

University of Nevada, Reno  
Faculty Senate  
**Administrative Faculty Policies, Procedure and Personnel Committee  
(AFPPPC)**  
2008-09 Year-End Report

Membership

**Stephani Foust**, *Student Services*

**Joseph Bozsik**, *Institute for the Study of Gaming*

**Sherry Waugh**, *Human Development and Family Studies*

**Janita Jobe**, *Libraries*

**Rita Escher**, *Academic and Opportunity Support Programs*

**Marie Stewart**, *ASUN Bookstore*

**Nancy Markee**, *Advising Center*

**Marilyn Ming**, *Southern Cooperative Extension*

**Charges**

- *Consider issues related to the creation of a new employment category for professional or technical staff, and review the policies and categories of peer institutions.*
  
- *UNR Bylaws require that all faculty, academic and administrative, should have the protection of bylaws at the major unit (e.g., college) or below, but many administrative faculty work in divisions and units without bylaws. What bylaws are appropriate and necessary for administrative faculty, and what current examples exist?*

The AFPPPC met each month, on the 1<sup>st</sup> Wednesday of each month, beginning in September 2008. While the committee was given multiple charges to focus on throughout the year, it was determined mid year that the above charges, being the most pertinent and time consuming, would be the main focus point. Our year was spent researching the history and background of our charges as there were multiple viewpoints and alternating viewpoints regarding the issues. We consulted the Faculty Senate Executive Committee for clarification on our charges and it was determined that we would do a thorough review of peer institutions seeking information on their policies and procedures regarding various criteria in order to ascertain what policies and procedures we would recommend be evaluated regarding all aspects of the Administrative Faculty structure at the University of Nevada, Reno. The following is a list of these criteria and the committee's recommendations.

***Please see Appendix A for a list of the information gathered from peer institutions regarding the criteria below.***

### **What is the structure for classification of employees?**

*The majority of the institutions researched have a similar structure to the one at Nevada with teaching faculty, administrative professionals and classified employees. No institutions were found with a fourth employment category. Instances have been brought up to the committee in which a fourth employment category may be useful in order to hire salaried, non-exempt employees without a degree. NSHE institutions can choose what the minimum requirements are for administrative personnel according to Board of Regents policy, but it has always been the policy of the University of Nevada, Reno to require a degree for administrative faculty positions. It is possible, and has been done in the past, for exceptions to be made to this requirement in lieu of years of experience. **The committee recommends keeping the same structure currently in place and not adding another employment category.***

### **What are the qualifications for hiring administrative personnel?**

*The majority of institutions researched require degrees for administrative professional positions with certain exceptions with regard to years of service. NSHE currently gives institutions the ability to hire professionals under this exception and the ability to create a different title for this position, offering the same benefit and merit structure...etc. This exception does allow for departments to hire individuals as administrative faculty without a degree. **The committee recommends keeping the same degree qualifications for administrative faculty positions in place with better utilization of exceptions by Human Resources for unique situations.***

### **What are the pay grades and pay scales?**

*Based on research of peer institutions, the committee believes we have an equitable and fair pay scale, but would like to obtain the current market analysis to compare. **We also recommend putting in place lines of progression for administrative faculty for advancement.** This will provide more retention of quality employees who fear hitting a salary wall. It is believed another committee is currently working on this issue.*

### **What are the salary benefits?**

*Peer institutions analysis shows that we have a similar or better structure for benefits and merit pay than other institutions. **The committee does not recommend making any changes to the current structure of merit based evaluations.***

**What is the annual evaluation process?**

*Structure for evaluations at peer institutions seems to be across the board. **We recommend that a better, more unified structure be in place for evaluations across departments for administrative faculty as feedback seems to be consistent that this is not uniform.***

**What type of job security is in place?**

*Administrative professional job security policies vary across peer institutions, but there does not seem to be a lot of protection. **The committee recommends that a more in-depth review of current job security policies for administrative faculty at Nevada be completed for recommendations or changes.***

**Are there separation of by-laws between faculty and staff?**

*Peer institutions vary on the structure of their by-laws for faculty and administrative professionals with some completely separate and others combined. Currently the only division at the University of Nevada, Reno with separate by-laws for administrative faculty is Student Services due to the large number of administrative faculty in this division. **The committee recommends a review of all department by-laws be done to ensure administrative faculty are represented to ensure protection of rights and responsibilities.***

**How are they represented?**

*Almost all peer institutions had boards or committees in place to serve the unique needs to administrative professionals, and the structure of these varies. **The committee recommends that the needs of administrative faculty at the University of Nevada, Reno with regard to roles and responsibilities be reviewed to determine if better representation from all departments employing administrative faculty is needed.***