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FACULTY SENATE MINUTES

December 3, 2018

3:00 – 5:00 pm

Merrill-Cazier Library, Room 154

Call to Order - Rebecca Lawver

Approval of Minutes – [November 5, 2018](#)

Minutes approved as distributed.

University Business - Frank Galey, Provost

Provost Galey provided an update on the open positions in the AAEO office. USU just signed a contract with Hillary Renshaw who is the new Title IX Coordinator. The Prevention Specialist has already been hired and is Emmalee Fishburn. We should have a signed offer letter in the next few days for the AAEO Director. This individual has experience with the state of Utah in anti-discrimination and victim advocacy and will be a great addition to USU and the AAEO Office. President Cockett has authorized an additional position to help with accommodations. This individual will also work with faculty if there is an issue. The searching for this position will begin as soon as the AAEO Director here.

Bill Plate has been hired as the new Vice President for Marketing and Communication. President Cockett is working with the deans to raise USU's profile across the state, as this will help in recruiting students and help with fundraising. Mr. Plate will join USU on January 2.

The Caine College of the Arts Dean search is underway. The search committee will begin initial evaluation of candidates on December 12. If anyone knows of individuals who would be a good candidate please contact Ed Reeve.

Just a reminder that this week is dead week and students should not be given finals this week.

Information

[EPC Monthly Report](#) – November 1, 2018 - Ed Reeve

109 - Semester Course Approvals

6 - R401 proposals submitted

2 - General Education Designations approved

Academic Standards met to discuss the charge for the committee. Also discussed updating University terminology and definitions related to course delivery methods.

Reports

[Athletic Council Annual Report](#) - Ed Heath

The council added a summary page this year that provides a snapshot of what the student athletes are doing and it shows that they are doing very well in the classroom. The bowl game is the day after finals. *Motion to approve the Athletic Council Annual Report made by Thomas Lachmar. Seconded by Bryce Fifield. Report approved.*

[Faculty Evaluation Committee Annual Report](#) - Josi Russell

The FEC has been working on and discussing recommendations for the IDEA evaluations. They are also exploring other evaluation methods. A peer template is a good idea and there is not a university wide template or best practice. The FEC would like to come up with a better peer evaluation system as the students want a more standardized process/system.

The will soon be working on the selection of the recipients for Teacher of the Year, Advisor of the Year, and Faculty University Service awards.

Motion to approve the Faculty Evaluation Committee Annual Report made by Ben George. Seconded by Ronda Callister. Report approved.

Retention and Student Success Annual Report - Heidi Kesler

The focus for Retention and Student Success is to empower faculty and students. They have developed the [Thrive website](#) and are receiving great feedback. They are also promoting degree works and have found that 73% of this year's freshmen have at least a two semester plan. It is important that we assess ourselves regularly. The student retention rate is up 3%. This increase can be attributed to USU providing retention funding for students who feel that they need to leave school because of money issues. Retention scholarships range from \$500 – \$1500 and most students only need \$500 to help them stay in school.

Motion to approve the Retention and Student Success Annual Report made by Robert Wagner. Seconded by Thomas Lachmar. Report approved.

Old Business

Faculty Forum Synopsis - Rebecca Lawver

The attendance at the Faculty Forum as small again this year. The question was asked, how do we engage faculty and have more of them attend? They discussed greenhouse emissions, Carnegie Community Engagement and the Price Campus workload. Provost Galey is working with Rich Etchberger to discuss the workload issue. Faculty concerns are being actively worked with the Faculty Senate presidency as well as the Provost. Faculty retention was a concern last year but was not brought up this year. Becki Lawver is putting together a faculty senate brief that will be sent out each semester.

405.7.2.1 Code – External Reviewers (status update) - Rebecca Lawver

This code change stalled out at the Faculty Senate Executive Committee. It has come to the senate at least four times this semester. In January 2018 the Central Committee reviewers were concerned with the external reviews. They were concerned that the letters were more of a recommendation and expressed a concern with small departments or colleges. If the small departments/colleges is a problem, they can be dealt with on a case-by-case basis. This change does not provide enough conflict of interest information. Took out "in high regard" and have lost ourselves in particular words. FSEC recommended PRPC meet with Larry Smith to get clarity on why we wanted to change this code in the first place. This code is on hold until the meeting with Larry is held.

New Business

405.11.2 Code – Term Appointment Promotions - Ronda Callister

President Cockett has asked Ronda Callister to look at the policy related to term appointment faculty and do something similar to the advancement to full professor. Talked to several people with term appointments and found that individuals have been here several years and was still not sure if they were ever going to be promoted. This code change follows closely with the promotion and tenure for faculty. Get a committee together after the first year of employment and begin the process earlier rather than later. Everyone should have a robust role statement in order to hold an annual performance appraisal and discussions should be held during this time on an annual basis. Department Heads should get together with the term and clinical appointments to talk about promotion and what needs to be done. Mutual agreement should be included whether they know individuals or not. The committee should help individuals decide when they should be come up for promotion.

Motion to move to PRPC made to Patrick Belmont. Seconded by Spencer Wendel. Sent to PRPC.

405.2 Tenure and Promotion: Criteria for Code Faculty Ranks

This update is not taking away or adding to code but will include Carnegie Community Engagement wording. USU already has approximately 1500 community engaged projects. Many research projects include community engagement. Add this to the code signals community engaged work is valued and recognized. This is similar to Honors that was added a few years ago. Community engaged teaching will be added to the code. It is important to recognize the work and those who do it.

Motion to move to PRPC made by Crissa Levin. Seconded by Patrick Belmont. Sent to PRPC.

Making headway on the Greenhouse emission resolution. Hoping to bring to the full senate in January.

Koch task force has a draft resolution going back and forth. Should be able to discuss at January or February's meeting.

Adjourn 4:07



FACULTY SENATE MINUTES

November 5, 2018

3:00 – 5:00 pm

Merrill-Cazier Library, Room 154

Call to Order - Becki Lawver

Approval of the [October 1, 2018 Minutes](#)

Minutes approved as distributed.

University Business - Frank Galey, Provost

The Provost is working with a new General Education Task Force. Faculty are being included and involved in this task force. Lee Rickords, Chair of the General Education subcommittee is also a member. The task force was put together due to a non-conformance issue during USU's accreditation review. The concerns are not so much with Communication Intensive and Quantitative Intensive courses but more with the depth and breadth courses. The task force will assess all General Education designations/courses and they hope to have a minimal impact on faculty who teach those classes. The report back to the accrediting body is due next fall. Looking at developing a system to assist in these reviews/assessments. Once a system is in place some faculty may be asked to help with the beta test.

The Title IX Coordinator and AA/EQ Director searches are warpping up. The Provost met with the Title IX search chair, Nick Morrison who stated that they are close to making a decision. The search committees are hoping to have interviews completed in the next week or so. Received permission from the President to add two new positions to help with investigations and assist with certain accommodations. These additions will afford more timeliness of reporting and investigations. The goal is approachability and accessibility for faculty, students and staff. The new leadership will be identified and announced shortly.

The Caine College of the Arts Dean search is underway and the search committee is chaired by Beth Foley. If faculty know of anyone who would be a great candidate please contact Ed Reeve.

Soon will be moving forward with the graduate studies changes.

Information

[Faculty Forum](#) – November 12, 2018 - Becki Lawver

Topics have been specified but the forum will be open for other topics of discussion. Topics include:

- Faculty Responsibility
- Carnegie Community Engagement
- Resolution on USU Greenhouse Gas Emissions

[EPC Monthly Report](#) – October 4, 2018 - Edward Reeve

123 semester course approvals were approved.

Four R401 program proposals were approved.

General Education – no report/action

Academic Standards – no report/action

Reports

[Libraries Advisory Council](#) Annual Report - Bryce Fifield

The Libraries Advisory Council is made up of representatives from each academic college and also includes Faculty Senate representatives. The incoming chair writes the report for the previous year. One persistent item is the inflation of cost in periodicals. These costs are steadily going up where Library resources are remaining flat.

Motion to approved Libraries Advisory Council Annual Report made by Ben George. Seconded by Ralph Meyer. Report approved.

Old Business

[Code 405.11.4](#) - External Reviewers (*second reading*) - Britt Fagerheim

One error shows the same sentence being repeated. One of the sentences will be removed. The committee requested language. Updated the code number because it was referring to the promotion code and this is now updated to the tenure code.

Remove language that would require a definition of “high regard”. This description was used to replace “respected”. Suggestion to use a more grammatically correct term for respected, i.e., respected member in the academic community or use a term that is quantifiable, i.e., accomplished.

Motion to send code back to the PRPC Committee made by David Farrelly. Seconded by Kimberly Lott. Code sent back to PRPC.

PRPC actions:

- Delete repeated sentence
- Use words like: “accomplished” or “in good standing”
- Better grammatical term for respect
- Provide a functional equivalent

New Business

Proposal to Develop USU Greenhouse Gas Emissions Resolution - Patrick Belmont

[\(IPCC Report\)](#)

In 2007 President Albrecht signed the American College and University President's Climate Commitment (ACUPCC) that states that USU will become carbon neutral by the year 2050.

One aspect of achieving the goals is to work on building more energy efficient buildings. All new buildings with the exception of garages are LEED (Leadership in Energy and Environmental Design). Faculty are voluntarily including sustainability in their courses. Both faculty and students are working on developing efficiencies and making a difference in climate change. Approximately 5000 students are taught by one of the Planetary Thinking Professors each year. Compared to other universities we are doing well and we are doing extremely well in regards to water conservation.

Patrick Belmont would like to work with a group of 25 senators to write a resolution regarding Greenhouse Gas emissions. This is not a presidential appointed resolution committee. If faculty senators are interested in assisting in the resolution, they can contact Patrick Belmont.

Alexi Lamm provided a brief presentation showing that the university is attempting to reduce the amount of waste/gases that we are putting into the atmosphere. A lot of things are happening but there are still a lot of things that need to be done. Some of the older buildings need to be retrofitted and updates need to be done so that energy costs will go down. Some projects are also being done at the Regional Campuses and it appears that they are the best candidates for solar.

Adjourn: 3:56 pm

Report from the Educational Policies Committee November 1, 2018

The Educational Policies Committee (EPC) met on November 1, 2018. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

During the November 1, 2018, meeting of the EPC, the following actions were taken:

1. General Education Subcommittee

- Designation Approvals: ARBC 4040 (DHA); LING 3200 (DSS). Update on General Education Task Force to review the General Program at USU. The Task force was formed to address findings of NWCCU Accreditation Review of General Education at USU.

2.. Academic Standards Subcommittee

- Met to discuss the charge of the committee. Discussed updating University terminology and definitions related to course delivery methods (e.g., independent study courses no longer offered).

3. Curriculum Subcommittee

- Approval of 109-course requests.
- Approval of a request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences “to add” **School Based and Community Based Emphases in Family and Consumer Sciences Education.**
- Approval of a request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences “to offer” an **Emphasis in Farm and Ranch Operations.**
- Approval of a request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences “to change the name” from **Agricultural Communication and Journalism to Agricultural Communication.**
- Approval of the request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services “to offer” an **Elementary Mathematics Specialist Graduate Certificate.**

- Approval of the request from the Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences “to establish” an **I-System Institute for Transdisciplinary Studies**.
- Approval of the request from USU Eastern-Blanding “to offer” an **Associate of Applied Science degree in Surgical Technology**.

Utah State University

Athletics Council Report for

July 1, 2017 to June 30, 2018

Submitted to the
Utah State University Faculty Senate
by USU Athletics Council

Edward M. Heath, Faculty Athletics Representative and Athletics Council Chair (2017-2018),
Paul J. Barr, Athletics Council Vice Chair (2017-2018)

Faculty Senate Report Athletics Council

Introduction

Council Members: Jakob Ambuehl, Paul Barr, Noelle Cockett, Dave Cowley, Jana Doggett, Dennis Dolny, Brian Evans, Benjamin George, Briedi Gillespie, John Hartwell, Ed Heath, Becki Lawver, Maggie McInerney, James Morales, Kevin Olson, Michael Scott Peters, Whitney Pugh, Maggie Richey, Jennifer Roark, Jontrell Rocquemore, Larry Smith (Ed Reeve), Stockton Smith, Devan Sperry

Mission: The Athletics Council advises the President with respect to the athletics program. The duties of the council are to: (a) help maintain an athletics program compatible with the best academic interests of the university; (b) assure compliance with the rules of the National Collegiate Athletic Association (NCAA), and the university athletics code; (c) review and recommend to the President and the Board of Trustees all intercollegiate athletics budgets; and (d) recommend policies and procedures for all aspects of the intercollegiate programs. The annual report from the Athletics Council to the Faculty Senate includes both future and current issues facing the Athletics Department. Each issue is reviewed by the Athletics Council to ensure the Department of Athletics is operating within the guidelines of the NCAA and Utah State University.

I. Athletics Council Issues/Actions during 2017-18 academic year (highlights briefly described below from the four scheduled AC meetings – October 4, 2017; November 29, 2017; January 31, 2018; and April 18, 2018 as well as each of the subcommittee's meetings that meet twice during the academic year)

1. Student Academic and Athletics Eligibility and Intercollegiate Sports

- Academic performance of student-athletes for each of the USU teams was reviewed during each semester.
 - Academic Progress Rate (APR) and Graduation Success Rate (GSR) reviewed for each team (refer to Academic Performance data listed below).
- a. Academic Performance of Student Athletes to 2017-18.
- i. Graduation Rates – Federal Rate:
 - The 11-12 cohort rate is 78% with a 4-class average of 67%***
 - The 10-11 cohort rate is 65% with a 4-class average of 66%
 - The 09-10 cohort rate is 67% with a 4-year average of 67%
 - The 08-09 cohort rate is 55% with a 4-year average of 66%
 - The 07-08 cohort rate is 75%, with a 4-year average of 68%
 - The 06-07 cohort rate is 68%, with a 4-year average of 61%

- The 05-06 cohort rate is 62%, with a 4-year average of 61%
- The 04-05 cohort rate is 64%, with a 4-year average of 62%
- The 03-04 cohort rate is 48%, with a 4-year average of 57%
- The 02-03 cohort rate is 73%, with a 4-year average of 60%
- The 01-02 cohort rate is 65%, with a 4-year average of 58%
- The 00-01 cohort rate is 41%, with a 4-year average of 55%
- The 99-00 cohort rate is 61%, with a 4-year average of 64%
- The 98-99 cohort rate is 64%, with a 4-year average of 62%

*** publicly released November, 2018.

The NCAA released the first Graduation Success Rate (GSR) for all teams of all NCAA Division I Member Institutions in December 2005. This rate, a 4-year average that can be directly compared to the Federal Rates' 4-year average mentioned above, is a more accurate snapshot of how scholarship student-athletes graduate. Students who transfer to USU that fall into one of the cohorts are counted in this rate (they are not counted in the federal rate) when they graduate; students who transfer from USU and are academically eligible at the time of transfer do not count against USU graduation rates (as they do with the federal rate). The overall USU GSR for the 4-year cohorts encompassing 2008-2011, to be publicly released in November, is 92%. This is up from 91% posted for the 2007-10 cohort, which led the Mountain West Conference as well as all of Utah's 4-year institutions.

b. Academics/Awards

- Composite cumulative 3.25 (through Spring 2018) Student-Athlete GPA.
- 159 Academic All-Mountain West Conference Selections (3rd most in the Conference) 2017-18 with a 3.00 or better GPA. An additional 13 gymnasts earned Academic All-Mountain Rim Gymnastics Conference honors.
- Utah State earned 115 Mountain West Scholar-Athlete recognitions exhibiting a 3.50 or better GPA.
- 91% publicly released NCAA Graduation Success Rate (Highest in the Mountain West Conference).
- 218 Whitesides Scholar-Athletes (3.2 or better GPA).
- General Highlights
 - 67% above 3.00 cumulative GPA
 - 257 overall academic all-conference recognitions
 - 56% earned Whitesides scholar-athlete recognition
 - 16 of 16 teams above a 3.00 team GPA
 - 9 of 16 teams above a 3.20 team GPA
- Team Academic Recognitions
 - Volleyball earned AVCA Team Academic Award
 - Soccer earned NSCA Team Academic Award
 - Football earned AFCA Academic Achievement Award

- Men's and Women's Cross Country teams earned USTFCCCA All-Academic recognition
- Golf earned GCAA Team Academic Award
- Men's Tennis named All-Academic Team by the ITA.
- Women's Tennis named All-Academic Team by the ITA.
- Men's and Women's Track & Field earned USTFCCCA All-Academic Team Honors.
- Men's Basketball earned NABC Team Academic Excellence Award.
- Men's Cross Country was recognized for having an Academic Progress Rate in the top 10 percent of all XC Squads across the country.

Note – please see page 10 for dashboard summary on academic success

2. **Athletics Relations**

- The Council discussed specific pending NCAA legislation during the 2017-18 legislative cycle and provided input on institutional positions for those with potential academic impact.

3. **Budget and Administration**

- The Council reviewed and recommended updates on the ongoing Athletics' budget and potential impacts throughout the academic year (see attached 2017-2018 Budget and Actual on page 9).

4. **Gender and Minority Issues**

- The Council discussed the Equity in USU Athletics Report.

II. **Miscellaneous Athletics-Related Events/Changes during 2017-18.**

1. Athletics Accomplishments of Department (2017-18).

Men's Basketball

• Utah State (17-17, 8-10 MW) advanced to the semifinals of the Mountain West Tournament for the first time in its five years in the league.

• Sophomore guards Koby McEwen and Sam Merrill were each recognized with third-team all-Mountain West honors at the end of the season.

• McEwen was named second-team all-District 17 by the National Association of Basketball Coaches, marking the second consecutive year an Aggie has been named NABC all-District.

• Utah State had six players earn academic all-Mountain West honors, while two were named MW Scholar-Athletes.

Women's Basketball

• Utah State (7-23, 5-13 MW) had nine basketball players garner academic all-Mountain West honors, while four players were named MW Scholar-Athletes.

- Junior guard Rachel Brewster became the 10th player in program history to reach the 1,000-point milestone, while junior center Deja Mason set the all-time school record for blocks with 142.

Men's and Women's Cross Country

- Utah State's men's and women's teams both advanced to the NCAA Division I Cross Country Championships for the first time in school history. The women placed 14th overall and the men finished 27th.
- Senior Dillon Maggard led the way for the men at the NCAA Championships by placing 6th with a personal-best 10k time of 29:16.20 to earn All-American accolades. Maggard is the first two-time All-American in Utah State cross country history, as he placed 12th with a time of 30:03.09 at the 2016 National Championships.
- Junior Alyssa Snyder led the way for the women at the NCAA Championships as she placed 25th with a time of 20:03.39 to earn All-American honors. She became just the second Utah State runner on the women's side to garner All-American accolades, joining Alissa Nicodemus, who placed 14th in 1992.
- Utah State's men's and women's teams were both recognized by the U.S. Track & Field and Cross Country Coaches Association (USTFCCCA) for their performances both on and off the course during the 2017 season. Both of USU's teams were honored as the men's squad (3.22) and the women's team (3.57) each eclipsed the 3.0 GPA threshold set by the USTFCCCA. Individually, three student-athletes were singled out in juniors Kashley Carter, Tylee Newman-Skinner and Alyssa Snyder as that trio maintained a cumulative GPA of at least 3.25 and finished in the top-25 (or 10%) at regionals, or earned All-America accolades at the national meet.
- Utah State had 17 runners earn academic all-Mountain West honors, while 23 runners were named MW Scholar-Athletes.

Football

- Utah State (6-7, 4-4 MW) played in the NOVA Home Loans Arizona Bowl, marking the sixth bowl game for the Aggies over the past seven seasons.
- Senior cornerback Jalen Davis became just the ninth football player in school history to garner first-team All-America honors, as awarded by the Walter Camp Football Foundation, while sophomore placekicker Dominik Eberle was named a third-team All-American by Phil Steele along with being one of three finalists for the Lou Groza award, recognizing the nation's top place kicker in college football. USU also had six players garner various all-Mountain West honors. Davis was named an All-American by four different publications, while Eberle received two All-American honors.
- Utah State football's six wins in 2017 mark the 35th time in 120 years of Aggie football that the program has won at least six games in a single season. USU also went 4-4 in Mountain West play, marking the 36th time in program history that USU has won at least four conference games as the Aggies have been associated with a conference for 82 seasons.

- Utah State had 17 football players garner academic all-Mountain West honors, while eight players were named MW Scholar-Athletes. USU also had three players named Mountain West Players of the Week during the season.

Golf

- Utah State's golf team competed in nine events during the 2017-18 season and finished in 11th place at the Mountain West Championships as senior Braxton Miller led the team by finishing tied for 17th place with a 4-over-par 220 (74-72-74).
- The Aggies recorded four top-10 finishes during the year, including winning the Cal State Northridge-hosted Bill Cullum Invitational with a 16-under 848 (291-276-281). Overall, it was USU's first tournament win since 2014 and its first-ever tournament title in the state of California. USU also finished as the runner-up at the Southern Utah-hosted Pat Hicks Thunderbird Invitational with a 2-under-par 574 (282-292).
- Utah State had four golfers earn academic all-Mountain West honors.

Gymnastics

- Utah State (9-11, 2-4 MRGC) had four gymnasts earn all-Mountain Rim Conference honors in junior Madison Ward (first team – vault, floor), freshman Mikaela Meyer (first team – vault), sophomore McKinley Pavicic (first team – beam) and junior Emily Briones (second team – beam).
- Utah State averaged a school-record 48.931 on beam during the 2018 season. Utah State recorded the third-highest team score in school history with a 196.500 on March 16 against Southern Utah. It also proved to be the second-highest home score in school history.
- Autumn DeHarde, who set the school record for individual beam average with a 9.827 in 2018, was tabbed the Mountain Rim Gymnastics Conference Freshman of the Year. DeHarde captured seven individual titles on the season, which is tied for 12th all-time in school history for a freshman. Sophomore McKinley Pavicic tied the 15-year-old school record on beam with a 9.950 at the Mountain Rim Gymnastics Conference Championships on March 24 in Cedar City, Utah.
- Utah State had 13 gymnasts earn academic all-Mountain Rim Conference honors.

Soccer

- Utah State (9-7-3, 4-5-2 MW) freshman midfielder Ashley Cardozo earned all-Mountain West honors for the 2017 season, as she was named to both the all-conference first team, as well as the all-newcomer team. Cardozo was the only freshman named to the all-conference first team. Additionally, she is just the second freshman in Utah State history to earn first-team all-conference honors. Along with her all-conference honors, Cardozo was named to the United Soccer Coaches All-West Region second team.
- Two Utah State soccer players were recognized by the College Sports Information Directors of America (CoSIDA), as sophomore defender Mealii Enos and senior midfielder Erin Rickenbach earned second-team Academic all-District honors.

- Utah State had 19 soccer players earn academic all-Mountain West honors, while 17 players were named MW Scholar-Athletes. Furthermore, USU had one player named Mountain West Defensive Player of the Week during the course of the season.

Softball

- Utah State softball concluded the 2018 season with an overall mark of 18-34 and a 7-17 ledger in the Mountain West.
- Senior softball catcher Brina Buttacavoli was named to the all-Mountain West second team.
- Utah State had 11 softball players earn academic all-Mountain West honors, while eight players were named MW Scholar-Athletes.

Men's Tennis

- Utah State (19-9, 7-0 MW) captured its third consecutive regular season Mountain West Championship and then won the Mountain West Tournament for the second consecutive season, earning USU's second-straight team berth to the NCAA Championships.
- Utah State had three players earn all-Mountain West honors in senior Jaime Barajas (singles, doubles), sophomore Sergiu Bucur (singles) and freshman Jose Carvajal (doubles). USU also won Mountain West Player of the Week honors four times during the season.
- Utah State was ranked No. 37 during the year, its highest ranking in school history and went undefeated in conference play for the second time in school history.
- Utah State had five tennis players earn academic all-Mountain West honors, while two were named MW and ITA Scholar-Athletes.
- The men's team was also recognized as an all-academic team by the Intercollegiate Tennis Association.

Women's Tennis

- Utah State (14-12, 3-2 MW) had five different players win 15 or more singles victories during the year.
- Freshman Sasha Pisareva earned all-Mountain West honors in singles after leading the Aggies with 15 singles victories during dual match play. USU also earned Mountain West Player of the Week once during the season.
- Utah State had six tennis players earn academic all-Mountain West honors, while three were named MW Scholar-Athletes, and six earned ITA Scholar-Athlete honors.
- The women's team was also recognized as an all-academic team by the Intercollegiate Tennis Association.

Track & Field

- Utah State's men's track & field program tied for 18th at the NCAA Outdoor Championships and 28th at the NCAA Indoor Championships, and finished 10th in the nation in the NCAA Division I Men's Program of the Year standings.

- Utah State track & field qualified a record six athletes to the NCAA Outdoor National Championships with each earning All-American honors, including sophomore Sindri Gudmundsson, picking up first-team All-American honors after finishing third in the nation in the javelin, and senior Dillon Maggard, earning two first-team All-American honors with a sixth-place finish in the 5k and a third-place finish in the 10k. Junior Cierra Simmons scored one point for Utah State's women's team at the NCAA Outdoor Championships by placing eighth and earning first-team All-American honors in the 3,000-meter steeplechase with a school-record time of 9 minutes, 49.33 seconds. USU also had two student-athletes earn second-team All-American honors in junior Spencer Fehlbert in the steeplechase and senior Clay Lambourne in the 800 meters, while junior Bren Flint earned honorable mention All-American honors in the shot put.

- Gudmundsson was named the U.S. Track & Field and Cross Country Coaches Association (USTFCCCA) National Athlete of the Week after breaking his own school record in the javelin with his first throw of the season (80.49 meters/264-1). Gudmundsson was also tabbed the Mountain Region Men's Field Athlete of the Year by the U.S. Track & Field and Cross Country Coaches Association (USTFCCCA).

- Utah State sent a school-record 22 student-athletes to the NCAA West Preliminary Championships in Sacramento, Calif.

- The quartet of seniors Jordan Beutler, Brady Martin, Clay Lambourne and Maggard earned first-team All-American honors by placing fifth in the DMR with a school-record time of 9 minutes, 32.31 seconds at the NCAA Indoor Championships. Maggard also earned first-team All-American honors in the 3,000-meters by placing fifth, while Lambourne also earned second-team All-American honors in the 800 meters and

- During the indoor season, Utah State had five student-athletes win a combined six championships, while 12 student-athletes captured a total of 16 first-team honors. Furthermore, USU had three student-athletes named Mountain West Indoor Track & Field Athlete of the Week during the season.

- During the outdoor season, Utah State had six student-athletes win championships, while 13 student-athletes captured a total of 15 first-team honors.

- Thirteen school records were set between the indoor and outdoor campaigns – seven on the women's side and six on the men.

- Utah State had 53 track athletes earn academic all-Mountain West honors, while 40 athletes were named MW Scholar-Athletes. Furthermore, 16 track athletes garnered USTFCCCA Scholar-Athlete honors.

- The men's and women's track & field teams were recognized as all-academic teams by the U.S. Track & Field and Cross Country Coaches Association.

Volleyball

- Utah (16-14, 8-10 MW) had 11 volleyball players earn academic all-Mountain West honors, while seven players were named MW Scholar-Athletes.

- Women's volleyball earned the American Volleyball Coaches Association Team Academic Award.
- Senior outside Lauren Anderson was named all-Mountain West for the second consecutive season, marking the first time since 2014 that an Aggie has earned two all-conference honors in their career, and the first time since 2013 that an Aggie has been honored in back-to-back seasons.

UTAH STATE UNIVERSITY
Department of Intercollegiate Athletics
FY2018

	Budget	Actual
REVENUE		
<i>Fixed Revenue</i>		
Institutional Support/E&G/Tuition Waivers/Indirect F&A	12,655,952	13,727,056
Sponsorship – ASP/Pepsi/Nike	1,644,000	1,597,639
Legislative Funding/IHC Contractual Funding	1,600,001	1,600,001
<i>Variable Revenues</i>		
NCAA/Mountain West/TV	3,833,421	4,212,693
Student Fees	5,100,208	5,025,260
Football	5,190,190	4,970,185
Basketball	738,000	802,853
Development – Big Blue/Merlin Olsen	2,436,500	1,790,954
Marketing Trade	250,000	345,484
Endowment Earnings	160,350	-
Other Revenue	1,325,000	1,159,749
Total Revenue	34,933,622	35,231,874
EXPENSES		
<i>Sports Expenses</i>		
Men's Varsity Sports Operating Expenses	4,768,164	4,782,857
Women's Varsity Sports Operating Expenses	2,486,208	2,335,065
Scholarship Expenses	5,646,508	5,951,780
<i>Total Sports Expenses</i>	12,900,880	13,069,702
<i>Administrative Expenses</i>		
Administrative Operating Expenses	4,191,145	4,048,274
Debt Service	2,556,748	2,659,856
Indirect F&A	1,900,000	1,900,000
Marketing Trade	250,000	345,484
Other	921,901	580,828
<i>Total Administrative Expenses</i>	9,819,794	9,534,442
Total Compensation	12,194,254	12,631,095
TOTAL EXPENSES	34,914,928	35,235,239
END OF YEAR EXCESS/(OVERAGE)	18,694	-3,365

2017 - 2018 YEAR-IN-REVIEW

UTAH STATE

ACADEMICS

3.25
COMPOSITE GPA

16
TEAMS
▲ 3.0 GPA

9
TEAMS
▲ 3.2 GPA

91%
GRADUATION
RATE

HIGHEST
STUDENT-ATHLETE
GRADUATION
RATE AMONG
UTAH'S 4-YEAR
INSTITUTIONS



67% OF USU
STUDENT-ATHLETES
AT OR ABOVE A 3.0
CUMULATIVE GPA



65 2017-18
GRADUATES



56% OF USU
STUDENT-ATHLETES
RECOGNIZED AS WHITESIDES
SCHOLAR-ATHLETES

2017-2018 Annual Report
Faculty Evaluation Committee (FEC)

Prepared by Josi Russell, Chair 2018-2019

INTRODUCTION

The charge and membership of the FEC is established in the Policy manual 402.12.7 (revised 6Jan2012) as follows:

402.12.7 Faculty Evaluation Committee (FEC) (1) Duties. *The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for the Eldon J. Gardner Teacher of the year and Undergraduate Faculty Advisor of the Year.*

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campus and Distance Education, USU Eastern, Extension, and the Library, two student officers from the USUSA and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

Current Committee Members 2018-2019

Term ends

Josi Russell (USU Eastern, Chair)	2021
Dan Holland (Business)	2021
Spencer Wendel (Engineering)	2021
Britt Fagerheim (Libraries)	2021
David Wall (Arts)	2020
Julia Gossard (Humanities and Social Sciences)	2020
Tony Lowry (Science)	2020
Karen Woolstenhulme (Regional Campuses)	2021
Allie Haas (Executive VP USUSA)	2019
Kristin Hall (Graduate Studies Senator USUSA)	2019
Heidi Wengreen (Agriculture and Applied Sciences)	2021
Travis Dorsch (Education and Human Services)	2019
Linden Greenhalgh (Extension)	2019
Beth Burritt (Natural Resources)	2021
Samuel Jackson (USUSA Student Advocate)	2019

Meeting Dates 2017-2018

September 26, 2017

October 23, 2017

November 20, 2017

January 22, 2018 (email meeting)

February 23, 2018

SUMMARY OF FEC ACTIVITIES 2017-2018

The FEC was concerned with three primary issues:

1. Evaluation and discussion of recommendations for the IDEA Evaluations
2. Exploration of other evaluation methods
3. Selection of the recipients for Teacher of the Year, Advisor of the Year, and Faculty University Service awards

DISCUSSION OF FEC ACTIVITIES 2017-2018

1) IDEA teaching evaluation: review and recommendations

1. The IDEA evaluations appear to be most effectively implemented at the department level. Consequently, the committee recommends that department heads be more intimately involved in implementing them.
 - a. In our discussion of this recommendation, we concluded that more training needs to take place for the department administrators, faculty members, department chairs, and P&T committee members.
2. It was felt that the evaluations should continue to be conducted using the current on-line method and that departments should consider customizing response time, switching off the e-mail reminders, and/or creating class assignments in Canvas for students to complete the evaluations.
 - a. We discussed that students can ignore email reminders. Committee members felt that the old system had a lot more participation. The student with a gripe or that loved everything would take the time to answer. There was a perception that with the IDEA system many of the average students are not responding.
 - b. The question of whether the students collude in their responses was also considered.
 - c. The IDEA evaluations should not be conducted for courses with too few students enrolled in them (the recommended threshold number of students in a class is five).
3. Department heads should be reminded to weigh the IDEA student evaluations between 30% and 50% when evaluating the quality of teaching by individual faculty members. The committee felt that evaluators may be relying too much on the IDEA results for evaluation.
 - a. By not providing guidance on how the other 50-70% of the teaching evaluation should be conducted, we are leaving a gap that seems to be filled by relying on the numbers from IDEA. As a committee, our plan is to provide some best practices and recommendations on what this '70%' should look like.
4. Issues of response bias in the IDEA evaluations should be more thoroughly addressed.
 - a. The committee discussed at length the issues that arise with the IDEA evaluation in relation to response bias and concurred that there is a need to address and correct for issues of gender, race, or disability that are currently ignored as part of IDEA's data-gathering algorithm.

2) Exploration of other evaluation methods

1. Building on number 3a, above, the committee discussed the other 70% of teaching evaluation. We explored various other ways to evaluate faculty. These discussions are ongoing, and the committee hopes to create recommendations that will provide guidance in this area.

- a. The discussion was led by Larry Smith who shared 5 areas for improvement.
 - i. Treat teaching evaluation more like research evaluation.
 - ii. Encourage more formative evaluation (place less weight on summative evaluation).
 - iii. Encourage best practices in peer evaluations (who, how, when, etc.)
 - iv. IDEA is good for what it does – use it as 30% of the evaluation (or less).
 - v. Develop a manual with best practices/recommendations for teaching evaluation.

3) Teacher, Mentor, and University Service Awards

The FEC reviewed nomination materials and selected recipients for the Eldon J. Gardner Teacher of the Year, the Undergraduate Faculty Mentor of the Year, and the Faculty University Service awards. The FEC found that the current nomination guidelines worked well; no further revisions are recommended at this time.

OFFICE OF STUDENT RETENTION AND COMPLETION

2018 Faculty Senate Report

STUDENT RETENTION & COMPLETION IS A MAJOR PRIORITY OF BOTH USHE AND THE UTAH LEGISLATURE.

Our successful stewardship of the students we admit is a common metric used to determine state funding. More significantly, as President Noelle Cockett, points out:

“Our dedicated and award-winning faculty at this great land-grant institution are scholar-educators who have shared a commitment to teaching excellence and rigorous research to help [students] succeed.”

OUR GOAL:

AT LEAST A 1% ANNUAL INCREASE in one-year retention rates.

Senators, please discuss with your department heads the opportunity for us to meet with your faculty to develop best practices to increase student success and persistence.

Requests can be made to heidi.kesler@usu.edu.

PERSISTENCE: The rate at which students persist in enrollment from one semester to the next.

RETENTION: The rate at which the university retains students from year to year.

EMPOWER FACULTY

FACULTY INVOLVEMENT WITH FIRST-YEAR EXPERIENCES

- Increased faculty teaching USU 1010: University Connections. **This year, 55% of instructors came from the faculty, with representation from every college.**
- Faculty attended the Luminary event, supporting new USU students in their higher education pursuit.
- Faculty are encouraged to participate in the Weeks of Welcome events to show students they are exciting, knowledgeable, approachable, and engaging.

FOCUS ON COMMUNITY-BASED LEARNING

- Students who engage in meaningful, community-engaged learning are more likely to persist. For example, 91.67% of students who participated in USU's AmeriCorps service program persisted from spring 2018 to fall 2018.
- An Empowering Teaching Excellence (ETE) Workshop in October 2018, introduced faculty to community engaged learning opportunities.
- USU is in the process of applying to become a Carnegie Community-Engaged Institution.

FACULTY-LED, HIGH-QUALITY EXPERIENCES

“... our mission of learning, discovery, and engagement allows all of our students and faculty to have a high-quality experience as we all join for this important educational journey.”

—Frank Galey

- A January 2019 ETE Workshop will focus on faculty involvement with high-quality experiences, led by Norm Jones, Harrison Kleiner, and Heidi Kesler.
- The Office of Student Analytics provides faculty workshops on intentional course planning. In 2018, 225 faculty attended one of these.
- Faculty are invited to complete an Early Alert form to notify the director of student retention of students in jeopardy of academic failure and/or those students who are failing to engage. Those students are then invited to meet and discuss strategies for success.

FACULTY MENTORSHIP

- Uintah Basin faculty created a Mentor Program and have seen a 7.2% increase in enrollment. This was the focus of the October 2018 ETE Seminar.
- The Quinney College of Natural Resources assigns a faculty mentor to every student in the college.
- \$500 stipend to Kerry Rood, College of Agriculture and Applied Sciences who was competitively selected as the Student Success Teacher of the Year.

EMPOWER STUDENTS

DEGREEWORKS – DEGREE AUDIT PROGRAM

DegreeWorks helps align students, advisors, and institutions to a common goal of helping students graduate on time. Students who take the right full-time course load graduate on time, utilize the tuition plateau, and avoid the frustration of not having a plan. Students with a plan have more meaningful advising appointments where the bulk of the time is spent on co- and extra-curricular opportunities and professional development. All of this contributes to greater student success and satisfaction.

- 73% of incoming freshmen have a plan.
- 89% of Connections students have a plan.
- 64% of all students have a plan (this is a 30% increase).
- 75% of advisors are trained to help students set up plans.
- Future plans to use it to determine curriculum management.

THRIVE WEBSITE thrive.usu.edu

- The Thrive website and Media Library shepherd and encourage students through each year of their undergraduate experience at USU.
- Students are provided support and information in four areas: academic, social, personal, and financial.
- The Media Library contains several videos of current students and alumni speaking about their own persistence at USU.
- Thrive.usu.edu has received over 13,000 unique page views in its first 12 months.

RETENTION FUNDING

- The number one reason students give for dropping out is financial need. These funds are used to assist students, who would otherwise need to drop out, be able to persist at USU.
- Retention Scholarships provide \$500-\$1,500 one-time funds, helping students who would otherwise need to take a leave or reduce their load to below full time.
- **MERIT-BASED:** 31 awarded; \$33,500 total awarded during the 2017-2018 academic year.
- **NEEDS-BASED:** 65 awarded; \$61,500 total awarded during the 2017-2018 academic year.
- **RETENTION MICRO-GRANTS:** 44 students retained through retention micro-grants funded by President Noelle Cockett.
- Strategic Awarding of Higher Education Success Stipend Program (HESSP) Funds: 416 students received HESSP funds in spring 2018 and 78.37% persisted to fall 2018.

ASSESS OURSELVES

PERSISTENCE RATES FROM SPRING 2018 TO FALL 2018:

- Logan Campus: 83.2% (up from 79.9%).
- Eastern Campus: 67.87% (up from 61.43%).
- Regional Campuses: 71%.

RETENTION RATE

One-year retention rate of the 2017 cohort is 72.1% (up from 68.9%).

CREATION OF THE OFFICE OF STUDENT ANALYTICS

Since February 2018, USU has used pioneering techniques of program evaluation to assist 23 programs/units to assess the impact of their services on student retention. The results consistently demonstrate the high-quality nature of USU's co-curricular programs and services as they relate to retention, and also provide administrators with opportunities to improve and innovate.

2018 FACULTY SENATE REPORT

Office of Student Retention and Completion
Division of Academic and Instructional Services
Utah State University

EMPOWER FACULTY

“... our mission of learning, discovery, and engagement allows all of our students and faculty to have a **high-quality experience** as we all join for this **important educational journey.**”

—Provost Frank Galey



EMPOWER STUDENTS

“I appreciate the academic persistence advice and the financial advice on *thrive.usu.edu*. It's nice to know that my problems are not uncommon and that I can find help. For me that is a mark of how supportive USU is to their students. They want us to succeed and we can! ”

—Safia (Sophomore)



ASSESS OURSELVES

Retention/Persistence Rates

- Retention Rate is up 3%
- Spring to Fall Persistence Rate:
 - 83% - Logan Campus
 - 68% - Eastern Campus
 - 71% - Regional Campuses

Degree Works

- 73% of freshmen have a DW plan
- 64% of all students have a DW plan

The Office of Student Analytics

- Program Evaluation
- Faculty Workshops on Intentional Course Planning

Retention Funding

- Micro-grants
- Retention Scholarships
- Financial Aid

CALL TO ACTION

“Our dedicated and award-winning faculty at this great land-grant institution are scholar-educators who have shared a commitment to teaching excellence and rigorous research to help [students] succeed.”

—President Noelle Cockett

- **Share** this information and your internal best practices in faculty meetings and with other colleagues.
- Contact heidi.kesler@usu.edu to request a consult on how your department can plan, execute, and assess additional high-quality student/faculty experiences.
- Attend the January 30, ETE Workshop about high-quality and impactful practices.
- Attend student-focused events such as the Connections Luminary.

Original Faculty Senate Notes Regarding 405.7.2 code change request:

Faculty Senate

January 8, 2018

New Business

Policy 405.11.4 External Peer Reviews (first reading)

- Kimberly Lott

Central committee reviewers were concerned with external letters that were being submitted by faculty. Some external review letters were more letters of recommendation than evaluations for tenure and are not proving promotion/tenure qualifications.

One concern is that some areas are very small and it may be hard to find some people that have enough distance from the faculty member. Those situations can be dealt with on a case-by-case basis. For at least a decade those faculty have been concerned about the closeness of an external reviewer and the feeling has been that the current language in the code does not provide clarity for conflict of interest.

Motion to move this policy back to PRPC made by Rebecca Blais. Seconded by Brad Cole. Policy returned to PRPC

405.7.2 Additional Events During the Year in which a Tenure Decision is to be Made

(1) External peer reviews.

Prior to September 15, the department head or supervisor will make a solicitation of letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If fewer than four letters arrive, additional letters will be solicited only to attain the minimum of four letters.

The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The reviewers must be external to the university and must be held in high regard by the academic community with respect in academe respected in their field. ~~The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them.~~ These persons should be familiar with the candidate's field of study and may know the candidate. , but those with potential conflicts of interest should not be asked to serve as a reviewer. but the reviewer must be far enough removed from the candidate as to avoid a conflict of interest. A candidate may be asked to submit additional names if it is decided that the nature of the candidate's acquaintance with the potential reviewers might prevent them from making an objective evaluation. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from the candidate's list. The candidate may also submit names of potential reviewers that he or she does not want contacted, although this list is not binding on the department head or supervisor.

The department head or supervisor and the tenure advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited to ensure an objective appraisal of the candidate's file. -A summary of the pertinent information in his or her file initially prepared by the candidate and a cover letter initially drafted by the department head or supervisor with final drafts mutually agreed upon by the candidate, the tenure advisory committee, and the department head or supervisor shall be sent to each reviewer by the department head or supervisor. Each external reviewer should be asked to state,

~~(i) the nature of his or her acquaintance with the candidate; and (ii) if any potential conflicts of interest exist.~~ External reviewers will be asked to evaluate the performance, record, accomplishments, recognition and standing of the candidate in the major area of emphasis of his or her role statement. If the candidate, department head, and tenure advisory committee all agree, external reviewers may be asked to evaluate the secondary area of emphasis in the role statement as well. Copies of these letters will become supplementary material to the candidate's file (see Code 405.6.3).

Under exceptional circumstances, a waiver of the external review process may be granted by the president when such a process is operationally not feasible for a particular set of academic titles and ranks.

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)

405.11.2 Promotion Advisory Committee Formation and Meeting (track changes)

When a faculty member with a term appointment ~~being considered for promotion is hired~~ the department head or supervisor shall, in mutual agreement with the faculty member, the academic dean or vice president for extension, and, where applicable, the administrator or supervisor, appoint a promotion advisory committee of at least five members who have higher rank than does the candidate for promotion, a majority of whom are tenured and at least one of whom is a faculty member with a term appointment with higher rank than the candidate. The department head or supervisor will appoint a chair of the committee other than him or herself. The promotion advisory committee shall be appointed 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 as often as 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 fewer than five qualified faculty members in the academic unit, the department head or supervisor shall, in mutual agreement with the faculty member, the academic dean, or vice president for extension, the faculty member, and, where applicable, the supervisor, fill the vacancies with qualified faculty of related academic units.

The department head, or supervisor may, with the approval of the academic dean or vice president for extension, will replace members of the promotion advisory committee in mutual agreement with the faculty member~~after consulting 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 administrator the chancellor or regional campus dean or other supervisor.

405.11.2 (2) Promotion Advisory Committee Meeting

In no more than three years following promotion to Senior Lecturer, the department head or supervisor will ensure a promotion committee is in place or form a new one using the process described above to advise the faculty member about promotion to Principal Lecturer. The committee must include at least one Principal Lecturer and at least half must be tenured faculty members. After the first meeting, subsequent meetings will be held at the faculty member's request to provide counsel and guidance.

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 promotion to Senior Lecturer. The purpose of the first meeting of the promotion advisory committee will be to provide guidance to the faculty member with regard to his or her performance relative to the criteria and qualifications for promotion to Principal Lecturer.

All promotion advisory committee members 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 appropriate role statement and will discuss with the faculty member his or her performance relative to their role statement in the context of meeting criteria required for achieving promotion to the rank of principal lecturer. The faculty member may request additional meetings with the promotion advisory committee if desired. When the faculty member wishes to be considered for promotion to professor, 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 going forward for promotion.

Within 30 days after any meeting with the faculty member to discuss promotion, the promotion advisory 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 ombudsperson shall read and sign the final draft of the report. The report will then be sent to the candidate and his or her department head or supervisor, academic dean, the vice president for extension.

405.11.2 Promotion Advisory Committee Formation and Meeting (proposed change – no track changes)

When a faculty member with a term appointment is hired, the department head or supervisor shall, in mutual agreement with the faculty member, the academic dean or vice president for extension, and where applicable the administrator or supervisor, appoint a promotion advisory committee of at least five members who have higher rank than does the candidate for promotion, a majority of whom are tenured and at least one of whom is a faculty member with a term appointment with higher rank than the candidate. The department head or supervisor will appoint a chair of the committee other than him or herself. The promotion advisory committee shall be appointed 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 as often as 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 fewer than five qualified faculty members in the academic unit, the department head or supervisor shall, in mutual agreement with the academic dean, or vice president for extension, the faculty member, and, where applicable, the supervisor or other administrator, fill the vacancies with qualified faculty of related academic units.

The department head, or supervisor may, with the approval of the academic dean or vice president for extension, will replace members of the promotion advisory committee 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 administrator or other supervisor.

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Within 30 days after any meeting with the faculty member to discuss promotion, the promotion advisory 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 ombudsperson shall read and sign the final draft of the report. The report will then be sent to the candidate and his or her department head or supervisor, academic dean, the vice president for extension.