Determining General Faculty Membership When UAccess Data is Insufficient

For the vast majority of cases, our Census of the General Faculty can be populated by an automated report in UAccess Analytics. This document lays out the process and criteria used to make determinations in the small number of cases where UAccess data is insufficient.

UA-Titled Faculty Employed by Other Entities (i.e., DCC Associate and Affiliates)

Because the necessary data to determine whether or not UA-titled faculty who are employed by other entities (e.g., Banner) are eligible for membership in the General Faculty are not extant in UAccess, the following criteria and process will be used to ensure the Faculty Center can produce an accurate census including these faculty.

For non-employee (i.e., DCC) UA faculty, the UA Faculty Senate approved a motion on December 5th, 2016 that “Individuals with faculty titles granted by the University of Arizona who report directly to UA Department Heads, but who are paid by external entities [e.g., Banner], and who otherwise meet the criteria for membership in the General Faculty shall be afforded membership in the General Faculty.” Senate approved the aforementioned motion on the basis that these faculty are essentially indistinguishable from UA-employed nontenure-eligible faculty, other than the source of their paycheck. As such, any NTE UA faculty employed by other entities:

1) Who reports to a >.50 UA employed department chair who is responsible for DOE and
2) Who undergoes annual evaluation in UA Vitae supporting >50% involvement by faculty in UA missions and
3) Who are essentially indistinguishable from UA faculty employees in other ways; and
4) Who meet the criteria for membership in the General Faculty (Article II, Faculty Constitution); will be Members of the General Faculty.

To ensure the Faculty Center can produce a valid census of the General Faculty annually, each year in September/October, Faculty Affairs’ personnel at COM Tucson and COM Phoenix will create a spreadsheet of all their faculty who meet these criteria, as well as any faculty from the previous year who no longer meet the criteria (by reviewing the census report in UAccess Analytics). The spreadsheet should include the following columns.

1. NetID
2. Last name
3. First name
4. Faculty Title
5. Department
6. Employer
7. Hire date
8. Meets 3 of 4 Last Years Term [Y/N]
9. Add to General Faculty

Those criteria require that the faculty member has “held at least half-time year-to-year nontenure-eligible faculty appointments for three (3) of the past four (4) years and [...] currently hold[s] lecturer or ranked professorial titles that do not include an adjunct or visiting modifier.” See [paste in link once the new Constitution is posted on the Faculty Governance website].
10. Remove from General Faculty

These spreadsheets should be vetted by elected faculty representatives within the respective colleges, who will then share them with the Secretary of the Faculty (in his/her role as chair of the Committee on Faculty Membership) and Faculty Center staff. After final vetting and approval by the Committee on Faculty Membership, the changes will be provided to staff in Workforce Systems, who will make changes in UAccess so that the relevant faculty will be given the appropriate “vote code” in UAccess, allowing them to vote and participate in campus-level governance.

**UA Employees with Faculty Titles Not Picked Up by the UAccess Analytics Report**

The report run in UAccess Analytics to populate the Census of the General Faculty is accurate +95% of the time. It cannot, however, distinguish between nontenure-eligible or career-track faculty who have administrative or other supplementary appointments and employees with non-faculty jobs who also have courtesy or joint faculty appointments (but which represent less than .5 of their workload).

Individuals who feel they’ve been left out of the General Faculty (whether for the reasons noted above or others) may petition the Committee on Faculty Membership for inclusion. The Committee will use the following criteria to guide their decisions:

- Is a faculty title required for the administrative or supplementary appointment (e.g., department head)?
- Does their position as a faculty member predate their administrative or secondary appointment/job?
- Does the individual report to a UA-employed department head or other faculty administrator who assigns their workload and conducts their annual evaluation in UAVitae?
- Is the workload associated with their faculty title .5FTE or greater?
- Do they meet all the other criteria for membership in the General Faculty?