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PRPC Minutes

10-19-05

Present:

Jennifer MacAdam

Cathy Bullock

Britt Fagerheim

Rob Morrison

Tilak Dhiman

Scott Cannon

Ronda Callister

Dallas Holmes

1. Senate Standards of Conduct

Jennifer distributed the revised wording for Faculty Senate members' standards of conduct and repercussions of violating standards. PRPC members approved and seconded a motion to accept the revised verbiage, and unanimously voted in favor of the revisions.

Action: Jennifer will forward to FSEC.

2. Charge to AFT

Jennifer presented a memorandum from Derek Mason regarding Kim Opppeshaw's concern about the under-representation of ethnic minority faculty on the Academic Freedom and Tenure committee, and suggestions to improve the representation of women and minority faculty. Members of the PRPC expressed concern that requiring a certain number/percentage of women and minorities on a committee would lead to quotas and an over-utilization of specific faculty. PRPC members drafted the following statement: "We are concerned that making committee appointments based on gender or ethnicity could lead to over-utilization of some individuals on committees. We suggest the Committee on Committees remain sensitive to issues of diversity." A motion was made and seconded to accept the language, and the Committee voted unanimously to approve the statement.

Action: Jennifer will forward this input to AFT and Derek Mason.

3. Charge to EPC

Jennifer presented a memorandum from Derek Mason to EPC regarding the review and updating of curriculum policy and decision-making procedures. No action is required of the PRPC at this time, until EPC forwards specific code issues.

4. Tenure Advisory Committees

PRPC members discussed concerns regarding tenure advisory committees not specified by the Faculty Code (e.g., formed to advise a college dean). Within current code, reports of all meetings of a candidate's tenure advisory committee must be signed by all committee members and a copy provided to the candidate [see 405.7.1 (2) and 405.7.2 (2)]. While we appreciated the challenge some deans face in evaluating a large number of candidates each year, we felt

strongly that any committee that meets to evaluate candidates for tenure should likewise be required to write and sign a report of their recommendation, and forward a copy to the candidate along with a copy of the dean's, director's or vice-president's letter, as is currently required by code 405.7.2 (4). PRPC members decided to draft a revision to the code for circulation to the full PRPC membership for review and comment. The final language will be informally shared with the Provost's office for further comment before a draft is sent to FSEC. *Action:* Jennifer will circulate the draft language (see below), which the Committee will discuss at the next meeting.

405.7.2 (4) Evaluation and recommendation by the director (where applicable), dean, or vice president. The director (where applicable), dean, or vice president will send his or her own recommendation, the department head's recommendation, and the tenure advisory committee's recommendation to the provost on or before January 11, except that for third-year appointees the date is November 20 (see Table 405.1.4). A copy of the director's (where applicable), dean's, or vice president's letter shall be sent to the tenure advisory committee and the candidate and placed in his or her file. *Any advisory committee formed to evaluate the candidate shall also forward a signed letter to the candidate stating their recommendations.*

PRPC members also recommended changing 405.8.3 (1), Procedures for Promotion (mid-paragraph) from "tenure advisory committee" to "*promotion* advisory committee."

5. Grant-Funded Faculty

Jennifer expressed concern with a statement in Code 407.7.2 regarding reasons for non-renewal of tenure-eligible or term appointment faculty, which include loss of external funding. PRPC members suggested language to clarify a reasonable level of external funding as cause for non-renewal:

407.7.2 Reasons for NonRenewal

There are only three reasons for nonrenewal: cessation of extramural funding *that is required for a substantial portion of the salary support of the faculty member*, unsatisfactory performance of the faculty member's assigned role (policies 405.6.1 and 11.1) or failure to satisfy the criteria for the award of tenure. A denial of tenure shall be based upon tenure advisory committee review (policy 405.7.2). Nonrenewal prior to the end of the pre-tenure probationary period for tenure eligible faculty is an administrative decision of the department head, director, dean, or vice president and must be approved by the Provost and President. Nonrenewal prior to the end of the pre-tenure probationary period may be based on tenure advisory committee review (policy 405.6.2(1)). Tenure-eligible and term appointment faculty members may not have their appointments nonrenewed for reasons which violate their academic freedom or legal rights.

Action: Scott Cannon will contact Rich Jacobs at the budget office to find out the specific definition of extramural funding.

Follow-up: Here is the response from Rich Jacobs: Extramural funding consists of contracts and grants. In other words; state funds, federal appropriations, sales revenues, etc. are not extramural. This includes anything with a line item in the budget, including the ongoing funding of the Ag Exp. Station, is not extramural. (Thanks for getting this clarified, Scott)

6. Senate Committee Policy

The Committee discussed a proposal by Derek Mason to require regular meetings of all Faculty Senate Committees. Some PRPC members expressed concern that a blanket policy might be inappropriate in some cases (e.g., hearing committees, which only meet when needed). PRPC unanimously approved a motion to move language from 402.12.3 (5), which applies to AFT and indirectly to BFW, and PRPC, to 402.11.3 (1), which applies to all Senate committees:

402.12.3 (5) Meetings; quorum.

~~Academic Freedom and Tenure committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, of three committee members.~~ A majority of committee members shall constitute a quorum for conducting business, and all actions of the committee shall be by majority vote of the quorum present.

402.11.3 Senate Committee Procedures

(1) Committee action; *meetings*; quorum; majority and minority reports.

Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see policy 402.12.6 (1)). Committee work shall be accomplished as a body. *Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee.* A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

7. Annual Meetings of Tenure and Promotion Committees

Gary Straquedine, Vice-Provost for Academic and Faculty Services, referred two items to PRPC regarding annual meetings of tenure and promotion committees. The first was a request to clarify the term "meet" as used, for example, in the following policy:

405.7.1 (2) Evaluation and recommendation by the tenure advisory committee.

After the initial meeting, the tenure advisory committee shall **meet** with the candidate at least annually and review the candidate's file and supplementary material to evaluate progress toward tenure.

PRPC members suggested the following addition to the code:

405.7.1 (1) Meetings of the tenure advisory committee.

An initial meeting of the committee shall be held to acquaint the candidate with the members, to discuss the professional plans of the candidate, to review the role statement, and to initiate an annual review of the candidate's progress. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5. *All tenure advisory committee members are expected to participate in all committee meetings, either physically or electronically, at the appointed date and time.*

The committee also discussed the timetable for the 3rd year of pre-tenure review. Some universities only evaluate faculty members during the 3rd year, whereas Utah State reviews faculty members every year. PRPC felt it would be appropriate to remove language referring to a specific timetable for the 3rd year review, since no procedural differences are specified.

8. Pre-Tenure Probationary Period Extension

Ronda Callister pointed out confusing terminology in the code related to an untenured faculty member requesting an extension of the pre-tenure probationary period due to the birth of a child. She proposed adding code to allow a faculty member to request an extension of the pre-tenure probationary period regardless of whether a leave of absence was taken. The committee suggested adding "for justifiable reasons" at the end of the first sentence of the proposed addition (distributed at the meeting by Ronda). The committee also recommended taking out the 2nd to last sentence of the proposed addition related to the extension being formally presented to the faculty member's tenure and promotion committee.

Action: Ronda will revise the verbiage and send to Jennifer, to distribute to the committee (See below. The first paragraph is the original code with language changed for the sake of consistency; the second paragraph is the revised version of the addition suggested by Ronda).

405.1.4 Pre-Tenure Probationary Period

(3) Leaves of absence.

An academic year(s) in which leave without pay is taken will not count as part of the faculty member's pre-tenure probationary period. When a tenure-eligible faculty member is on any leave of absence with pay for one or more semesters in an academic year, upon recommendation from the faculty member's department head or supervisor, director (where applicable), and the dean or vice president, the Provost may approve ~~a hiatus~~ *an extension* from the faculty member's pre-tenure probationary *period* in cases such as, but not limited to, Family and Medical Leave, Sick Leave, Military Leave, and Jury and Witness leave.

Even if a leave of absence is not taken, at any time during the tenure process a tenure eligible faculty member can request an extension of the pre-tenure probationary period for one year for reasons including, but not limited to, medical needs of the faculty member or a family member or family responsibilities (including birth of a child or adoption). This extension may be requested up to two times upon recommendation from the faculty member's department head or supervisor, director (where applicable), and the dean or vice president. The Provost may approve an extension of the faculty member's pre-tenure probationary period. During the year in which the pre-tenure probationary period extension is granted, faculty responsibilities remain the same but the pressure to move forward with research and publications is reduced through the extension of the number of years allowed to gain tenure. Salary and possible raises should not be affected by the request.

9. November meeting

Jennifer will solicit response to find out who will be available to meet on the Wednesday before Thanksgiving.

Action: November meeting date may be changed or the meeting cancelled if we do not have a quorum or sufficient business to discuss.

Meeting Adjourned