



EMORY  
UNIVERSITY

# University Senate

Emory University Senate

APRIL 25, 2023

3:00 – 5:00 pm EDT

**NOTE: In person meeting only:** Convocation Hall 208

## Meeting Agenda

- |            |  |
|------------|--|
| 3:00-3:20  | <b>Welcome</b>   |
|            | <ul style="list-style-type: none"><li>• Approval of Consent Agenda: includes today's agenda and the <a href="#">minutes of the March meeting</a><ul style="list-style-type: none"><li>○ Approval of Committee Rosters<ul style="list-style-type: none"><li>■ needs a secondary motion to exclude the Prevention of Sexual Violence Committee (no chair)</li></ul></li></ul></li><li>• <b>Resolution 1: Staff and Faculty Pay</b></li><li>• <b>Resolution 2: Full Time Administrative Assistant</b></li></ul> |
| 3:20-3:35  | <b>Office of the Provost for Faculty Affairs:</b> Pearl Dowe, Asa Griggs Candler Professor of Political Science and African American Studies and Vice Provost for Faculty Affairs  |
| 3:35- 4:05 | <b>Provost's Update:</b> Emory University Provost Ravi Bellamkonda   |
| 4:05-4:35  | <b>The Student Experience:</b> Joe Moon and Enku Gelaye, Deans of Campus Life  |
| 4:35-4:50  | <b>Library Policy Committee Report:</b> Benn Konsynski, George S. Craft Professor of Information Systems and Operations Management, Goizueta, and Chair of the University Senate's Library Policy Committee  |
| 4:50-5:00  | <b>Changing of the Guard</b>   |
| 5:00-5:15  | <b>Executive Session &amp; Adjournment</b>   |

**Resolution #1****Emory University Senate**

Offered on February 16, 2023

by George Shepherd

Professor of Law at Emory

Member of University Senate and Faculty Council

Ph.D. in Economics (Stanford University)

Be it resolved:

Emory should act immediately to protect its staff, faculty, post-docs, and other employees from the effects of inflation. Emory's failure to protect these groups from inflation has had the same impact as if Emory cut these groups' salaries substantially, and transferred the savings to other areas of the university. Although the following analysis focuses on inflation's impact on faculty, the impact on the other groups has been equally harsh.

As shown [here](#), inflation jolted up in April 2021, and has remained high ever since, remaining at 7.7% in October 2022. Inflation promises to remain at this level at least through this academic year, through August 2023. Before that, inflation was at around 1.5%.

So here is where Emory's faculty stands. In Fall 2020, Emory cut faculty's pay by 5% for the fall semester. Coupled with 1.5% inflation, this means that for the Fall 2020 semester, faculty's pay effectively was cut by 6.5%, or 3.2% for the whole year.

In January 2021, pay was restored to its earlier levels, but salaries were frozen for the next year and a half until September 2022. During this 18 months, inflation averaged approximately 8%. This is equivalent to an 8% permanent pay cut.

In September 2022, the university apparently authorized pay raises of 3%; that is the amount at the law school. So, with inflation expected to remain at approximately 7.5% for the rest of the academic year, faculty are experiencing another effective pay cut of 4.5%: this is the expected 7.5% inflation rate for the academic year minus the average 3% pay raise.

To sum up, in addition to the temporary pay cut of 6.5% for the Fall-2020 semester, faculty will, by August 2023, have effectively had their pay cut *permanently* by approximately 12.5%. That is, in inflation-adjusted terms, the faculty member with an initial salary of \$100,000 not only lost \$3200 in Fall 2020, but also will lose an additional \$12,500 each and every year going forward; even if Emory now starts giving raises that keep up with the inflation, the base income on which the inflation adjustment will be based is now \$12,500 lower for each and every year going forward. So the total loss to this professor is much higher than merely the sum of \$12,500 and the \$3200 one year cut from Fall 2020.

Instead, assuming a 5% discount rate, the loss for this \$100,000-per-year professor over a long career would be much larger. Here are the calculations. Using the standard finance valuation approach of present discounted value, a \$12,500 loss per year has an approximate present discounted value of  $\$12,500/.05 = \$250,000$ --the loss is roughly estimated using the formula for the present discounted value of a perpetuity. Adding in the \$3200 loss from Fall 2020, the total loss for the \$100,000-per-year professor is **\$253,200**. The loss for a professor with a larger salary of \$200,000 would be double this, or **\$506,400**. That is, Emory's failure to raise salaries as fast as inflation--equivalent to a large pay cut--has cost the \$200,000-per-year professor more than half a million dollars in present value.

Moreover, every future year in which Emory fails to keep salaries up with inflation costs faculty even more.

The faculty pay cuts operate as a transfer from faculty to other parts of the university. As faculty suffer effective pay cuts, the university can use the money it saves on salaries for purposes such as the following.

1. Cutting prices to students. I understand that next year's undergraduate tuition is rising at a rate of only 4 1/2%, which is 3% less than the expected inflation rate, yielding an effective tuition cut of 3%.

2. Additional funds for building projects. Examples are the many expensive new buildings, especially medical buildings.

3. Growth in the endowment. At the same time that the university has effectively cut faculty salaries, the size of Emory's endowment has increased dramatically, as discussed [here](#). Although much of the increase is from the bull stock market, the increase in the value of the endowment would have been less if the university had used endowment resources to protect faculty. Over past years, the university has allowed its endowment to increase at a rate far above the rate of inflation--increasing more than \$3 billion in the 2020-2021 fiscal year alone--but has used none of this increase to protect faculty salaries.

Emory should reverse the large salary cuts that it has effectively imposed on staff, faculty, post-docs and other employees, for two reasons. First, it is not fair that Emory is effectively reducing employees' pay to fund other priorities. Second, such dramatic reductions in compensation will harm Emory's ability to attract and retain excellent staff, faculty, post-docs, and other employees.

**Resolution #2****Emory University Senate**

Offered on April 10, 2023

by Alicia DeNicola, President, University Senate

on behalf of

The Executive Committee of the University Senate

Be it resolved:

The University Senate requests

- I. the Provost's Office honor the University Senate Request for a full-time administrative assistant for the following reasons (full, original request for support is attached):
  - a. Increased workload and decreased availability of administrative support (needed: outreach, archiving, correspondence with associated programs, administration of speaker confirmation, assistance with budget development and maintenance, analysis of data (See position Job Code DB05 attached))
  - b. Political conflict of interest: An administrative assistant who is paid by and reports directly to an office represented by a non-voting, ex-officio members of the council is in a position of significant conflict of interest
  - c. Equity Issues between Faculty Council and Employee Council: The University Senate requests increased equity with the Staff Council by extending administrative support to the Staff Council
  - d. The need for Senate to have oversight over responsibilities and duties necessary for a healthy and politically independent University Governance Body
- II. that the budget for the administrative assistant be moved from under the Vice Provost for Faculty Affairs Office. The University Senate is not a faculty-only body. Instead, it consists of Student Government Associations, Staff Council, Faculty Council, and elected members for specified activities such as alumni, libraries and museums. Therefore, it should not be the financial responsibility of the Vice Provost for Faculty Affairs. Our current budget (except for administrative support) falls under the Senior Vice Provost for Academic Affairs.

**UNIVERSITY SENATE: Request for Administrative Assistant  
Sent to Vice Provost for Faculty Affairs office on March 22, 2023**

**Summary:** We are asking to increase our previously approved .5 FTE administrative support (currently .3 FTE) to one FTE in the form of a Non-Exempt Administrative Assistant, Code DB05 [<https://apps.hr.emory.edu/JobDescriptions/class.jsp?code=DB05>] at an hourly rate of \$18.7 (annual \$38,900) and the provision of an office for said Administrative Assistant and use of the University Senate President. We would like to request that the senate have decision-making power over the responsibilities and duties of administrative support within reason and bounded by the "Job Description" for the "Administrative Assistant" position detailed by Emory Human Resources Job Code DB05. We would further like to request that additional funds necessary for this position be managed directly by the University Senate. We are aware that our budget is allocated through the Office of the Vice Provost of Faculty Affairs. Currently our access to administrative support comes through the Office of the Vice Provost of Faculty Affairs. The Administrative Assistant FTE is paid for *external* to the University Senate budget directly through the Office of the Vice Provost of Faculty Affairs, creating a conflict of interest: the Office of the Vice Provost has direct supervisory oversight over the administrative assistant who supports our Executive meetings. Executive meetings, critically, do not include Ex-official non-voting members of the University Senate, putting the administrative assistant in a conflict-of-interest position.

The University Senate (and its constituent governance bodies specifically the University Faculty Council and the University Staff council) is a fully volunteer body responsible for the governance bylaws of Emory University and the management and oversight of an executive committee and the volunteer membership, archival records and organization and filing systems of eleven additional standing committees and its volunteer members. The president of the University Senate also acts as the Chair of the University Faculty Council which oversees eight additional committees. The Employee Council (currently not provided administrative support) is responsible for an additional six committees.

The fully volunteer staff positions of the University Senate have no work release agreements for their time. The University Senate President and Chair of the Faculty Council is responsible for negotiating work release from their home schools. There is no shared understanding that there will be any work release, though some academic units may agree to minimal time or course releases when they are negotiated. In addition to the everyday planning and maintenance of the University Senate and Faculty Council (daily email maintenance, planning, writing agendas, negotiating speakers, etc.), the president/chair is responsible for regular attendance at the following meetings (for a number of these meetings this includes setting the agenda):

- University Faculty Council
- University Faculty Council Executive Meeting
- RAS Faculty Advisory Board Meeting
- Governance Monthly Check in with Vice Provost of Academic Affairs office

- Meeting with the President
- Meeting with the Provost
- Meeting with the SGAs
- Meeting with the Staff Council
- University Senate
- University Senate Executive Committee
- Emory Police Department Community Partnership Working Group
- Honorary Degrees Committee
- Staff Council meetings (ex-officio)
- Emory Faculty Senate Meetings (ex-officio)
- Meeting with the US/FC Administrative Assistant \*\*\*[\[1\]](#)
  
- BoT Faculty Counselor Orientation
- BoT Academic Affairs Board Meeting
- Yearly presentations to the Board of Trustees
- Faculty Counselors meetings (FC, BoT)
  
- Other irregular meetings on behalf of Faculty Council or University Senate
  - Meetings with Deans for research support proposal (FC)
  - Meetings with upcoming speakers
  - Meetings with Committee Chairs (FC and UC)
  - Representation of Faculty and Senate at various lunches, dinners, retirements, etc.
  - Introductions of the Senate to different schools' Staff councils and Faculty councils
  - US Application Review
  - URC processing meeting
  - Live Safe App Armor Discussion meeting (US)

**Justification:** We have identified four distinct justifications for requesting a full-time administrator:

- I. Increased workload and decreased availability of administrative support: inability to do work that was previously done (for instance UC archiving, outreach, and support of committee archives, interfacing with committee chairs for administrative purposes), the long-time need for additional support (for instance, policy and procedural support) all in the face of a recent decrease in provided support from .5 to .3 FTE.
- II. Political conflict of interest: Executive Committee meetings of the Senate and Council are limited to voting-members only. Ex-officio members of University Leadership are non-voting members and cannot attend Executive Committee meetings without an invitation. An administrative assistant who is paid by and reports directly to an office represented by a non-voting, ex-officio members of the

council is a significant conflict of interest for the person having to negotiate this position.

III. Equity Issues between Faculty Council and Employee Council:

Traditionally, administrative support has been provided to Faculty Council and University Senate. Staff Council has no access to University Senate support. We believe this is a serious equity issue that could be addressed with increased support. The University Council requests, therefore, to increase equity with the Staff Council by extending administrative support to the Staff Council. They have articulated a need for assistance with room acquisition and catering, support that Faculty Council and University Senate have traditionally relied on but that has not been provided to Staff Council.

IV. The need for the Senate to have (within reason and within the official job description) oversight over responsibilities and duties necessary for a healthy and politically independent University Governance Body as well as responsibility over its budget. As you can see, the attached job description includes assistance with budget development, an activity currently not available to us. Such support would include assistance with a yearly budget report to the Vice Provost's Office for Faculty Affairs including an annual analysis, justification and request for continuance of that budget. While the administrative assistant would not be responsible for the budget analysis, they would be responsible for the administration of budget items and organizational systems that would make this analysis possible. For instance, at the simplest level, we'd like to be able to do an analysis on our catering budget. If it has risen a significant percentage over the last year, we would want to report that and request that our budget keep up. A more complex request would be, for instance, if the Senate decided to plan a yearly speaker series on respect in conjunction with other University offices, we would like to be able to include our portion of that in our yearly budget assessment and request. The administrative assistant currently has access to our budget, and its organization and reporting for how that money is spent. Thus, they would be a critical part of providing the information for a budget summary and analysis.

In support of office space for administrative assistant, Senate President and University Council chair

V. The The University Senate President position can be held by a full-time elected faculty member from any of the Emory's schools and units. The President holds regular meetings, both in-person and virtually with constituent populations. These meetings have to be in professional, quiet spaces that ensure confidentiality, hence the need of dedicated office space for the governance bodies to conduct its business.



[Home](#) » [Job Descriptions](#) » Administrative Assistant

#### Pay Range Minimum

**Job Code:** DB05

**Hourly:** \$18.7

**FLSA\*:** Non-Exempt

**Monthly:** \$3,241.67

**Grade:** 229

**Annually:** \$38,900

**\*This is a Non-Exempt position. Employees in this position are paid an hourly pay rate, on a bi-weekly basis, and are eligible to receive overtime pay for any hours worked over 40 in a work week.**

**JOB DESCRIPTION:** Provides administrative support for one of the following (or a combination): general management, a research environment or a specific program. Ensures office activities comply with Emory policies and procedures. Responds to incoming telephone calls. Maintains calendars and prioritizes meeting requests for management. Reviews incoming correspondence and identifies items of special interest to management; handles routine correspondence and prepares appropriate responses. May complete forms, grant applications, and/or correspondence associated with programs. Prepares charts and graphs for reports and presentations. Creates and edits scientific, programmatic or other reports associated with department's primary business. Schedules meetings and handles logistics for meetings and special events. Prepares materials for meetings and special events. Initiates, processes, and maintains records and invoices. Keeps management apprised of account status, identifies cost-effective solutions and may authorize expenditures. May monitor or maintain budgets and grants, assist with budget development, and prepare related expense reports and reimbursements. Plans and coordinates travel arrangements. Maintains databases and spreadsheets; may also analyze data and design/generate associated reports. Establishes and organizes filing systems. Oversees ordering and maintenance of office supplies. May supervise or direct the work of support staff and/or students. Performs related responsibilities as required. **MINIMUM QUALIFICATIONS:** A high school diploma or equivalent and five years of clerical or secretarial experience, or a bachelor's degree. Proficiency with various personal computer software applications. Positions in this classification may require keyboarding skills.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

#### EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any other factor that is a prohibited consideration under applicable law.



