

Senate Recommendation to the President

Originating Body: Faculty Senate

Originator: Senator Anita Brown

Date Submitted: 10/1/2025

Requested Effective Date: 10/1/2025

Recommendation:

The Faculty Senate recommends putting in place the mechanisms for providing justification for administrative positions, in accordance with the attached motion.

The Faculty Senate also recommends that the President relay the response to this recommendation to all VPs.

Please note that this recommendation was submitted informally (i.e. not on a form like this) by FS President Tuske in Spring 2025.

Date Approved by the Faculty Senate: 3/25/2025

David Keifer

President, Faculty Senate

10/1/2025

Date

Action Taken by President

Date:

10/24/25

☐ Recommendation Accepted

☒ Recommendation Not Accepted*

☐ Recommendation returned to the Originating Body for further review (see attached)

*See
attached
explanation.*

Disposition for Approved Recommendation:

☐ President

☐ VP Student Affairs

☐ Faculty Senate President

☐ VP Finance

☐ Consortium Chair

☐ School Deans

☐ Webmaster

☐ Graduate Council

☐ Catalogue Editor

☐ Provost Council

President

10/24/25
Date

SALISBURY UNIVERSITY FACULTY SENATE MOTION

Submit this form to the Faculty Senate President

SUBJECT: Motion for Provision of Justifications for Administrative Positions

SENATOR PROPOSING MOTION: Anita Brown

SENATOR SECONDING MOTION: Erin Weber

MOTION (this section alone will be recorded in the minutes):

A representative designated by the Administration will work with the Faculty Financial Oversight Committee (FFOC) to develop a mechanism to share a justification for a position whenever non-Faculty (where Faculty is defined in the Faculty Senate bylaws), exempt positions with salaries greater than or equal to \$80,000 are established (new, replacement, redefined, reclassified, or reorganized positions), prior to announcing or officially initiating the process to establish any non-emergency position. For a non-emergency search, the justification should be provided at least three weeks prior to initiation of the search. For an emergency position, a justification should be provided within three weeks after the position is established. The justification will at least explain the role of the position, the reason the position is needed, and how the position will impact other positions (for example whether the position involves completion of duties from current positions or will the duties associated be new; whether the position involves establishment of a new PIN or involves transferring a PIN). These justifications will be posted by the designated representative of the Administration on a Teams Channel to which at least the FFOC and the Faculty Senate (FS) will have access. The FFOC chair, or FFOC representative designated by the FFOC chair or by the FS President, will have administrative rights to the channel and will maintain the data provided by the Administrative representative. The FFOC will monitor the channel weekly. Prior to 29 April 2025, the FFOC and the designated representative of the Administration will outline and demonstrate the process to the FS.

JUSTIFICATION:

It makes sense to involve Faculty, especially in difficult financial times, in the decision making process before a search is announced, or before the process officially begins to establish a position. When Faculty and Staff positions are established, a justification is provided to the Administration. Justifications are likely already created for Administrative positions. In order to improve transparency and shared governance, such justifications should be available to Faculty (and Staff), with a period of time for feedback and discussion prior to actual establishment of the position.

ANTICIPATED IMPACT:

Negative: Preparing, providing, presenting this information will increase the workload of the Administration as well as the FFOC and the FS.

Positive: This motion will enhance transparency, accountability, and shared governance and give Faculty an opportunity to have their questions regarding financial expenditures answered.

Is this a recommendation to the Provost? Yes X No _____

Is this a recommendation to someone else? No _____ Yes X to the SU President and all SU Vice-Presidents as well as IDD

VOTE: Number of Senators Present:

Motion Passes or Fails:

MEMORANDUM

To: Dr. David Keifer, President, Faculty Senate

From: Dr. Carolyn Lepre, President

Date: October 24, 2025

Subject: Response to Faculty Senate Motion on Administrative Position Justifications



Thank you for forwarding the Faculty Senate motion regarding the provision of justifications for administrative positions. I want to begin by recognizing and appreciating the Faculty Senate's commitment to transparency, accountability, and shared governance. These are important values that strengthen Salisbury University and help us work together in service of our students and community.

After careful review, however, I must respectfully decline to approve this motion for several reasons. First, hiring, reorganizing, and classifying administrative positions are essential responsibilities of university leadership. This motion would extend Faculty Senate oversight beyond academic governance and administrative management.

Administrative and staff positions already undergo multiple levels of review through our budget and human resources approval processes. We recently shared the new process for exceptions to the hiring freeze, which outlines the process and adds transparency. The decision to create, reorganize, or approve staff positions is inherently administrative. This is not a process designed to bypass transparency, but rather one that reflects the business and operational nature of staff hiring.

Faculty also have structured opportunities for input on financial priorities through existing committees, participation in the strategic plan workshops that will build institutional priorities, budget presentations, and other shared governance channels (such as the shared governance consortium). For these reasons, the motion risks duplicating structures that are already in place.

Importantly, this motion also has HR and confidentiality implications. Posting detailed position justifications for broad review raises risks related to confidentiality, particularly in situations involving reorganizations, compliance-driven hires, or sensitive staffing changes.

Again, I appreciate the Faculty Senate's engagement on this important topic and your ongoing partnership in strengthening Salisbury University. I look forward to working together on a constructive alternative that upholds transparency while preserving the balance of shared governance.

cc: Associate Provost and Acting Vice President for Academic Affairs
Vice President for Administration and Finance