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2-19-2019

## Faculty Senate Executive Committee Minutes, February 19, 2019

Utah State University

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## **FACULTY SENATE EXECUTIVE COMMITTEE MINUTES**

February 19, 2019

3:30 – 5:00 p.m.

Old Main-Champ Hall

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**Present:** Patrick Belmont (President Elect), Provost Frank Galey (Ex-Officio), Amber Summers-Graham for Michele Hillard (Exec. Sec.), Jan Thornton, John Mortensen for Robert Wagner, Timothy Taylor, Rick Heflebower, Erin Davis, Nancy Hills for Matt Omasta, Bryce Fifield, Zsolt Ugray, Marilyn Cuch

**Absent:** David Brown, Jessica Lucero, Becki Lawver (President), Ben George, Kimberly Lott (Past President)

**Guests:** James Nye, Parking  
Renee Galliher, Calendar Committee  
Alison Cook, Koch Task Force  
Ed Reeve, EPC

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**Call to Order** - Patrick Belmont

[Approval of Minutes](#) – January 22, 2019

*Minutes approved as distributed.*

**University Business** - Noelle Cockett, President | Frank Galey, Provost

The Provost had a follow up regarding a conversation that he had with Patrick, Becki, and Kim. We will be scheduling regular five-year reviews of administrators. Michael Torrens in AAA will pull together a report showing who has been reviewed and who needs to be reviewed. Will work with Michael Torrens to get surveys put together for Department Heads and Deans that are due for reviews. It is staggered and we tend to do reviews each spring. If there are too many to complete, we may divide them up between this year and next. We will be doing them and you should be seeing surveys. There are a couple of Department Heads and a Dean that will be leaving and so we will not bother with those. A task force that was formed to look at General Education assessment came up with a report that was submitted and adopted by the Gen Ed subcommittee. Harrison Kleiner will head up the task force. He and Lee Rickords are working well together. They will work on piloting the assessment program and will begin working to roll it out in the fall.

The President stated that she has been including faculty on several different task force and steering committees. Currently finalizing the Green House Gas Resolution steering committee and three working groups: 1) energy, 2) air traffic/transportation, and 3) education. As much as possible, we are seeking assignments for faculty on the working groups. Co-chairs are Chris Luecke and Lexie Lamb. Currently finalizing the charge to the committees.

Strategic Enrollment Management Plan kickoff was today. There are seven committees total and she is pleased to see the faculty involvement. This spans a plan of Awareness of USU through to Alumni management. Robert Wagner is leading this effort.

The President was also tasked by the Board of Regents to develop risks for the University. USU will be presenting a draft list of risks to the Board of Regents. She is happy to present these risks to the Faculty Senate Executive and Faculty Senate if they would like.

Currently in the middle of the legislative session. The Executive Appropriations Committee will come up with the list of what they expect to fund. There is a \$1.3 billion dollar increase in tax revenues per the Governor and he is telling everyone that they must put 50% of the reserves into the rainy day fund. Governor Herbert suggested 2.5 % compensation increase for all public state employees and it is still expected that higher education groups get 25% of that increase out of tuition. If this goes through, USU has already met with the student leadership about tuition increases. There are big bills for liability insurance coming up to USU. We are requesting help for bottleneck English courses, Math tutoring Center Coordinator, and help with some general education courses. Through all of this the students will be looking at a 2% tuition increase. Will need to do a hearing with Regents about the percentages and dollar amount and they will vote line by line. There has also been a change in how capital facilities will be organized. Known amount of money - if you did not have enough money to do your project, you could bank that money as you move forward. You can get money over time towards projects. USU requested a \$2M request for career and tech education in Southeastern Utah. There is also a \$1M request for 4H. We will also be adding 18 new extension faculty. Twelve would be in the county offices delivering 4H programs. We have been raising money for a new Moab campus building.

Number 1 ranked of the USHE budget is workforce development including computer science, coding, and health professions. If this goes forward we would have money for new positions in this area.

### **Information**

[EPC Monthly Report](#) – February 7, 2019 - Edward Reeve

General Education approve one DHA designation for HIST 3340. Statement and Policy about Depth Courses Requirements – change catalog language to reflect what is being done.

Academic Standards – no January meeting.

63 Course requests approved.

Four R401 proposals approved – Three withdrawn pending further discussions/updates.

*Motion to move the EPC monthly report to Faculty Senate made by Bryce Fifield. Seconded by Timothy Taylor. Moved to Faculty Senate agenda.*

[Spring Break 2020 Calendar Update](#) - Renee Galliher

The Calendar Committee has met and recommended a series of calendars for the upcoming years and in doing going through this process, one item the calendar committee addressed was Spring break. A couple of years ago the Faculty Senate approved the aligning of spring break with the Mountain West Basketball Championship, but the Mountain West conference, in response to another large event in Las Vegas, moved the Championship up a week. The calendar no longer aligns with the championship. In accordance with the plan, we decided that it made sense to change our spring break and push it back a week. Checked with everyone we could think of and no one has said that it would be a huge problem for them. Calendar for 2019-2020 has already been approved. The other change on the upcoming academic calendar is the dates for commencement. The calendar was approved before the commencement change was implemented for the 2019-2020 academic calendar. This is a one-time shift in the calendar.

*Motion to move to the Faculty Senate Agenda made by Zsolt Ugray. Seconded by Bryce Fifield. Moved to Faculty Senate agenda.*

### **Reports**

[Parking Committee](#) Annual Report - James Nye

James Nye read the highlights of his report and focused on upcoming plans. Discussions were held regarding the increasing in parking and also the cost of replacing buses with electric ones. The Faculty Senate Executive Committee would like James to bring costs and more information regarding electric buses to the upcoming Faculty Senate meeting.

*Motion to move to the Faculty Senate agenda made by Erin Davis. Seconded by Timothy Taylor. Moved to Faculty Senate agenda.*

### **Old Business**

[Koch Task Force Resolution](#) - Alison Cook

What is here is what could be agreed upon by the task force. The task force with Frank Caliendo, Mica, and the President. One of the things that was asked is if we could move Center for Growth and Opportunity (CGO) off campus? The President stated that the CGO would not be moved off campus.

President Cockett confirmed that an audit has been done by USU's internal audit team. The audit came out fine and senators can get a copy of that audit. If there were financial irregularities the audit would be the way to find it. Internal audits reports directly to the President's office. As far of oversight it is the Dean of the Huntsman school and the President. The President and Board of Trustees dictate the timing and order of the audit. We don't have any contact with the auditors until the report is presented.

*Motion to move to the Faculty Senate agenda made by Zsolt Ugray. Seconded by Erin Davis. Moved to the Faculty Senate agenda.*

**405.11.2** Term Appointment Promotions (second reading) - Marilyn Cuch

Raise this for discussion at the full senate to see what they want to do with the language about majority of committee members to be tenured? Also, language allows the Department Head to be a member of the committee and should not be allowed to serve.

*Withdraw and bring this back next week.*

**New Business**

2019-2020 Faculty Senate Calendar - Patrick Belmont

*No discussion ran out of time. This item will be brought back at next month's Faculty Senate Executive Committee meeting.*

**405.12.2** Review of Faculty (first reading) - Marilyn Cuch

*Motion to return to PRPC for second reading made by Timothy Taylor. Seconded by Bryce Fifield. Moved to PRPC.*

**Adjourn: 4:59 PM**



## **FACULTY SENATE EXECUTIVE COMMITTEE MINUTES**

January 22, 2019

3:30 – 5:00 p.m.

Old Main-Champ Hall

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**Present:** Becki Lawver (President), Kimberly Lott (Past President), Patrick Belmont (President Elect), Provost Frank Galey (Ex-Officio), Michele Hillard (Exec. Sec.), Ben George, Jan Thornton, Robert Wagner, Timothy Taylor, Rick Heflebower, Erin Davis, Nancy Hills for Matt Omasta, Bryce Fifield

**Absent:** David Brown, Jessica Lucero, Marilyn Cuch

**Guests:** Ed Reeve, Michael Lyons, Britt Fagerheim, Rob Davies

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**Call to Order** - Rebecca Lawver

[Approval of Minutes](#) – December 10, 2018

*Minutes approved as distributed.*

**University Business** - Noelle Cockett, President | Frank Galey, Provost

President Cockett met with the Board of Trustees on Friday. One item on the agenda was the approval of the honorary degree recipients for Commencement 2019. Sydney Petersen will brief the Faculty Senate at a later date regarding the honorary degree. Bill Plate, Vice President of Marketing and Communication started work last Friday and he also attended the Board of Trustees meeting. Bill will oversee Public Relations and Marketing and also the Student Marketing and Communication. USU is currently restructuring a proposal approved by the Board of Trustees concerning the Office of General Counsel. The term General Counsel usually means the legal team of the university, however, other assignments have been moved under the General Counsel umbrella. USU has proposed the creation of the Office of Legal Affairs. There will be no adjustments to salaries of the individuals affected. Mica McKinney will become the Vice President of this group and she will be a great addition to the President's team.

The Board of Trustees approved the move of the Graduate Studies office to the Office of the Executive Vice President and Provost. Richard Inouye will become a Vice Provost of Graduate Studies. This move should be seamless and we are working closely with Larry Smith. This move is effective after the Board of Trustees meeting.

General Education has had some accreditation issues. There is a faculty led task force working on the issue of breadth course reviews. There is a draft plan and once something is concrete this information will be shared with the Faculty Senate, possibly next month. The task force will develop an assessment and data/rubrics.

Renee Galliher has been named as a Vice Provost in the Office of the Executive Vice President and Provost. Her main area of responsibility will be R411 program reviews. She will also work with the course fee committee. Janet Anderson is responsible for student issues and Ed Reeve is responsible for program/curriculum.

Tomorrow is the opening of an exhibit that the Merrill Cazier Library put together for the 150<sup>th</sup> anniversary of the golden spike. This is a celebration of the completion of the transcontinental railroad. The exhibit will be at the Utah State Capitol rotunda throughout the legislative session and then will come back to USU.

## Information

[EPC Monthly Report](#) – January 10, 2019 - Edward Reeve

General Education approved 4 designations. Depth Courses and categorization of majors are being reduced from 5 to 3.

Academic Standards approved USU Global Engagement Scholar Transcript Designation.

Curriculum Committee approved 75 course requests and four R401 program proposals were approved.

## Reports

[Academic Freedom and Tenure](#) Annual Report - Michael Lyons

This committee deals with situations in which there are faculty considerations (grievances). One request came in after deadline established in faculty code and was not moved forward.

In another grievance a faculty member violated code 407.9. The committee was responsible to appoint two members to a panel of inquiry. This issued proved to be a simple matter as the faculty member admitted to the charges.

The third issue came up in the last couple of weeks and the committee will move forward with a grievance. This involves a faculty member (Non-Tenure Track) who has been denied reappointment for the upcoming year and has been reassigned. The grievance was filed during the Christmas break. Currently forming a panel to hear the grievance. There are occasions when an agreement can be made with the Provost that will end the grievance hearing.

Suggest that previous chairs look at addressing changes in the code and procedural issues.

*Motion to move the Academic Freedom and Tenure annual report to the Faculty Senate agenda made by Bryce Fifield. Seconded by Timothy Taylor. Moved to agenda.*

[Council on Teacher Education](#) Annual Report – Sylvia Read

There is a major teaching shortage in the nation. Education has had an increase in admissions of 7.2% and a licensing increase of 17%. The Emma Eccles Jones College of Education and Human Services has a 99% placement for those wanting to teach with a retention rate for graduates of 83%.

*Motion to move the Council on Teacher Education annual report to the Faculty Senate agenda made by Kimberly Lott. Seconded by Benjamin George. Moved to agenda.*

## Old Business

(Second Reading)

[405.7.2](#) – External Reviewers - Britt Fagerheim

Two members met with Larry Smith on what the specific issues were. They discussed effective approaches. Looked at other institutions regarding peer reviews.

*Motion to move to Faculty Senate agenda made by Benjamin George. Seconded by Patrick Belmont. Moved to agenda.*

## New Business

[Greenhouse Gas Resolution](#) - Patrick Belmont

Global warming problem since 1896 and has escalated a lot in the last few years. What more can we do? Dr. Belmont worked with a group of faculty to see what USU is doing and what more can be done. It was determined that this escalation requires a different approach. The resolution presented is meant to start the conversation and open the dialogue for future discussions. The resolution also goes from local to global issues and it is felt that universities should be the leaders. A commitment was signed by President Albrecht, in 2007 stating that USU would become carbon neutral by 2050. The Sustainability Council would like to report their findings to the Faculty Senate each year.

*Motion to move Greenhouse Gas Resolution to Faculty Senate agenda made by Benjamin George. Seconded by Bryce Fifield. Moved to agenda.*

(First Reading)

[403.3.1](#) – Standards of Conduct – Faculty Responsibilities to Students - Britt Fagerheim

Followed the notes from the Senate meeting to incorporate into code. Made a few additional changes. Change the wording about exploiting just international students. Replace with exploiting students. Take out sentence regarding international. Where is section 9? Was not included because there were no changes.

*Motion to move to Faculty Senate agenda made by Patrick Belmont. Seconded by Kimberly Lott. Moved to agenda.*

[403.3.2](#) – Standards of Conduct – Professional Obligations - Britt Fagerheim

*Motion to move to Faculty Senate agenda made by Timothy Taylor. Seconded by Bryce Fifield. Moved to agenda.*

[405.2.1](#) – [405.3.2](#) – [405.5.1](#) – [405.10.1](#) Community Engagement Inclusion - Britt Fagerheim

Adding Community Engagement language in the Promotion and Tenure code.

*Motion to move to Faculty Senate agenda made by Bryce Fifield. Seconded by Timothy Taylor. Moved to agenda.*

[407.1.1](#) – Non-Punitive Measure - Britt Fagerheim

*Motion to move to Faculty Senate agenda made by Timothy Taylor. Seconded by Kimberly Lott. Moved to agenda.*

[407.8.5\(3\)](#) – Sexual Harassment

*Motion to move to Faculty Senate agenda made by Timothy Taylor. Seconded by Kimberly Lott. Moved to agenda.*

[407.11.2\(2\)](#) - Notification of Faculty Member - Britt Fagerheim

*Motion to move to Faculty Senate agenda made by Bryce Fifield. Seconded by Timothy Taylor. Moved to agenda.*

[407.11.3\(2\)](#) – Protection of Complainant and Others - Britt Fagerheim

*Motion to move to Faculty Senate agenda made by Bryce Fifield. Seconded by Timothy Taylor. Moved to agenda.*

Time to start thinking about 2019-2020 Faculty Senate President-Elect.

**Adjourn 4:30 pm**

## **Report from the Educational Policies Committee February 7, 2019**

The Educational Policies Committee (EPC) met on February 7, 2019. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page ([www.usu.edu/epc](http://www.usu.edu/epc)).

During the February 7, 2019 meeting of the EPC, the following actions were taken:

### **1. General Education Subcommittee**

- Designation Approvals: HIST 3340 (DHA)
- **Action Item: Statement and Policy about Depth Courses Requirements.** *Change Catalog Language to reflect what is being done in practice*

### **2. Academic Standards Subcommittee**

- No January Meeting – No Report.

### **3. Curriculum Subcommittee**

- Approval of 63-course requests.
- Approval of the request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to offer a minor in **Hunger and Food Security Studies**.
- Approval of the request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to discontinue the **Bachelor of Science degree in Nutrition, Dietetics, and Food Sciences**.
- Approval of the request from the Department Request from the Department of Nursing and Health Science in the Emma Eccles Jones College of Education and Human Services to offer an **RN to BSN Completion Program**.
- Approval of the request from the Department of Mechanical and Aerospace Engineering in the College of Engineering to offer a minor in **Mechanical Engineering**.
- Approval of the request from the College of Humanities and Social Sciences to establish a **Center for Anticipatory Intelligence (CAI)**.

- Request from the Department of Kinesiology and Health Sciences in the Emma Eccles Jones College of Education and Human Services to change Parks and Recreation program name to Recreation Management program. **Motion Withdrawn** pending discussions between Kinesiology and Health Sciences and College of Natural Resources.
- Request from the College of Humanities and Social Sciences to offer an (undergraduate) Emphasis in Anticipatory Intelligence. **Motion Withdrawn** by Curriculum Subcommittee pending USHE clarification of code language.
- Approval of the request from the Department of Geology in the College of Science to change the department name from **Geology to Earth Sciences**. **Motion Withdrawn** by EPC pending discussions with department heads of Watershed Sciences, Plants, Soils and Climate and Geology.

# Utah State University

## 2019-2020

### Proposed Academic Calendar

Attachment 1

May 19						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 19						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 19						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 19						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 19						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 19						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 19						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 20						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Proposed changes to previously approved calendar. Due to Mountain West Conference moving the basketball tournament up from March 8-14 to March 1-7, we propose to move Spring Break from March 9-13 to March 2-6 to align with the MW Conference. Commencement is also changed to Thursday and Friday, adjusting the end of Spring semester.

### Notes

#### Summer 2019

14-Week Session (66 instr. days, 1 test day)

May 6, First Day of Classes

August 9, Last Day of Classes

1st 7-Week Session (33 instr. days, 1 test day)

May 6, First Day of Classes

June 21, Last Day of Classes

2nd 7-Week Session (32 instr. days, 1 test day)

June 24, First Day of Classes

August 9, Last Day of Classes

Summer Holidays

May 27, Memorial Day

July 4, Independence Day

July 24, Pioneer Day

#### Fall 2019 (70 instruction days, 5 test days)

August 26, First Day of Classes

September 2, Labor Day

October 18, Fall Break

November 27-29, Thanksgiving Break

December 2-6, No-Test Week

December 6, Last Day of Classes

December 9-13, Final Examinations

#### Spring 2020 (70 instruction days, 5 test days)

January 6, First Day of Classes

January 20, MLK Jr. Holiday

February 17, Presidents' Day

March 2-6, Spring Break

April 15-21, No-Test Week

April 21, Last Day of Classes

April 22, Interim Day

April 23-29, Final Examinations

April 30-May 1, Commencement

\*\*CALENDAR SUBJECT TO CHANGE\*\*

Approved by Calendar Committee on 2/4/19

1/31/2019

## **Parking and Transportation Advisory Committee Faculty Senate Committee Summary Report**

### **Section 1. Introduction:**

The role of the Parking and Transportation Advisory Committee is to formulate recommendations regarding parking policies. All recommendations are subject to adoption by the Administration. The committee membership represents faculty, staff and students. Membership consisted of the following individuals for the 2018-2019 academic year:

#### **CONSTITUENCY REPRESENTED**

#### **MEMBER**

##### ***Faculty/Staff Members***

Chair	Steve Jenson
Faculty Senate	Benjamin George
Faculty Senate	Kady Schneiter
Faculty at Large/Provosts Office	Edward Reeve
Staff Employees Association	Steve Funk
Staff Employees Association	Christine Ballard
Facilities Master Planning Group	Jordy Guth
Housing Master Planning Group	Kirk Bird

##### ***Student Members***

Executive Vice President	Allie Smith
Student Advocate	Sam Jackson
Agriculture Senator	Dexton Lake
Natural Resources Senator	Mason Kemp
Residence Hall Association	Shaelyn Pond

##### ***Ex-Officio, Non-Voting Members***

Assistant	Allyson Olsen
USU Police	Mike Kuehn
Parking and Transportation Services	Craig Wright
Parking and Transportation Services	Teresa Johnson
Parking and Transportation Services	Joe Izatt
Parking and Transportation Services	James Nye

### **Section 2. Outline of Facts and Discussions:**

The Parking and Transportation Advisory Committee approved the following resolutions. This action was agreed upon by the Chair of the Committee and Vice President Dave Cowley.

Appendix A: 19-01 Increase in Parking Permit Rates

Appendix B: Future Permit Pricing Projections

Appendix C: Financial Report – 2017-18 Operations

### **Section 3. Important Parking Related Issues:**

- James Nye, Director of Parking and Transportation, presented a department report. Projects that had a direct impact on patrons of Parking and Transportation
  - Clinical Services construction site – 70 faculty/staff parking stalls now in service – complete March 2018
  - Closure of Champ Drive for a sewer replacement project and to remodel the parking lot – impacting Purple permit holders, the Child Lab and visitors to Old Main – complete August 2018
  - Resurface Purple lot, redesign traffic control and upgrade access controls in Purple lot – complete August 2018
  - Resurfaced the West Stadium parking lot – complete August 2018
  - Upgrade Old Main Meters to multi-space, web-based meter system – complete August 2018
  - USU Facilities/Logan City – water line project impacting north and east Facilities lots – complete August 2018
  - 500 N 600 E – roundabout construction – complete August 2018
  - FCHD West new parking lot – August 2018
  - BNR Remodel – Orange NR Construction Site – 75 stalls – 18 month project- January 2019
  - Life Sciences building site – 79 faculty/staff parking stalls now in service – Red lot January 2019
  - New Housing complex construction – ongoing through January 2019

### **Upcoming Plans for Committee**

The Parking and Transportation Advisory Committee is scheduled to discuss the following issues during the 2019-20 academic year. Other pertinent issues may come forth as necessary.

- Traffic/Pedestrian Lights on 700 N to reduce pedestrian/bus conflicts.
- BNR Remodel – Orange NR construction site – materials
- Design and construction of the new Parking Structure in Orange North – loss of 154 stalls
- Potential construction of a new Business Services building in the Blue/Green Parking lot north of NFS – loss of 128 stalls
- Planning and Design of a new Housing complex in the Gray 2 parking lot, east of the Tennis Courts, loss of 212 stalls.
- Exact timing of these projects remains unknown
- [Parking and Transportation Committee presentation](#)

## Appendix A

1<sup>st</sup> Reading: January 15<sup>th</sup>, 2019

Action: Approved

**RESOLUTION 19-01**  
**Utah State University**  
**Parking and Transportation Advisory Committee**

**Proposed by: Parking and Transportation Department**

**A RESOLUTION PROPOSING INCREASE IN PARKING PERMIT RATES**

**WHEREAS**, The Parking and Transportation Department is an Auxiliary Enterprise, defined by the Board of Regents Policy R550.3.1. The department must be self-supporting, which means receiving revenues (fees for service, sales, dedicated general fee, contributions, and investment income) must cover all or most of the direct and indirect operating expenses, assignable indirect costs, debt services, and capital expenditures (Board of Regents Policy R550.3.2); and

**WHEREAS**, University capital maintenance funding is not sufficient to meet the needs of all parking lot maintenance; and

**WHEREAS**, Since 2012, parking permit rates have adjusted for certain permits ranging from \$0 to \$20 per year (\$2.22 per month); and

**WHEREAS**, Several projects have been identified with start dates within the next year; resurfacing of parking lots on campus and planning and design for a new parking structure; and

**WHEREAS**, In order to render adequate services, auxiliary enterprises must have funds sufficient to meet current and future capital maintenance needs (Board of Regents Policy R550.6.2); and

**WHEREAS**, To plan for future parking structures and ongoing maintenance of surface lots currently used, the Parking and Transportation Department proposes to increase parking permit rates as shown on the attached table;

**NOW THEREFORE BE IT RESOLVED BY THE PARKING AND TRANSPORTATION ADVISORY COMMITTEE**, That the parking permit rate increase recommendations be established in order to cover the cost of maintenance, future growth, and development of parking lots or structures.

**Signed:**

Steven Jenson

Parking and Transportation Advisory Committee Chair

January 23, 2019

Date

David Cowley

Vice President for Business and Finance

January 23, 2019

Date

### Faculty/Staff Lots - effective March 1, 2019

	Current Price	New Price	Annual Increase	Monthly Increase
Aggie Terrace	\$285	\$295	\$10	\$0.83
Big Blue Terrace	\$285	\$295	\$10	\$0.83
Purple	\$200	\$210	\$10	\$0.83
Red	\$200	\$210	\$10	\$0.83
Orange	\$180	\$195	\$15	\$1.25
Brown & Gold	\$200	\$210	\$10	\$0.83
Teal	\$180	\$195	\$15	\$1.25
Black	\$180	\$195	\$15	\$1.25
Green	\$154	\$166	\$12	\$1.00
Electric Vehicle (EV)	\$220	\$235	\$15	\$1.25

### Student Lots - effective July 1, 2019

	Current Price	New Price	Annual or Academic Increase	Monthly Increase
Blue	\$150	\$165	\$15	\$1.25
Yellow	\$66	\$78	\$12	\$1.33
BBT/Aggie Terrace Com.	\$265	\$283	\$18	\$1.50

### Resident Lots - effective July 1, 2019

	Current Price	New Price	Annual or Academic Increase	Monthly Increase
Aggie Terrace Resident	\$228	\$240	\$12	\$1.33
Gray 1 & 2 MVT & Central Suites	\$148	\$164	\$16	\$1.78
Gray 3 Merrill	\$148	\$164	\$16	\$1.78
Gray 4 Highway	\$135	\$149	\$14	\$1.56
Gray 5 SLC	\$81	\$90	\$9	\$1.00
Gray 6 - 10 Aggie Village	\$81	\$90	\$9	\$0.75
Gray 11 Darwin Ave	\$148	\$164	\$16	\$1.33
Gray 12 Blue Square	\$140	\$150	\$10	\$0.83
Blue Square Reserved	\$220	\$220	\$0	\$0.00

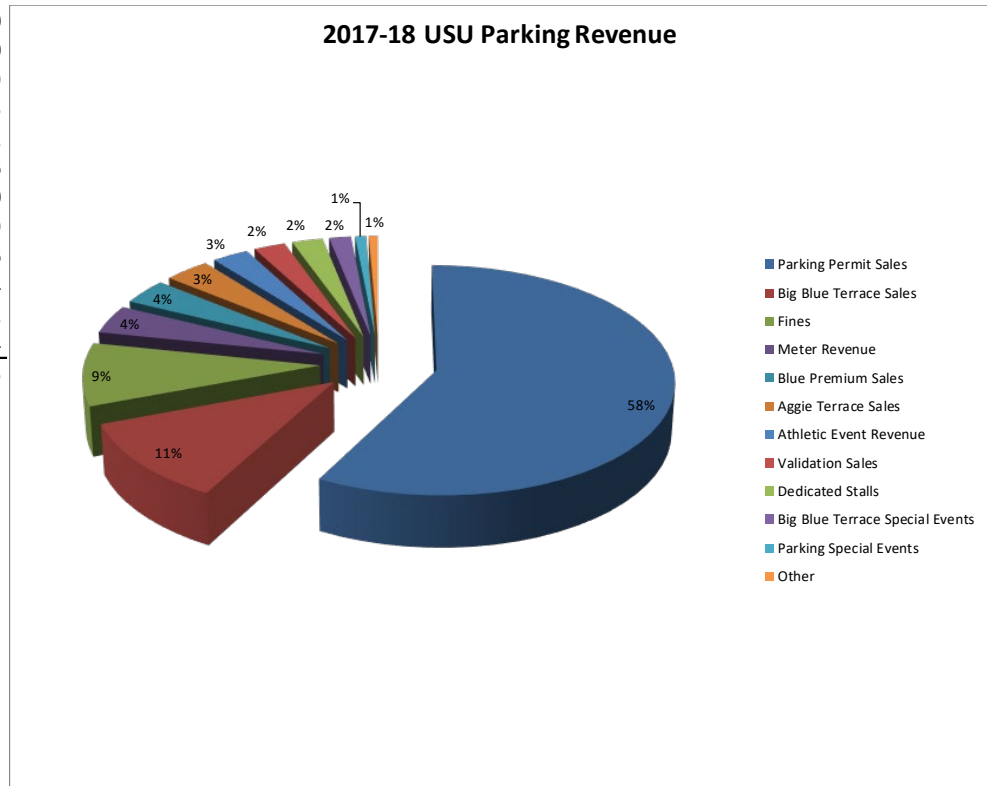
Based on the current number of permits sold, the price increase will generate approximately \$112,000 annually.

## Appendix B

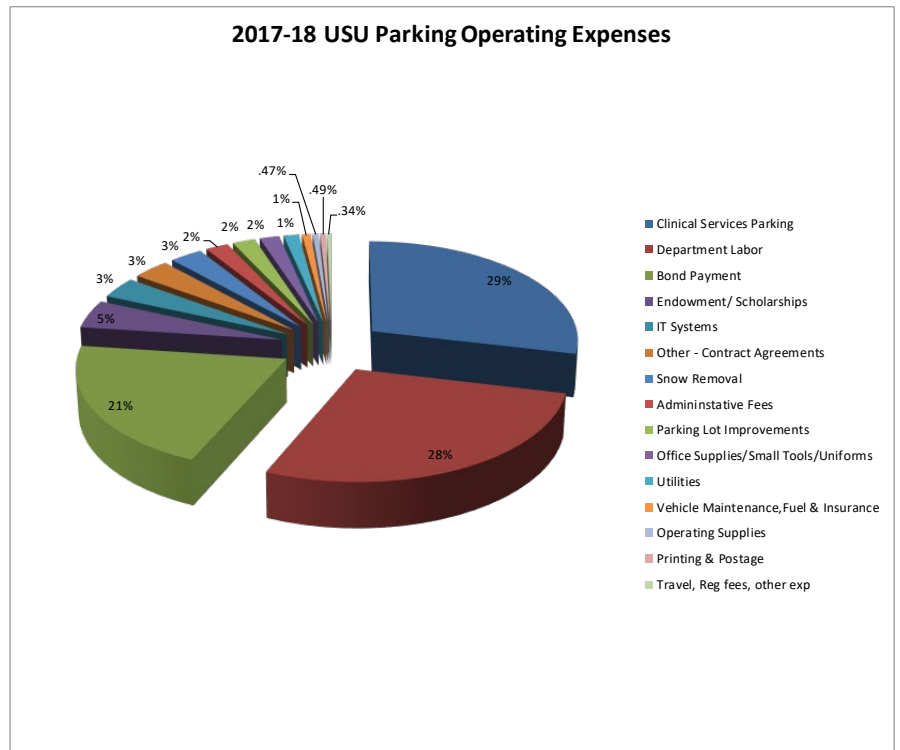
Future Permit Pricing Projections Faculty/Staff lots													
Faculty/Staff Lots	2015	2016	2017	2018	New Pricing 2019	2020	2021	2016	2017	2018	% Increase 2019	2020	2021
Aggie Terrace	\$250	\$260	\$273	\$285	<b>\$295</b>	\$305	\$315	4.00%	5.00%	4.40%	3.51%	3.39%	3.28%
Big Blue Terrace	\$250	\$260	\$273	\$285	<b>\$295</b>	\$305	\$315	4.00%	5.00%	4.40%	3.51%	3.39%	3.28%
Brown/Gold	\$173	\$180	\$190	\$200	<b>\$210</b>	\$220	\$230	4.05%	5.56%	5.26%	5.00%	4.76%	4.55%
Purple	\$173	\$180	\$190	\$200	<b>\$210</b>	\$220	\$230	4.05%	5.56%	5.26%	5.00%	4.76%	4.55%
Red	\$194	\$198	\$200	\$200	<b>\$210</b>	\$220	\$230	2.06%	1.01%	0.00%	5.00%	4.76%	4.55%
Orange	\$143	\$155	\$166	\$180	<b>\$195</b>	\$215	\$230	8.39%	7.10%	8.43%	8.33%	10.26%	6.98%
Teal	\$143	\$155	\$166	\$180	<b>\$195</b>	\$215	\$230	8.39%	7.10%	8.43%	8.33%	10.26%	6.98%
Black	\$143	\$155	\$166	\$180	<b>\$195</b>	\$215	\$230	8.39%	7.10%	8.43%	8.33%	10.26%	6.98%
Green	\$123	\$138	\$140	\$154	<b>\$166</b>	\$178	\$190	12.20%	1.45%	10.00%	7.79%	7.23%	6.74%
Electric Vehicle (EV)		\$215	\$220	\$220	<b>\$235</b>	\$240	\$250		2.33%	0.00%	6.82%	2.13%	4.17%
Average								5.55%	4.72%	5.46%	6.16%	6.12%	5.20%
Future Permit Pricing Projections Student Commuter and Resident lots													
Student Lots	2015	2016	2017	2018	New Pricing 2019	2020	2021	2016	2017	2018	% Increase 2019	2020	2021
Blue	\$110	\$122	\$135	\$150	<b>\$165</b>	\$185	\$190	10.91%	10.66%	11.11%	10.00%	12.12%	2.70%
Yellow	\$39	\$44	\$55	\$66	<b>\$78</b>	\$90	\$95	12.82%	25.00%	20.00%	18.18%	15.38%	5.56%
AT/BBT Commuter	\$215	\$230	\$248	\$265	<b>\$283</b>	\$300	\$305	6.98%	7.83%	6.85%	6.79%	6.01%	1.67%
Resident Lots -	2015	2016	2017	2018	New Pricing 2019	2020	2021	2016	2017	2018	% Increase 2019	2020	2021
AT Resident	\$193	\$205	\$216	\$228	<b>\$240</b>	\$250	\$260	6.22%	5.37%	5.56%	5.26%	4.17%	4.00%
Gray 1 Central Suites	\$101	\$113	\$130	\$148	<b>\$164</b>	\$180	\$190	11.88%	15.04%	13.85%	10.81%	9.76%	5.56%
Gray 2 Rich/Bullen	\$96	\$108	\$130	\$148	<b>\$164</b>	\$180	\$190	12.50%	20.37%	13.85%	10.81%	9.76%	5.56%
Gray 3 Merrill	\$101	\$113	\$130	\$148	<b>\$164</b>	\$180	\$190	11.88%	15.04%	13.85%	10.81%	9.76%	5.56%
Gray 4 Highway	\$86	\$98	\$118	\$135	<b>\$149</b>	\$165	\$175	13.95%	20.41%	14.41%	10.37%	10.74%	6.06%
Gray 5	\$52	\$62	\$71	\$81	<b>\$90</b>	\$100	\$110	19.23%	14.52%	14.08%	11.11%	11.11%	10.00%
Gray 6 - 10	\$52	\$62	\$71	\$81	<b>\$90</b>	\$100	\$110	19.23%	14.52%	14.08%	11.11%	11.11%	10.00%
Gray 11 Darwin	\$101	\$113	\$130	\$148	<b>\$164</b>	\$180	\$190	11.88%	15.04%	13.85%	10.81%	9.76%	5.56%
Gray 12 Blue Square	\$105	\$113	\$130	\$140	<b>\$150</b>	\$165	\$190	7.62%	15.04%	7.69%	7.14%	10.00%	15.15%
Blue Square Res		\$215	\$220	\$220	<b>\$220</b>	\$230	\$230		2.33%	0.00%	0.00%	4.55%	0.00%
Net Increase	\$58,000	\$76,000	\$110,000	\$113,000	<b>\$113,000</b>	\$113,000	\$113,000	31.03%	44.74%	2.73%	0.00%	0.00%	0.00%
Total	\$1,035,000	\$1,111,000	\$1,221,000	\$1,334,000	<b>\$1,447,000</b>	\$1,560,000	\$1,673,000	7.34%	9.90%	9.25%	8.47%	7.81%	7.24%
Accumulative Increase		\$76,000	\$110,000	\$299,000	<b>\$412,000</b>	\$525,000	\$562,000						
Future Bond payment - 600 vehicle Parking Terrace							\$570,655						

## Appendix C

Parking Permit Sales	1,385,040
Big Blue Terrace Sales	272,840
Fines	213,229
Meter Revenue	96,325
Blue Premium Sales	86,251
Aggie Terrace Sales	83,396
Athletic Event Revenue	66,380
Validation Sales	57,299
Dedicated Stalls	55,976
Big Blue Terrace Special Events	39,444
Parking Special Events	19,881
Other	16,354
<b>Total</b>	<b>2,392,415</b>

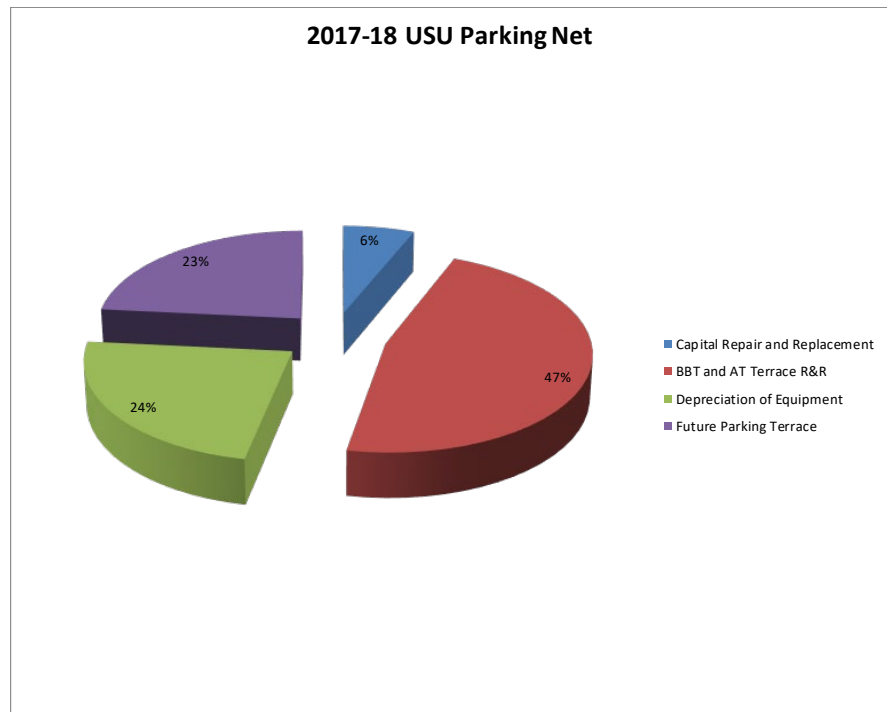


Clinical Services Parking	625,000
Department Labor	607,524
Bond Payment	447,049
Endowment/ Scholarships	98,381
IT Systems	73,655
Other - Contract Agreements	69,323
Snow Removal	61,609
Admininistative Fees	42,751
Parking Lot Improvements	42,342
Office Supplies/Small Tools/Uniforms	36,871
Utilities	28,532
Vehicle Maintenance,Fuel & Insurance	16,440
Operating Supplies	11,081
Printing & Postage	10,299
Travel, Reg fees, other exp	8,317
<b>Total</b>	<b>2,179,174</b>



Capital Repair and Replacement	13,241
BBT and AT Terrace R&R	100,000
Depreciation of Equipment	50,000
Future Parking Terrace	50,000
Total	213,241

Total \$213,241



A RESOLUTION OF KOCH TASK FORCE AS CHARGED BY THE FACULTY SENATE PRESIDENT AT UTAH STATE UNIVERSITY ON FEBRUARY 5, 2018, RELATING TO THE KOCH GIFT RECEIVED BY THE HUNTSMAN SCHOOL OF BUSINESS ON MAY 6, 2017.

WHEREAS: The Koch Task force thoroughly reviewed the Huntsman Gift Agreement and Affiliation Agreement.

WHEREAS: The Koch Task Force conducted meetings with Academic Director for the Center for Growth and Opportunity Frank Caliendo, University General Counsel Mica McKinney, and University President Noelle Cockett.

WHEREAS: Upon the conclusion of its review and deliberations, and following the above cited interviews and meetings, the Koch Task Force completed a report of its findings, drawing recommendations about how to protect students, faculty, and the university from potential negative outcomes resulting from the Koch Foundation gift.

THEREFORE, BE IT RESOLVED: The Faculty Senate to affirm the recommendations put forth below.

### **Background**

USU has an established relationship with the Charles Koch Foundation that dates back to at least 2008. In the 2008 agreement, the Koch Foundation had the authority to veto hiring choices by the faculty in addition to limiting research agendas to those that aligned with the goals of their foundation. Specifically, research focused on public lands, government regulation, energy, etc. This earlier agreement was similar to those established at other institutions of higher education. These agreements across several institutions have been recently highlighted in news outlets due to a student lawsuit at George Mason regarding the Mercatus Center's lack of transparency and ineffectual education. Other negative aspects of these earlier arrangements were also brought to light.

Given this understanding, our university administration and General Counsel thoroughly vetted the 2017 agreement to ensure compliance with USU Policy 300 and 400. Concerns among faculty still remain, though, regarding transparency, potential reputational damage for both the HSB and USU, lack of faculty input on major donations, and the lack of an established process for accepting major gifts.

### **Faculty**

The task force received assurance from Frank Caliendo that the Huntsman School of Business has made a permanent commitment to new tenure track positions, apart from Koch Foundation funding. In consideration of concerns dating back to the 2008 agreement, the task force also received assurance from Mica McKinney and the President that faculty hires made under the present [2017] agreement would follow current USU Policy. The Huntsman School of Business will continue to follow standard university hiring procedures in order to recruit talented, diverse, and high demand faculty. USU Human Relations requirements, as well as USU Policy 394 and

404, clearly define these hiring procedures. Faculty promotion and tenure in the Huntsman School of Business must comply with USU policy 405, while USU policy 403 protects the academic freedom of all faculty.

## **Students**

Funding from the Koch Foundation provides students with tuition, stipends and scholarships, as well as access to speakers, workshops and extra-curricular opportunities. Students connect with faculty who are doing research in areas of health care, education, natural resources, and social security reform, among other areas. The Academic Director for the Center for Growth and Opportunity (CGO) expressed interest in having a greater number of faculty be involved with the students. This could provide an opportunity for faculty across campus, who do research that interests the students, to become involved with the Center and mentoring of students. The task force believes these prospects are a positive outcome of the Koch funding, as long as faculty affiliated with the CGO provide students with an academic perspective beyond the distinctive political views of the Center's benefactors. To the CGO's credit, its Academic Director has expressed an interest in continuing to build partnerships across campus to bring diverse perspectives to the students.

## **Center for Growth and Opportunity (CGO)**

The CGO focuses on producing academic research papers, policy papers, and opinion pieces focused on economic issues such as public lands, energy, health care, among others. In the policy and opinion pieces, the CGO aims to provide advice to policymakers. This work may or may not be based on rigorous academic research. In our discussion with the Academic Director, he articulated how the Koch funding has only helped and never hurt USU and has provided many opportunities for both faculty and students. While the task force agrees that many opportunities exist, we are also concerned by the lack of acknowledgment by the Academic Director that there is a potential for ideologically-based work to emerge if not watched carefully. With the CGOs propensity to publish non-refereed articles, it is imperative that there is a distinct separation between the CGO and USU in these instances. All research conducted that has any reference to USU must be governed by strict academic standards.

## **Curriculum**

The Center for Growth and Opportunity does not dictate the curriculum at USU or in the Huntsman School of Business; the decisions regarding curriculum content are protected by academic freedom and determined by college and department faculty.

## Recommendations

1. USU governs research by strict rules of academic integrity. In order to maintain research rigor integrity, the task force recommends that only refereed, accepted for publication articles shall be posted on the CGO website. The full reference for the journal, article title, and authorship shall be noted on the paper. To maintain and preserve USU's reputation as a land-grant, Carnegie research institution, the CGO should direct opinion-editorial pieces, white papers, policy papers, fact sheets, and other non-refereed publications to an outside webpage without USU affiliation or branding.
2. The task force commends the CGO for reaching out to other academic units on campus in an effort to find common research interests and recommends they (CGO) continue to engage with diverse and even disparate departments on campus. While recognizing that some faculty from other units on campus might feel their affiliation with the CGO could adversely affect their reputation among peers, the task force nonetheless encourages other faculty to become involved and consider mentoring students. This would help promote educational diversity, a cornerstone of the broad, liberal education expected at a land-grant university.
3. In order to preserve transparency within the CGO and the Huntsman School of Business, the task force recommends establishing an advisory board comprised of faculty from outside the HSB. The advisory board would report and make recommendations to the Provost and President. In their role, they may make recommendations concerning academic integrity and curriculum changes, as well as have an oversight role with regard to financial transparency with the power to conduct periodic financial audits. The advisory board will help the credibility and transparency of the CGO.
4. The financial support and opportunity for student growth is to be commended. However, in the event of termination of the agreement the financial impacts to students would be particularly negative. It is recommended that specific policies be developed toward ensuring that the financial burden on students is minimized.
5. As there is no particular university policy that governs gift agreements, the task force recommends that future gifts continue to follow all applicable USU Policies and Procedures. Further, faculty desire the opportunity for input on major gift agreements. Therefore, the task force recommends the appointment of one faculty representative to the Gift Acceptance Committee in the USU Advancement Office.
6. The task force recommends the Faculty Senate revisit this resolution in a year to determine and report on progress made implementing the above recommendations.

Respectfully Submitted,  
Rebecca Lawver, Chair  
Mark Brunson  
Alison Cook  
Robert Mueller  
Robert Parson  
Kimberly Lott, Ex. Officio Member

## 11.2 Promotion Advisory Committee (original)

When a faculty member with term appointment is being considered for promotion, the department head or supervisor shall, in consultation with the academic dean or vice president for extension, and, where applicable, the chancellor or regional campus dean appoint a promotion advisory committee of at least five faculty members who have higher rank than does the candidate for promotion, a majority of whom are tenured. The department head or supervisor shall appoint a chair other than him or herself. The promotion advisory committee shall be appointed during the fall semester of the year upon the request of the faculty member who seeks promotion.

At least one member shall be chosen from outside the academic unit. If there are fewer than five qualified faculty members in the academic unit, the department head or supervisor shall, in consultation with the academic dean, or vice president for extension, and, where applicable, the chancellor or regional campus dean, fill the vacancies with qualified faculty of related academic units.

The department head or supervisor for each committee shall fill vacancies on the committee. The department head or supervisor may, with the approval of the academic dean or vice president for extension, and, where applicable, the chancellor or regional campus dean, replace members of the promotion advisory committee. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the academic dean or vice president for extension, and, where applicable, the chancellor or regional campus dean.

(Paragraph breaks not in the original)

## 11.2 Promotion Advisory Committee Formation and Meeting (track changes)

When a faculty member with term appointment is hired, being considered for promotion, the department head or supervisor shall, in mutual agreement with the faculty member, ~~consultation with~~ the academic dean or vice president for extension, and, where applicable, the chancellor ~~or regional campus dean~~ appoint a promotion advisory committee. The committee shall consist of at least five faculty members who have higher rank than does the candidate for promotion, a majority of whom are tenured, at least one of whom is a faculty member with a term appointment of higher rank than the candidate, and at least one member shall be chosen from outside the academic unit. The department head or supervisor shall appoint a chair of the committee other than ~~him or herself themselves.~~ The promotion advisory committee shall be appointed during the fall semester of the year upon the request of the faculty member who seeks promotion no later than the fall semester of the first year following the faculty member's hire date and the committee will meet at this time. The committee will meet annually during fall semester, at the faculty member's request, until promotion occurs.

~~At least one member shall be chosen from outside the academic unit. If there are~~ Should there be fewer than five qualified faculty members in the academic unit, the department head or supervisor shall, in ~~consultation~~ mutual agreement with the faculty member, the academic dean, or vice president for extension, and, where applicable, the chancellor ~~or regional campus dean,~~ fill the vacancies with qualified faculty members from ~~of~~ closely related academic units.

~~The department head or supervisor for each committee shall fill vacancies on the committee.~~ The department head or supervisor may, with the approval of the academic dean or vice president for extension, and, where applicable, the chancellor or regional campus dean, replace members of the promotion advisory committee provided that this is done in mutual agreement with the faculty member. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the academic dean or vice president for extension, and, where applicable, the chancellor ~~or regional campus dean.~~

(Paragraph breaks not in the original)

### 405.11.2(2) Promotion Advisory Committee Meeting

In no more than three years following initial promotion to the next academic rank, the department head or supervisor will ensure a promotion advisory committee is in place or form a new one adhering to the process described in 405.11.2, to advise the faculty member in regard to aspects of promotion to the next academic rank. After the first meeting, subsequent meetings will be held at the request of the faculty member to provide counsel and guidance on promotion to the next academic rank. The promotion

advisory committee shall meet at any time upon request of the faculty member, and in no case, later than the third year following the most recent promotion.

All promotion advisory committee members, including the faculty member, shall participate in all committee meetings, either physically or by electronic conferencing. An ombudsperson must be present in person or by electronic conferencing. At each meeting the promotion advisory committee will ensure that the faculty member has an up-to-date and duly signed role statement. The committee will discuss with the faculty member their performance relative to their role statement in the context of meeting criteria required for achieving promotion to the next academic rank. When the faculty member wishes to be considered for promotion to the next academic rank, the promotion advisory committee shall meet upon request of the faculty member during the spring semester of the academic year prior to the academic year when the candidate's dossier will be reviewed for promotion.

Within 30 days after any meeting with the faculty member and their promotion advisory committee, the committee chair shall write a report on the guidance given to the faculty member based on the committee's discussion. All members of the promotion advisory committee and the ombudsperson shall read and sign the final draft of the report. The report will then be sent to the faculty member and their department head or supervisor, the academic dean or vice president for extension, and, where applicable, the chancellor.

#### **405.12 REVIEW OF FACULTY**

There is one additional review of faculty performance other than those for tenure-eligible faculty and for promotion. This annual review shall be used for evaluation of faculty for salary adjustments and for term appointment renewal, and for post-tenure review of tenured faculty.

Tenure (see Section 405.1) is a means to certain ends, specifically; freedom of teaching, research and other academic endeavors, and a sufficient degree of economic security to make the profession attractive to men and women of ability. Academic freedom and economic security for faculty are indispensable to the success of a university in fulfilling its obligation to its students and to society. With tenure comes professional responsibility, the obligation conscientiously and

competently to devote one's energies and skills to the teaching, research, extension and service missions of the university. A central dimension of academic freedom is the exercise of professional judgment in such matters. The intent of post-tenure review is to support the principles of academic freedom and tenure through the provision of effective evaluation, useful feedback, appropriate intervention, and timely and affirmative assistance to ensure that every faculty member continues to experience professional development and accomplishment during the various phases of his or her career. Useful feedback should include tangible recognition to those faculty who have demonstrated high or improved performance. It is also the intent of this policy to acknowledge that there will be different expectations in different disciplines and changing expectations at different stages of faculty careers.

## **12.1 Annual Review of Faculty**

Each department shall establish procedures by which all faculty shall be reviewed annually. This evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, this evaluation shall encompass a multi-year window of performance that covers a five-year span. Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence and professional conduct the duties appropriately associated with his or her position. The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.

## **12.2 Post-Tenure Review of Tenured Faculty**

Beginning the year after a faculty member's tenure or post-tenure decision, the annual review process (405.12.1) shall also provide formal assessment on the post-tenure performance of tenured faculty. The review will be discipline and role specific, as appropriate to evaluate post-tenure performance. The basic standard for post-tenure review shall be whether the faculty member under review discharges conscientiously and with professional competence and professional conduct the duties appropriately associated with his or her position as specified in the role statement. It is the intent of this policy to acknowledge that there will be different expectations in different disciplines and changing expectations at different stages of faculty careers. The criteria for the award of tenure or promotion to the most senior ranks shall not be employed for the review of the tenured faculty.

To fulfill this requirement, and beginning no earlier than 5 years after a faculty member is promoted or awarded tenure, the department head or supervisor will be required in writing to indicate as part of the annual review letter whether or not the faculty member is meeting the formal standard for post-tenure review outlined above. If a department is concerned that a faculty

member is not meeting the post-tenure review standards, the department head or supervisor must indicate this concern with regards to post-tenure performance initially by providing a formal written warning to the faculty member. To serve as the formal written warning, this letter must state: “The department is concerned that, if performance does not improve, the department is likely to request the formation of a Peer Review Committee (PRC) to conduct a review of post-tenure performance” as outlined below. If in the next annual review after issuing a formal written warning the department again determines that the faculty member is not meeting the post-tenure review standard, the department head or supervisor must formally request in writing that a Peer Review Committee (PRC) be formed to provide an independent evaluation of whether the faculty member has met the post-tenure review standard.

A tenured faculty member may optionally request the formation of a PRC to provide feedback on post-tenure performance, but such a request may not be made more than once every five years nor earlier than five years after being promoted in rank or granted tenure. The PRC will meet and review materials related to the 5-year performance of the faculty member. The PRC role in this case is only to provide post-tenure performance feedback in writing to the faculty member requesting the review.

The PRC shall consist of at least three tenured faculty members who hold rank equal to or greater than the faculty member being reviewed, and shall be formed by mutual agreement of the department head or supervisor, and the faculty member being reviewed. The PRC must include at least one member from outside the academic unit of the faculty member being reviewed. If there are fewer than two faculty members in the academic unit with equal to or higher rank than the candidate, the committee members may be selected from faculty of related academic units. Department heads and supervisors of the faculty member being reviewed, and any other faculty members formally involved in the departmental annual review decision that triggered the review, shall not serve on the PRC without the faculty members consent, and no committee member may be a department head or supervisor of any other member of the PRC. An administrator may only be appointed to the PRC with the approval of the faculty member under consideration.

If mutual agreement about membership for the PRC cannot be reached within 2 weeks, the college faculty appeals committee (CFAC) will be asked to form the PRC. If a CFAC does not exist, individual department, college, and/or University appeal or hearing procedures should be used to resolve disagreements.

To carry out its review, the PRC shall be provided with a copy of the documentation used by the department to evaluate the five-year performance of the faculty member in question. The documentation provided to the PRC shall at a minimum contain: the department head or supervisor’s negative annual evaluation letter of the faculty member (405.12.1) and the warning letter that led to the forming of the PRC; the previous five annual written evaluations; the faculty member’s current role statement and curriculum vitae; other professional materials deemed necessary by the faculty member; and any professional development plan in place. The PRC may also receive a written statement from the department head or supervisor citing the reasons for determining that the faculty member is not meeting the post-tenure review standard, as well as a written statement from the faculty member under post-tenure review, outlining his or her response to the department head or supervisor’s negative post-tenure evaluation. These materials should be provided to the PRC within 3 weeks of the appointment of the committee. Within 4

weeks after receiving these materials, the PRC shall meet to discuss their evaluation of the faculty member's post-tenure performance. At this meeting, the faculty member should be allowed to make oral presentations to the committee. For any meeting held between the faculty member, the department head or supervisor, and/or the PRC for the purposes of post-tenure performance review an ombudsperson may be requested by the faculty member, the department head or supervisor, and/or the PRC in accordance with policy 405.6.5.

Upon completion of its review, the PRC shall submit its written findings outlining the PRC's decision and rationale for determining whether the faculty member in question is, or is not, discharging conscientiously and with professional competence the duties appropriately associated with his or her position, as specified in the role statement. This written report shall be provided to the faculty member in question, and to the department head or supervisor who shall forward a copy to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. If the PRC determines that the faculty member is meeting the standard for post-tenure performance, a written summary of the reasons for their decision shall be provided to the faculty member, department head, and appropriate academic dean, vice- president for extension, regional campus dean, or chancellor, and no further action shall be required. If the PRC agrees with the recommendation of the department that the faculty member in question is not meeting the standard for post-tenure performance, a professional development plan shall be initiated as outlined in policy 405.12.3.

If a PRC is formed at the request of a faculty member, and not because of a formal negative departmental evaluation, it shall be formed according to procedures outlined above.