

Revised May 6, 2008

**Notes
Council of Deans
April 15, 2008**

Executive Vice Chancellor and Provost's Announcement (Breslauer)

Diana Wu has accepted the offer to become the next Dean of University Extension. The news will be announced publicly pending Regental approval.

EVCP Breslauer engaged the deans in a brief discussion about confidential communications. In the event of possible litigation, all relevant documents including email, are considered potential evidence and must be preserved. Since UC currently has no record retention requirements for email, Associate VC Waggener offered to draft a set of guidelines or summary of best practices for the Council's review.

**Summer Session Regularization Plan Review and Revision
(Koshland/Russo)**

Handout: Summer Session Regularization Plan Review and Revision: Report to the EVCP by the Task Force for Summer Sessions Regularization II, March 18, 2008.

Guest: Richard Russo, Director of Summer Sessions

VP Koshland and Director Russo presented the report of the Task Force for Summer Sessions Regularization II. The task force was charged by EVCP Breslauer to evaluate the regularization plan under which Berkeley has been operating since May 2004 and recommend modifications in light of the campus's experiences and changes in summer programs across the UC system.

In her introduction, VP Koshland highlighted three issues first identified in 2004 that are still unresolved and prevent the campus from moving forward to full regularization of Summer Sessions: 1) the majority of ladder faculty have demonstrated no interest in summer teaching; 2) changes have not been made to the APM policies on faculty compensation and time that were necessary for the encouragement of ladder faculty to participate in Summer Sessions; and 3) UCOP denied the campus's request to change to a 140 instructional-day academic calendar, which would have made it more convenient for students to attend Summer Sessions. The task force report recommended that the campus continue to strive to resolve these issues.

VP Koshland also noted that UCOP continues to indicate that they will charge non-resident tuition with fully regularized Summer Sessions. Non-resident students currently do not pay non-resident tuition in the summer. The task force recommended that UCOP drop this plan because charging non-resident tuition might dissuade non-resident students from attending Summer Sessions and slow down their progress to degree. It would also have the unintended consequence of resulting in millions of dollars in lost revenue by creating a price barrier for all visiting students whose fees fund academic department revenue share.

Director Russo highlighted some of the report's recommendations, including a new two-tiered course minimal enrollment policy and the elimination of the "no course cancellation" policy. Changes were also suggested for calculating departmental

revenue so that departments will be able to predict as early as August the amount of Summer Sessions revenue that they can expect for the year.

Time Reporting for Federal Grants (Owen)

At the last meeting, Assistant VP Owen was asked to look into the problems that some School of Public Health (SPH) faculty had been experiencing with the timesheet they had been using for summer effort reporting.

Assistant VP Owen reported that SPH had two forms to complete: the first was the request for summer compensation. This form asked the faculty to indicate how many days in each of the months should be paid from each contract/grant. The second was the after-the-fact timesheet which asked the faculty to positively state how many hours they worked each day. This timesheet is the same timesheet used by all staff in SPH.

Assistant VP Owen consulted with ERSO, Physics, Chemistry, CNR, and MCB and learned that in all cases, these units used similar forms which gathered the data at the front end and did not require faculty to complete timesheets at the end of each month. She shared her findings with John Ellis, Associate Vice Chancellor, Finance and Controller and Marcia Ellis, Assistant Vice Chancellor—Research Administration and Compliance; neither had any concerns about the request document and the lack of after-the-fact reporting. Based on these findings, Assistant VP Owen recommended that SPH eliminate the after-the-fact timesheet and only require the faculty to complete the request form at the beginning of the summer period.

Discussion segued into a revisit of the Faculty Salary Exchange Program (FSEP) that former VP de Vries tried to initiate last year as a pilot program. He subsequently withdrew the program when the campus decided that FSEP, as structured, might have been inconsistent with University policy on the use of non-state funds for budgeted, ladder rank faculty in the Professor series. The FSEP would have allowed faculty who charge part of their academic year salary to extramural funds to bank salary savings generated by their position as discretionary funds. Faculty would have used the discretionary to pay for administrative and research support.

VC Burnside and several of the deans said that programs similar to the FSEP are being used at other campuses. EVCP Breslauer agreed to reconsider the program for implementation.

VP AAFW Items (Zedeck)

Concierge Service for Relocation Assistance

VP Zedeck announced the approval of his proposal for a new “concierge” service that would provide relocation assistance to candidates, new hires, and retention cases among the Berkeley faculty. Efforts are underway to recruit a director so that the new service can open by July.

Dean Salary Transition

Handout: Final Draft Transition Compensation Plan for Faculty in Dean Appointments

VP Zedeck presented the final draft of the transition compensation plan. There was discussion about the inclusion of other titles in the Senior Management Group. Once the plan has been approved by the Chancellor, it will go into effect for deans stepping down after June 30, 2008.

Promotion Award

Handout: Promotion Award

Effective July 1, 2008, the University will provide a \$10K research fund to faculty who are promoted to Associate Professor with tenure or to Full Professor of an incumbent faculty member. The funds can be used for research purposes including, but not limited to, travel, attendance at conferences, support of graduate students, purchase of equipment, or compensation.

Sabbatical Credits for Eligible SMG Members

Handout: Sabbatical Leaves for Faculty Members Serving in SMG Positions, dated April 15, 2008.

Assistant VP Owen presented a summary of the policies and the campus practice regarding sabbatical leaves for members of SMG who also have faculty appointments.

The summary is intended to clarify the confusion that is often caused by the differences between what is stated in the Senior Management Group policies and the Academic Personnel Manual.

Please send comments to jfong@berkeley.edu. Council of Deans agendas and notes are available on the Web at <http://evcp.chance.berkeley.edu/CouncilOfDeans/indexCOD.htm>