

Professional Faculty Interests Committee

April 20, 2023

Minutes

Voting members present: Connie Caddis, Jason Tanenbaum, Jennifer Thornhill, Carlea White, Katheryn Yetter

Voting members absent: Justin Fleming, Kate Moses, Richard Riggs

Ex-Officio members present: Lizette Stone – Professional Faculty Leadership Association

Introductions

Approval of February and March 2023 minutes

- Connie Caddis motion to approve the minutes as submitted; seconded. The motion passed with 5 votes in favor, 0 votes in opposition and 0 abstentions.

Debrief March meeting re: career progression

- What does it look like and how can this group help create narrative around career progression? How do we define career progression within the structure of higher education?
 - Given the variety of positions in the professional faculty category, a one-size-fits-all approach to creating a position progression would not be ideal. Implementation of any career progression plan/program should be customized to the position type since, again, lots of different job types.
 - Consideration should be given to new hires vs. current employees (what do steps mean, when to bring someone in at a step other than one, how to have equity in hiring with existing employees).
 - Create a portfolio of all of things available that might meet the goals of career progression – title change, pay bump, career counseling based on experience, knowledge, and skills.
 - Market positions internally and make concerted effort to recruit from the inside to give opportunities for progression and career advancement. Maybe have job fairs for people who want to work on campus.
 - So many people move around – tell some success stories about how they made that happen. This is also a PR move since it gets the word out the moving around within OSU is a positive, acceptable practice.
 - Can we do temporary detail like the feds do? Basically, doing another job for the experience (for a certain period of time) and then returning to former position. Good way to sample different units, positions, gain skills, etc.
- *Action item possibility:* Recommend that we update position profiles and pay grades based on comps.
- Which professional faculty positions are appropriate for career progression? Which are not?
 - Not possible to recommend any particular position – would prefer to have flexibility.
- What data are available to guide these conversations?
 - Can we do a survey of how people have progressed, what prompted them to look for another position, what would you need to move somewhere else within OSU, what would the goals be.
 - Is there data on who has progressed and through which methods?
 - Can we get Human Resources or Faculty Senate to disseminate a survey and get supervisors to carve out time for people to fill it out?

Any items for the good of the order? Other guest speakers we might like to invite?

- Guest speaker: Head of Class & Comp; would like more information on pay and profiles (can explore particular “ask” at future meeting).
- Guest speaker someone from University Information & Technology who can speak to the tech that’s available for professional faculty to acquire/improve skills.

Next meeting dates:

- May 17 (Ballard Hall, Room 104), 11:00-12:00 PM
- June 15 (Ballard Hall, Room 104), 10:00-12:00 PM
- September: TBD

Professional Faculty Interest Committee

Meeting Minutes March 16, 2023

Location: Kerr 211A, Time: 11:00 am – 12:00 pm

Committee Attendance: Richard Riggs, Carlea White, Kate Moses, Jennifer Thornhill, Lizett Stone (PFLA Rep), Jason Tanenbaum, Kathryn Yetter, Justin Flemming (EC Liaison), and Connie Caddis **Guest:** Heather Horn (OSU's Chief Human Resources Officer & Associate Vice President)

- I. Introductions
- II. Discussion of professional faculty progression with Heather Horn and committee members
 - o Preferred terminology is career progression, vs. promotion or advancement
 - o The core issue with career progression is retention of talent within the university
 - o Progression may include steps within current position or transfer to another position within the university (retention; so the employee's knowledge and experience is not lost and neither is the university's investment in the employee)
 - o Discussed professional development, centralized funds for professional development and lack of current funding in some units
 - o Discussed Oregon Pay Equity Act (OPEA) and recognizing merit, and experience to justify salary differences between employees
 - o Discussed position descriptions, standardized language, plans of work
 - o Discussed trial service periods (pros and cons)
 - o Discussed service within position descriptions and how in some units the bulk of service falls onto professional faculty members
 - o
 - o Advisor classifications are on the cusp of a progression model, the committee asked for a draft for review
 - o Heather asked to come back to the committee for further discussions with the committee
 - o **Future committee action items**
 - Determine what are the next professional faculty classifications that should have career progression, and which should not
 - Create narrative around career progression (using retention data and anecdotes)
 - Compare retention data across professional faculty classifications and possibly with peer institutions (if data is available)
 - Other guest speakers?
 - Define what career progression actually looks like
- III. Adjourned, 12:04pm

Next meeting dates:

- April 20 (Ballard Hall Rm 104), 11am-12pm
- May 17 (Ballard Hall Rm 104), 11am-12pm
- June 15 (Ballard Hall RM 104), 10am-12pm
- Sept: TBD

Meeting Minutes from Feb 16, 2023

- I. Minutes from Jan 17th, 2023 approved
- II. Committee members provided updates on action items
 - a. Names to be forwarded to EC for consideration
 - i. Carlea White: administrative services job family
 - ii. Jason Tanenbaum and Fred Polinder, both are student services job family and EC will need to choose one.
 - b. Richard Sandler is ineligible due to two members of committee being in the same job family
- III. Future committee meeting dates / times / location
 - a. March 16, 11am-12pm (Kerr Admin / Zoom)
 - b. April 20, 11am-12pm (Ballard Hall / Zoom)
 - c. May 17, 11am-12pm (Ballard Hall / Zoom)
 - d. June 15, 10am-12pm (Ballard Hall / Zoom)
- 1. Committee agreed to work on professional faculty career advancement for positions without current advancement potential (e.g. Extension outreach coordinators / advisors etc.). Items discussed:
 - a. Standardization of evaluations and process for promotion
 - b. What does promotion look like (pay raise %, additional / new duties, how many promotion levels, other)
 - c. Criteria for promotion (time in position, satisfactory evaluations, supervisor recommendation, development of skills, professional development/training, degree, other)
 - d. Professional development standards in support of promotion
 - e. Financial issues around promotion
 - i. Pay raises, where will the money come from
 - ii. Paying for professional development
 - iii. Administrative costs
- 2. **Action items**
 - a. Kathryn: contact Heather Horn to attend March 16 meeting – completed, Heather to attend.
 - b. Rich: Forward names to EC for appointment – completed Feb 17
 - c. Connie: gather background information about advisor promotions