BIOPHYSICS FACULTY & STAFF MEETING MINUTES
THURSDAY, NOVEMBER 21, 2013
12:00 – 1:00 P.M., ROOM 3245 CHEMISTRY

Present: Chris Meiners, Sara Grosky, Vivek Subramanian, Damon Hoff, Mark Saper, Kevin Wood, Bob Zand, Sam Krimm, Ari Gafni

Recorded by: Ann Titus

Student Reps in Attendance: Erin Gray & Ziah Dean

Agenda

I. Faculty Recruiting
II. Summer Research for Students from India
III. Graduate Program
    a. ADP
    b. Recruiting
IV. Policies
    a. Conflict of Interest and Conflict of Commitment
    b. MInform Tool
    c. Sexual harassment
    d. LSA Hosting
    e. LSA Data Profiling Tool
    f. LSA Child Travel Expense Policy
V. Sabbatical Requests for AY 14-15 due January 10 to LSA
VI. Requests for Summer Ninths
VII. Biophysics KPI Info
VIII. Background Checks required for all temps and postdocs

Faculty Recruiting Update

The Search Committee met and came up with a short list of 8 top candidates. Chris indicated that we will have a special Core Faculty meeting on Dec. 2nd to determine which candidates to invite for interviews. We would like to invite 3-4 candidates and will attempt to schedule their visits in January & February, so that we can make an offer in March. On Friday, Nov. 22nd, Astronomy will be hosting a luncheon and Chris encouraged all core faculty to attend.

Chris indicated that we are currently looking for a replacement for Hashim's position. One possibility is Dr. Charlampos (Babis) Kalodimos from Rutgers, who will be visiting Dec. 12-13. Another possibility is Dr. Phil Selenko from the Max Planck Institute in Germany, who is experienced in whole cell NMR. His visit has not been scheduled yet, but we will keep everyone posted.

Summer Research for Students from India
Chris mentioned that the University is initiating a new program to bring undergraduate students here from India to conduct research. It will be a small scale program similar to the REU. Biophysics would probably only obtain 1 student, but this is also a good recruiting tool for the graduate program.

Science Learning Center
Chris met with the Science Learning Center on Nov. 21 and it was determined that Biophysics will be added as a department that they service regularly. Some advantages are that we will be able to utilize their computer classrooms, as well as, having them organize study groups for our lower level courses. So if you're teaching an introductory course please feel free to make use of this service.

Accelerated Degree Program Status
Our Accelerated Degree Program has made some progress. We are just waiting on the College & Rackham to officially approve the program. Once it's approved, we will be able to implement it immediately. We believe that this new program will be attractive for Biophysics & Biochemistry majors.

Graduate Admissions
Chris indicated that we should have enough funding for (4) incoming students this year. In regards to the number of PIBS students that we could potentially accept, we're hoping to obtain at least 5 students, however, we are still waiting to hear back from the PIBS program regarding our final number. Ari encouraged everyone to please be available during student recruiting to meet with any students who have indicated an interest. It really doesn't look good if faculty are not available to meet with potential incoming students.

Training Grant Status
The Training Grant Site Visit, which was held on November 11th went well. Chris thanked everyone who took the time to participate in the visit. We should be hearing back from NIH within a few weeks in regards to the funding status.

Graduate Student Council Update
Ziah Dean gave an update on behalf of the GSC. Since the incoming students are not feeling a sense of community in Biophysics, the GSC has decided to implement a new social activities committee. They are also implementing a new outreach program where they will visit area high schools to tell students about Biophysics. Erin Gray mentioned that the Biophysics Club is also interested in creating an outreach program as well, so she suggested that they work together with the Graduate Student Council to coordinate this. The GSC would also like to plan a Biophysics

Retreat Day in the Fall so that all students have the opportunity to interact with the faculty. The GSC believes that this will be really helpful, especially to the new students to make them feel more engaged.

Reminder of University Policies

Conflict of Interest (see attached)
Chris reminded everyone of the Conflict of Interest policy, which the University takes seriously. A potential conflict of interest exists whenever personal, professional, commercial, or financial interests or activities outside of the University have the possibility (either in actuality or in appearance) of (1) compromising a faculty or staff member's judgment; (2) biasing the nature or direction of scholarly research; (3) influencing a faculty or staff member's decision or behavior with respect to teaching and student affairs, appointments and promotions, uses of University resources, interactions with human subjects, or other matters of interest to the University; or (4) resulting in a personal or family member's gain or advancement at the expense of the University. For purposes of subsection (4), family members include spouse, domestic partners and dependents.

If a conflict exists, there's a tool called MInform that is available to assist faculty with the disclosure process. Once your information is entered, it will be routed to the appropriate person who will screen the information to determine whether any additional requirements must be addressed. A management plan is then drawn up by the Conflict of Interest Committee at the University of Michigan.

Sexual Harassment Policy (attached)
Chris reminded everyone that it is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University's scholarly, research, educational, and service missions and will not be tolerated at the University of Michigan.

Faculty/Student Relationships (see attached)
Chris reminded everyone of this University policy as well. The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students. Faculty should also make sure that their GSI's are aware of this policy.

Sabbatical Request
If you're planning on requesting a sabbatical leave during the next academic year, please be sure to turn in your request to Ann by mid-December so that we can have a few weeks to review it before the College deadline in January.

Summer Ninths
Chris reminded everyone to please let Ann & Marya know about your plans for summer salary. If you're planning on taking more than 2 months then we need to know ahead of time so that it can be processed in a timely manner.

Child Care Travel Expenses
Chris wanted to make everyone aware of the new LSA Child Travel Expense Policy.
The demands of parenting young children under the age of six present special challenges to faculty who need to participate in academic conferences or other academic events as part of their scholarly research activity. Through its family friendly policies, the College of Literature, Science, and the Arts strongly supports tenure-track faculty in the College who are working to balance family and scholarly research obligations. In an effort to provide resources to those who are caring for young children so that they may attend important conferences or other events requiring travel, the College of LSA will provide financial support up to a maximum dollar amount of $1,000 per faculty member per fiscal year for approved travel expenses for children under the age of six (that is, up to and including age five). Please note that the IRS considers this taxable income.

Background Checks
The University is now requiring background checks for all new hires including faculty, postdocs, and students. Please note that extra processing time will be required. If something is discovered as a result of the background check, the final decision as to whether to hire the person or not will remain with the individual departments.

Key Performance Indicators
Chris indicated that the new KPI's have been released from the College. Overall our metrics have improved and student credit hours have gone up. The number of degrees issued has increased as well as last year we had 11 students graduate with Bachelor's Degrees and 4 students with Ph.D.'s. In regards to research expenditures for the first time we hit $2 million, so we are continuing to be in good shape in that area.

AST
Chris indicated that Biophysics will not be directly affected by AST, however, business processes are going to change in the future. The College also wants to further centralize financial and HR tasks that aren't going to AST, so a committee will be formed to discuss this further. At this point, we believe that this process will move slowly and that nothing will happen immediately.