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## Professional Responsibilities and Procedures Committee Annual Report, 2006

Utah State University

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Professional Responsibilities and Procedures Committee  
Report to Faculty Senate for Academic Year 2005-2006  
April 3, 2006

1. A proposal was presented to PRPC at the September meeting requesting a code change to allow nominations and seconds of candidates for Faculty Senate president-elect by email. PRPC chose to take no action on this proposal.
2. A proposal was presented to PRPC at the September meeting requesting a code change to no longer require external review for promotion in the lecturer ranks. PRPC received instruction to draft such code at the December Faculty Senate meeting, a draft was presented at the January meeting, and code was ratified at the February meeting.
3. A proposal was presented to PRPC at the September meeting requesting a code change to establish a mechanism to remove members of Faculty Senate committees who violate standards of conduct by a two-thirds vote of committee members. At the December Faculty Senate meeting Senators voted to take no action on this proposal.
4. A proposal was presented to PRPC at the October meeting requesting a code change to establish mechanisms to broaden the membership of AFT to include under-represented ethnic minority faculty. PRPC chose to take no action on this proposal, but suggested AFT work closely with the Committee on Committees to address issues of membership diversity.
5. A proposal was presented to PRPC at the October meeting requesting a code change to ensure regular meetings of Faculty Senate committees. PRPC received instruction to draft such code at the December Faculty Senate meeting, presented a draft at the January meeting, and code was ratified at the February meeting.
6. A proposal was presented to PRPC at the October meeting requesting a code change to allow tenure and promotion advisory committee members to participate in meetings by voice conferencing. PRPC received instruction to draft such code at the December Faculty Senate meeting, presented a draft at the January meeting, and code was ratified at the February meeting.
7. PRPC received instruction at the December Faculty Senate meeting to draft code to allow ombudspersons to participate in the meetings of field base Extension faculty by voice conferencing. PRPC presented a draft at the January meeting, and code was ratified at the February meeting.
8. PRPC also received instruction at the December Faculty Senate meeting to draft code to address vacancies due to emergencies. At the March meeting, PRPC reported that after review, the current code addressed this sufficiently by allowing the "appointing authority" (e.g., department head) to fill such a vacancy.
9. A proposal was presented to PRPC at the October meeting requesting a code change to address the fact that deans are continuing to use their own advisory committees to evaluate candidates for tenure and promotion although deans' tenure advisory committees are no longer defined in the code. PRPC received instruction at the January Faculty Senate meeting to draft code specifying that when such committees are used, a letter with committee recommendations be written and copied to the candidate. A proposal was added to require an ombudsperson to

attend the meetings of these committees. PRPC presented a draft at the February meeting, where a further proposal was made to alter the draft code to require the names of the committee members be made known to the college, but to require no letter be written. Such draft language was presented at the March meeting, where a proposal was made to define deans' tenure advisory committees using the same language as is still in the code defining deans' promotion advisory committees.

10. A proposal was presented to PRPC at the October meeting requesting a code change to more specifically define the phrase "cessation of extramural funding" as a reason for non-renewal of tenure-track faculty. PRPC received instruction to draft such code at the January Faculty Senate meeting, presented a draft at the February meeting, and code was ratified at the March meeting. It was noted that "non-renewal" should be hyphenated in the code.

11. A proposal was presented to PRPC at the October meeting requesting a code change to specify that expectations for achievements will be no greater when the pre-tenure probationary period has been extended than if it had not. PRPC received instruction to draft such code at the January Faculty Senate meeting, presented a draft at the February meeting, and code was ratified at the March meeting.

12. A proposal was presented to PRPC at the November meeting requesting a code change to specify that if excellence is required in a major role, this must be specified at the time of hiring.

13. A proposal was presented to PRPC at the November meeting requesting a code change to specify the date for separation from the university when non-renewal is recommended for tenure-track faculty. PRPC received instruction to draft such code at the January Faculty Senate meeting. Draft code will be written and presented to Faculty Senate when these dates have been defined by university administration.

14. A proposal was presented to PRPC at the November meeting requesting a code change to clarify the need for the role statement to be reviewed, signed and dated by the candidate and the department head each year. PRPC received instruction to draft such code at the March Faculty Senate meeting, along with a suggestion to also require the signature of the dean or director.

15. A proposal was presented to PRPC requesting a code change to add the deadline for a first meeting of a promotion advisory committee meeting to the section of the code defining meetings of the promotion advisory committee, and to change the date of both the appointment of such committees (currently March 30<sup>th</sup>) and their first meeting (currently October 15<sup>th</sup>) to February 15<sup>th</sup>. PRPC received instruction to draft such code at the March Faculty Senate meeting.

16. At the February Faculty Senate meeting, PRPC received instruction to review proposed code related to academic freedom, faculty control of the curriculum, course content, and faculty responsibilities to students. Following the meeting, Lynn Dudley, the chair of the Academic Rights and Responsibilities committee, forwarded proposed changes to Code 403, as well as the Excused Absences policy and a new policy on Resolution of Conflicts between Course Content and Sincerely Held Core Beliefs to PRPC.