

Consulting Management Committee
February 18, 2020
2:00 – 3:00 p.m.

Voting Members: W. Baker, H. Elliott-Famularo, L. Gilson, B. Mayer, T. Van Hoof

Non-Voting Members: K. Fearney

Staff: S. Croucher, E. Morrison, J. Volin

Actions:

The Committee discussed three action requests provided in a memo from Andrea Keilty, Chief of Staff, UConn Health.

1. Consider limitations on the number of consulting days that faculty members may perform during days committed to UConn Health work, and recommend related Policy revisions if/as appropriate.
 - a) Members of the Consulting Management Committee discussed this issue at length. Key points in their discussion were as follows:
 - i. This is a repeated question that has come before the CMC and is not a systematic problem. When there are rare individuals who report a significant amount of time it is usually that a faculty member is still doing well at the performance of their job.
 - ii. This rule would be created for exceptional cases and a perceived rather than actual problem, and would ignore the fact that the current policy is working well.
 - iii. Department Heads (or other supervisors identified by the OFCAS workflow) are the appropriate level to address whether it is possible for an individual to conduct the consulting activity requested and still perform well at their job.
 - iv. Further training for Department Heads and/or clear language when OFCAS is upgraded to make sure they are considering if the number of days approved is appropriate given the performance of a faculty member would be appropriate.
 - v. There was clear unanimity on not placing a formal cap on the number of days that UConn Health faculty can consult.
 - b) A motion was proposed by B. Mayer stating, “The CMC reaffirms current guidelines that do not place caps on the total number of days UConn Health employees should use for consulting. However, FCOs should explore routes for additional training for Department Heads and other approvers.” This motion was seconded by H. Elliott-Famularo and passed by a unanimous vote.
2. Consider requiring managers [at UConn Health] with faculty titles to use leave accruals for their consulting activities, and recommend related Policy revisions if/as appropriate.
 - a) Members of the Consulting Management Committee discussed. Key points in their discussion were as follows:
 - i. CMC members established that the policy for leave is the same across regular faculty and managers at UConn Health; 22 days of leave are granted and only 10 may be accrued from previous years.

- ii. By contrast, at UConn, faculty are on a nine-month contract but management-exempt employees with faculty titles receive 22 vacation days, two personal days, and days in lieu of holidays worked, and can carry over up to 60 days of leave as an accrual.
 - iii. As the CMC understood the policy at UConn Health to be the same for regular faculty and those with management appointments, there did not seem to be a reason that there should be a different requirement to use leave for faculty with management appointments at UConn Health versus regular faculty.
 - b) A motion was proposed by L. Gilson stating, “After careful discussion the CMC want to reiterate current policy: our understanding is that there is no difference between regular faculty and managers with a faculty title in terms of vacation days at UConn Health so there should be no difference in their consulting day use.” This received a second from W. Baker and passed by a unanimous vote.
3. Develop and implement a process whereby faculty members record their consulting activities in a way that more accurately reflects the amount of consulting actually performed (i.e., faculty members should not record one full day of consulting unless they actually engage in 8 hours of consulting activity on that day).
- a) Members of the CMC and staff present discussed the fact that OFCAS (the Online Faculty Consulting Approval System) will be undergoing revisions over the coming months from OFCAS version 3 to OFCAS 4. This will provide opportunities for further clarifying language related to the time that will be spent on the consulting activity.
 - b) A motion was proposed by W. Baker stating, “The committee supports efforts of the task force that has been formed to update the consulting form. We agree that exact time spent on consulting should be clearer as presented to faculty.” This received a second from H. Elliott-Famularo and passed by unanimous vote.

Respectfully submitted,

Sarah K. Croucher