

1. The Committee

The Committee held a one-and-a-half-hour conference call on Tuesday, October 30, 2007. The members of the committee are: Holly Heller-Ross (Plattsburgh), Ellen McCabe (Cortland), Corinne Nyquist (New Paltz), Joe Petrick (Alfred), Lori Gluckman Winterfeldt (Maritime) and Ron Foster, chair (Utica). Minutes of the meeting are included with this report.

Highlights:

1. Lori Winterfeldt is scheduled to attend a meeting of the Library Association of the City University of New York (LACUNY) as our ad hoc liaison, and as this report is being written, we hope that SUNYLA can host a guest from downstate who can tell us about their equity issues.
2. Survey: the Committee will be surveying delegates to determine certain facts regarding the terms and conditions of employment in SUNY libraries. A draft of this survey is attached for your information. (Please do not complete this draft version!)
3. Professional obligations: the Committee hopes to bring forward information to help clarify this complex issue.
4. Director evaluations: Utica is proceeding with its new policy on the evaluation of academic administrators, including the Library Director. More information will be coming later.

2. Web Site

The committee's Web site [www.sunyla.org/ppc] was updated September 24th. The counter on the 2006 Salary Survey page was at 644 on November 9, 2007, up from 597 on September 7, 2007.

3. Exit Surveys

Nineteen SUNYLA Exit Surveys have been received so far this year. A reminder will be sent out on the listserv in early December. A summary (1995-2006) is on our Web site.

Delegates: please encourage separating librarians to complete the exit survey. It is available on the committee's Web site both as an online form and as a pdf that can be printed out and mailed in. The form may be submitted anonymously in either format. You don't need to be a SUNYLA member to complete an exit survey.

Submitted by:
Ron Foster, Chair

**PERSONNEL POLICIES COMMITTEE CONFERENCE CALL
MINUTES: 10/30/2007**

The conference call began at 3:00 pm on Tuesday, October 30, 2007.

Members participating: Ellen McCabe (Cortland); Corinne Nyquist (New Paltz); Joe Petrick (Alfred); Lori Gluckman Winterfeldt (Maritime); Ron Foster (Utica), chair.

Absent: Holly Heller-Ross (Plattsburgh)

I. Announcements

Ron spoke with UUP Vice President of Academics Fred Floss regarding the differences between academic and professional employees. Creating a document that outlines these differences will be difficult because there is such variety across campuses and few documented differences. UUP is interested in this topic and willing to discuss it. It was noted that there is only one known case of a SUNY professional, i.e., not academic, taking a sabbatical and that this might have actually been non-sabbatical leave.

The evaluation of academic administrators, including the library director, is proceeding at Utica.

Alfred is examining the issue of recent salary increases and calendar year differentials.

The appropriateness for librarians of academic year versus college year appointments was discussed. Since UUP must support both classroom and library faculty, the union may not be the group to work with on this issue. Consensus among librarians is ongoing.

II. Old Business

A. Committee Goals

1. To get feedback from SCLD

Joe attended the October SCLD meeting. Joe said that from anecdotal remarks it seems that among some library directors librarian equity is not an issue they're interested in. Joe will ask to be added to the agenda of SCLD's annual meeting in April to solicit feedback.

Part of the issue is that library directors are now management/confidential employees and consequently represent the interests of their colleges' administrations and not the interests of their librarians. It was noted that not all library directors are management/confidential. Also, since library directors are not evaluated by their librarians, librarians do not fully participate in the academic governance of their libraries. It was noted that there is great value in librarians being active in their local governance structure.

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2. To develop and implement a survey of all SUNY libraries.

Lori, Corinne and Holly are working on a survey of delegates to determine facts, not opinions. The survey is intended to clarify several personnel issues and their status across SUNY. They have presented a first draft and are working on a second, which they will present to the larger group for review by November 10th. The second draft should be ready for inclusion with these minutes, so it can be presented for information purposes only to the larger membership at the upcoming SUNYLA meeting.

The chair thanks this group for doing a lot of work under a tight deadline.

3. To explore the issue of formal, local director evaluation.

Ron is working on this issue on his campus and is chair of his local college-wide evaluation committee. More information will be presented later.

4. To establish communication and develop a relationship with CUNY librarians.

Lori will approach Sharon Swacker and Lisa Ellis (Baruch), the president of LACUNY, regarding attending SUNYLA's next meeting. SUNYLA will cover their expenses. Lori will also work on liaising with LACUNY.

B. The New Chancellor

Ron has yet to draft a document to identify what concrete points to bring before the Chancellor. There was general discussion about approaching the Chancellor once UUP has completed negotiations with the state. One possible goal is the option of dual professorial titles, e.g., Associate Librarian / Associate Professor of Library Services, as CUNY does; this action would cost nothing and help librarians gain equivalency and clarify certain confusions.

C. A Campus-by-Campus Equity Campaign

We decided at our last conference call that a campaign like this would follow from the issues identified by the survey. This item was on the agenda this time so Holly could comment, since this is an issue she is interested in; however, Holly could not participate in this conference call.

D. Outreach with New Librarians

The chair reported back on the results of a SUNYLA Council discussion on this issue. The Personnel Policies Committee can support the efforts of the Membership Development Committee in this regard by offering information and services, perhaps through a leaflet or brochure. This work could be a future goal of the committee, once we make progress on our current work.

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E. Professional Obligations

Ellen presented information on librarians' professional obligations (attached). She was able to find information but noted that the information was not easy to find. One point: the state's policy on "Absence" in "Extraordinary Circumstances" regards only employees who have already reported to work.

It was noted that David Kreh argued for defining librarians' roles by their 'professional obligations' rather than by a more clerical definition of hours worked.

It was also noted that librarians at many institutions use timesheets that say "Professional" while classroom faculty use an "Academic" timesheet. The survey will request copies from each campus of their timesheets and other documents, e.g., annual report templates, and query delegates about sabbatical usage at their libraries. The committee will also seek out copies of timesheets used by calendar year academic faculty.

Ellen will try to find the language that excuses classroom faculty from their professional obligations when presidents cancel classes. Clarifying this issue may help full-time librarians who work nights in cases when their colleges' classes are cancelled but their libraries are not closed.

F. The Next Chair

It was noted that the committee will need a new chair in June 2008 and that on some campuses being chair is useful when one pursues promotion/tenure.

G. Making the Case for Academic Year Appointments

The chair will consider how to initiate a discussion among members to clarify, educate and communicate. For example, articles in the newsletter might be a great venue, and the newsletter has a history of publishing articles.

III. New Business

No new business was discussed.

Adjourned at 4:30 pm.

Professional Obligations

Resolution-in-progress

Whereas those in Librarian ranks are numbered among the Academic Faculty of the State University of New York and

Whereas those Academic Faculty whose primary role is instruction of students are not obligated to come to campus and fulfill those roles on days of very inclement weather and are not penalized for such absences and

Whereas those in Librarian ranks have been penalized, by necessitating their using leave accruals, for not coming to campus on aforementioned days of very inclement weather,

Be it resolved that those faculty in Librarian ranks of the State University of New York no longer be penalized, by necessitating their using leave accruals, for non-attendance on aforementioned days of very inclement weather.

I started with this very vaguely worded resolution because the Policies of the SUNY Board of Trustees are vaguely worded, too. There is nothing that actually deals with an academic faculty member being absent on days of inclement weather. Since the teaching faculty do not earn leave, it is hard to apply our situation to theirs.

Below are some excerpts from the Policies of the SUNY Board of Trustees that may apply to this situation:

Article XIII

LEAVE OF ABSENCE FOR EMPLOYEES IN THE PROFESSIONAL SERVICE

§ 1. Definitions. Whenever used in this Article:

- (a) The term “calendar year employee” shall mean any employee having a 12-month professional obligation.
- (b) The term “academic year employee ” shall mean any academic employee having an academic year professional obligation.
- (c) The term “college year employee” shall mean any professional employee, or any academic employee holding a librarian title, having an annual professional obligation of less than 12 months, except an academic employee holding a librarian title having an academic year professional obligation.

Title A. Vacation Leave:

Calendar Year Employees and College Year Employees

§ 1. Accrual of Vacation Leave.

(a) Employees not in the Professional Services Negotiating Unit.

(1) Full-time calendar year and college year employees shall be eligible to accrue credits for vacation leave at the rate of one and three-quarter days a month for each month or major fraction thereof during the term of their professional obligation. Part-time calendar year and college year employees shall be eligible to accrue credits on a pro rata basis. On January 2nd of each year, one vacation day shall be added to the accrual balance of all employees eligible to accrue vacation leave.

(2) To accrue credits for vacation leave during each month, eligible full-time employees must be in full-pay status for such month, or major fraction thereof; eligible part-time employees must be in pay status consistent with their part-time service for such month, or major fraction thereof.

Title D. Holiday Leave

§ 1. Holiday Leave.

(a) A calendar year or college year employee shall be eligible to observe the following days prescribed by law as holidays: New Year’s Day, Martin Luther King Day, Lincoln’s Birthday, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day and Christmas Day. The college chief administrative officer may designate two holidays as floating holidays in lieu of the holidays set forth above. The college chief administrative officer may designate an alternate date on which one of the holidays is to be observed. If a second holiday is designated the employee may select a date on which to observe the second holiday, with the approval of the employee’s supervisor and consistent with the operating needs of the campus. The employee must observe such second holiday before the beginning of the next academic year. The college chief administrative officer’s designation shall be announced following consultation with the certified representative of employees in the professional service in September of the academic year.

Title I. Attendance Records

§ 1. Attendance Records. Employees shall be required to certify their presence and record any absences on forms to be provided by the State. Employees shall also be required to record on such forms any charges to or accruals of vacation or sick leave credits. Such forms shall be submitted to the chief administrative officer, or designee, for review on a monthly basis.

Title J. Other Absences

§ 1. Unauthorized Absence.

(a) Any employee absent from work without authorization shall be placed on leave without pay. In the event an employee's unauthorized absence continues for ten consecutive work days and the employee has not provided a written explanation for such absence to the chief administrative officer by the close of business of the tenth workday following the commencement of such unauthorized absence, the employee's leave without pay status shall continue for the remainder of the semester in effect on the tenth consecutive workday of absence where the College has hired a replacement for the employee.

(b) If the unauthorized absence without written explanation continues for a total of 30 consecutive workdays the employee shall be deemed to have resigned.

(c) If, prior to being deemed to have resigned, an employee provides suitable medical evidence in accordance with Title C, section 4, subdivision (c) of this Article which substantiates a claim of temporary disability, the employee may be placed on sick leave. Any sick leave under this subdivision shall commence upon substantiation of a claim of temporary disability by suitable medical evidence.

§ 2. Absence: Extraordinary Circumstances. An employee who has reported for work and, because of extraordinary circumstances beyond the employee's control, for example, extreme weather conditions or physical plant breakdown, is directed by the chief administrative officer, or designee, to leave work, shall not be required to charge such directed absence during such day against leave accruals. Any such release of employees shall not create any right to equivalent time off by employees who are not directed to leave work.

SUNYLA Personnel Policies Survey

1. SUNYLA Personnel Policies Committee Survey-- 1 of 8 pages

The personnel policies committee of SUNYLA is conducting a survey of all member campuses for the purpose of documenting the varied work environment among the different libraries and campuses within the SUNY system. This information will enable SUNYLA to:

- Determine the current work environment as it stands, comparing and contrasting work conditions against existing standards and practice.
- Assist in the identification of non-standard practices which need to be addressed.
- Assist in the identification of innovative practices which other member campuses may wish to emulate.

We ask that only ONE representative (preferably the SUNYLA delegate for your campus) be the one to complete and submit the survey below. However, we encourage you to solicit feedback from your colleagues before completing the survey. A PDF version of this survey is available on the SUNYLA web site (www.sunyla.org) and has been attached to e-mails for easy distribution to, and consultation with, colleagues.

Thank you for your assistance in getting this information to us. Questions may be directed to Lori Gluckman Winterfeldt, SUNYLA Personnel Policies Committee Member at lwinterfeldt@sunymaritime.edu or via phone at 718-409-7229.

2. SUNYLA Personnel Committee Survey--2 of 8 Pages

Many terms within this survey are referenced directly from the SUNY Policies of the Board of Trustees (http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf or http://www.suny.edu/Board_of_Trustees/PDF/Policies.txt):

Some of the more widely referred to terms within this survey:

"Academic staff." The staff comprised of those persons having academic rank or qualified academic rank.

"Academic rank." Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members having such titles, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian. A geographic full-time faculty member is a person serving on the faculty of a medical center who is not employed on a full-time basis for the purpose of fixing compensation payable by the State but all of whose professional services and activities are conducted at the medical center or its affiliated hospitals and are available to the State on a full-time basis for clinical and instructional purposes.

*These policies appear in the Official Compilation of Codes, Rules and Regulations of the State of New York as Subchapter b of Chapter V of Volume 8 entitled "Education."

"Qualified academic rank." Rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations "clinical" or "visiting" or other similar designations.

"Professional employee." Professional employees shall mean an employee in the Professional Services Negotiating Unit, other than an employee with academic or qualified academic rank.

"Academic employee." Academic employee shall mean an employee in the Professional Services Negotiating Unit with academic or qualified academic rank.

"Professional staff." All persons occupying positions designated by the Chancellor as being in the unclassified service.

"Professional title." Professional title shall mean the title of a position in the Professional

SUNYLA Personnel Policies Survey

Services Negotiating Unit, other than a position of academic or qualified academic rank, as shown on the budget certificate for the position on file with the State Director of the Budget.

Other terms utilized within this survey:

Librarian--a member of the library's staff who has been classified as "faculty" and has received their MLS/MLIS

Professional--a member of the library's staff who has not earned an MLS/MLIS.

Part-time--19 or less hours per week.

Full-time--20 or more hours per week.

3. SUNYLA Personnel Committee Survey--3 of 8 pages

1. Name of Institution

2. Name of Library:

3. Name of Person Completing Questionnaire:

4. Position/Title of Person Completing Questionnaire:

5. E-Mail Address:

6. Phone:

7. When can you be reached for follow up by a member of the SUNYLA Personnel Policies Committee?

4. SUNYLA Personnel Policies Committee--4 of 8 pages

1. How many members of your staff have received a continuing appointment (tenure)?

2. Of the academic faculty/librarians on your staff, how many are working under term appointments (on a tenure track line)?

3. Of the librarians on your staff, how many are NOT on a "tenure track line"?

4. Of those librarians which you've identified above (NOT on a "tenure track line") in question #3 above, how many are eligible for permanent appointment? (As defined in the SUNY Board of Trustees Policies, Article XI, Title C, Section 1)?

1. How does your campus define its academic year?

2. How many of your librarians work:

Calendar year obligation	<input type="text"/>
Academic year obligation	<input type="text"/>
College year obligation	<input type="text"/>
Other	<input type="text"/>

3. When classes are NOT in session and other faculty members are not on campus, librarians are:

- Required to report the library unless otherwise specified
- Not required to be at the library and are subject to the same work structure/schedule as members of other academic departments

4. The SUNYLA Personnel Policies Committee is interested in finding out about differences in leave/sabbatical policies across the system and how individual campuses/libraries interpret and execute these policies.

In the last 10 years, how many librarians at your institution have taken sabbaticals or other research-related leave?

Number who have taken leave:

We are interested in your feedback on your staff's ability to take leave, as well as what the requirements are for taking leave. Please elaborate:

5. In the last 10 years, how many non-library employees with professional status at your institution have been granted sabbaticals or other research-related leave?

Number who have taken leave:

Please elaborate:

6. In the last 10 years, how many employees with professional status on your campus have been granted sabbaticals or other research-related leave?

Number who have taken leave:

Please elaborate:

6. SUNYLA Personnel Committee Survey--6 of 8 pages

1. Which union(s) are your librarians covered under?

UUP

Other

Other (please specify)

2. Which union(s) cover the employees who are not classified as librarians?

UUP

Other

Other (please specify)

3. How many librarians (NOT including your Library's Director) are employed at your Library in a full-time capacity?

4. How many librarians (NOT including your Library's Director) are employed at your Library in a part-time capacity?

5. How many non-librarians (employees without an MLS degree) are employed at your Library in a full-time capacity?

6. How many non-librarians (employees without an MLS degree) are employed at your Library in a part-time capacity?

7. Does your campus advertise open librarian positions nationally (not including your campus' website or library/professional listserves)?

Yes

No

Other (please specify)

8. Does your campus advertise open classroom faculty positions nationally (not including your campus' website or professional listserves)?

Yes

No

Other (please specify)

9. At what rank are entry-level librarians with their MLS usually hired at?

Assistant Librarian

Senior Assistant Librarian

Associate Librarian

Librarian

Other (please specify)

10. At what rank are entry-level classroom faculty with a terminal degree usually hired at?

- Assistant Instructor
- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Clinical Lecturer
- Visiting Lecturer
- Other (please specify)

7. Intersession, Breaks, Inclement Weather & Emergencies--7 of 8 pages

1. If classes are canceled due to inclement weather, on average, are you:

- Released from duties if already on campus
- Not expected to report to campus
- Told that the choice is up to you, as you will be charged for the time

Other (please specify)

2. During the winter break (Dec/Jan) does your campus shut down utilities (heat) to save money?

- Yes
- No

Other (please specify)

3. Are you given the option to work at home during campus shut down if you choose to?

- Yes
- No
- Other (please specify)

4. Are you allowed to work at home in any capacity at any time throughout the year? If yes, please describe your arrangement(s) below.

Yes

No

Other

Describe your arrangement(s)

8. Library Hours and Staffing--8 of 8 pages

1. Describe professional responsibilities and working hours that you feel librarians must meet that differ greatly from those of classroom faculty. One example might be professional responsibilities during winter and summer breaks.

2. Is there anything related to the subject of the survey that you feel has not been addressed? If so, please detail below:

9. Thank you

Thank you for taking the time to complete this survey.

Questions regarding this project may be directed to Lori Gluckman Winterfeldt, SUNYLA Personnel Policies Committee Member at lwinterfeldt@sunymaritime.edu or via phone at 718-409-7229.