 – My dean has kept me well informed about developments affecting my college (school) during the pandemic.
- Q34 – My dean has involved faculty in planning decisions for my college (school) during the pandemic.
- Q35 – My dean has involved faculty in budget decisions for my college (school) during the pandemic.
- Q36 – Lab-based research in my college (school) was ramped down in an orderly way in response to the pandemic.

Associate Deans

- Q37 – The performance of the Associate Dean for XXXX, Jane Doe, is fully satisfactory.
- Q38 – ...

Appendix E – Draft of 2019-2020 UM Dearborn [UM Flint] Opinions of Faculty questionnaire

- Q1 – I have received adequate guidance about how to proceed with teaching during the pandemic.
- Q2 – I have received adequate guidance about how to proceed with research during the pandemic.
- Q3 – I have received adequate guidance about how to proceed with service responsibilities during the pandemic.
- Q4 – The University’s information technology services have provided adequate support for online teaching.
- Q5 – The University’s information technology services have provided adequate support for online exams.
- Q6 – The University is moving too slowly to reopen access to campus research laboratories.
- Q7 – The University is moving too slowly to reopen access to offices.
- Q8 – The University is moving too slowly to reopen access to campus libraries (non-online materials).
- Q9 – I am worried that if I teach an in-person course in fall 2020, I will become infected by covid-19.
- Q10 – UM-D [UM-F] provides enough resources for online teaching opportunities.
- Q11 – The Promotion and Tenure Process at UM-D [UM-F] is transparent.
- Q12 – The budget system rewards program and degree innovation.
- Q13 – The criteria for merit considerations for my unit is transparent.
- Q14 – The merit pay system in my unit is fair.
- Q15 – Faculty are sufficiently represented on administrative searches.
- Q16 – Faculty are adequately rewarded for service contributions.
- Q17 – Enough support is provided for grant writing and research.
- Q18 – My unit provides sufficient academic advising.
- Q19 – Salary and Benefits are competitive with similar universities.
- Q20 – The campus is able to attract and retain new high-quality faculty.
- Q21 – I am confident that UM-D [UM-F] is maintaining selective standards in admissions.
- Q23 – The campus is making appropriate use of non-tenure-track faculty.
- Q24 – Acceptable mechanism is established to collect and consider feedback from faculty.
- Q25 – Faculty receive an adequate level of staff assistance and administration support.
- Q26 – Administrators support faculty's oversight of curriculum and academic programs by providing adequate resources (e.g., staff assistance, course releases, etc.).
- Q27 – Administrators are upholding their commitment to research by supporting faculty with an adequate level of support (e.g., course releases, internal grants, etc.)
- Q28 – When new programs are created, the long-term financial viability of those programs is properly supported.
- Q29 – Administrators consider and support new high impact initiatives from faculty.
- Q30 – The overall decision making process by administrators is fair and transparent to faculty.

Appendix F – Draft of 2019-2020 UM Dearborn [UM Flint] Dean’s questionnaire

- Q1 – The number of faculty in my department is sufficient to support our teaching mission.
- Q2 – The number of graduate student positions made available to my department is sufficient for our teaching needs.
- Q3 – Classroom resources in my department are sufficient for our teaching mission.
- Q4 – My dean actively promotes an environment for teaching excellence.
- Q5 – The number of faculty in my department is sufficient to support our research mission.
- Q6 – The research space for my department is adequate to support our research mission.
- Q7 – The college/school provides adequate cost-sharing to support faculty research activities.
- Q8 – My college/school provides excellent support for research grant submission and management.
- Q9 – My dean actively promotes an environment for scholarly excellence.
- Q10 – My dean consults the faculty adequately before making important decisions.
- Q11 – My dean promotes a collegial environment.
- Q12 – My dean employs fair procedures for resolving faculty grievances.
- Q13 – I am satisfied with the transparency of my school or college's administrative policies.
- Q14 – I am satisfied with the implementation of my school or college's administrative policies.
- Q15 – My dean employs too few support staff for the administrative needs of the school or college.
- Q16 – My dean appoints too few administrators for the needs of the school or college.
- Q17 – My dean supports and implements the Principles of Faculty Involvement in Institutional and Academic Unit Governance at the University of Michigan, Second Edition
- Q18 – My dean should increase efforts to promote diversity, equity and inclusion across the college or school.
- Q19 – My dean supports and encourage faculty initiatives and progressive thinking.
- Q20 – The college provides appropriate mechanisms to hear and consider feedback from faculty.
- Q21 – The college provides timely and acceptable administration support for faculty.
- Q22 – I have confidence in my dean's leadership overall.
- Q23 – My dean has involved faculty in planning decisions for my college (school) during the pandemic.
- Q24 – My dean has involved faculty in budget decisions for my college (school) during the pandemic.
- Q25 – Lab-based research in my college (school) was ramped down in an orderly way in response to the pandemic.
- Q26 – The performance of the Associate Dean for XXXX, Jane Doe, is fully satisfactory.
- Q27 – ...