


RADFORD UNIVERSITY

Brian O. Hemphill, Ph.D.
President

TO: E. Carter Turner, Ph.D.
Faculty Senate President

FROM: Brian O. Hemphill, Ph.D. 
President

DATE: January 9, 2017

RE: Response to 15-16.19
Motion re: The Hiring of Administrative Assistants

I have reviewed the motion by the Faculty Senate Resource Allocation Committee, passed March 24, 2016, recommending that: additional administrative assistants be hired on a priority basis in each academic department for the 2016-17 academic year; the overall ratio be brought down to one administrative assistant per ten faculty members with very small departments (five to eight faculty members) sharing administrative assistants; the pay scale be revised and work conditions be improved to increase morale; appropriate promotions be considered without transfer to other departments; and that exceptionally large departments be allotted additional part-time administrative assistants. I, along with the Cabinet, support the need for more administrative support personnel within Academic Affairs.

In support of this initiative, a proposal was submitted as a high priority by Academic Affairs during the Fiscal Year 2017 budget call. The initiative submitted was one of only two discretionary budget initiatives to be approved contingent upon sufficient funding being available. Regretfully, as a direct result of declining enrollment, the funding was not available to move forward with the initiative for the current fiscal year. Due to information provided by the Governor's Office for the Fiscal Year 2018 budget, including a possible cut, it is unlikely that any initiatives will be funded as part of the upcoming budget call. However, as the Commonwealth moves into the next Biennium, this request should be considered during the budget development cycle for prioritization and submission by Academic Affairs. As with prior years, enrollment stabilizing and steadily increasing over a number of years to at or above previous levels will be critical in order to fund any discretionary budget initiatives that are submitted for review and subsequently granted approval as part of the University's budget process.

As previously stated, the Cabinet fully supports increasing the number of administrative assistants within Academic Affairs; however, the overall ratio of one administrative assistant for each five to eight faculty, as defined in this motion, would require a greater amount of funding than the request that came forward in the 2017 budget call. I encourage you and the Faculty Senate to share this revised proposal and discuss it in detail with the Provost, as he works collaboratively with the Deans and others, to prepare Academic Affairs' budget request for the next Biennium.

In an effort to provide assistance with this matter during this difficult budgetary time, I am transferring an administrative assistant vacancy in my office to one of the academic colleges, which will provide increased administrative support, thereby benefiting one of more academic departments. In order to facilitate the transfer of this vacancy, I requested the Deans to submit a memorandum outlining their greatest area of need with regard to administrative support. Several compelling proposals were received, resulting in the transfer of the vacancy to the College of Science and Technology.

Please share this response with the full Faculty Senate. I welcome the opportunity to discuss this matter in greater detail if additional information is requested.