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10-21-2019

## Faculty Senate Executive Committee Minutes, October 21, 2019

Utah State University

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## FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

October 21, 2019

3:30 – 5:00 p.m.

Old Main-Champ Hall

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**Present:** Patrick Belmont (President), Becki Lawver (Past-President), Timothy Taylor (President-Elect), Frank Galey (Ex-officio), Benjamin George, Nancy Hills, Vonda Jump for Jessica Lucero, Christopher Monz, Erin Davis, Richard Heflebower, Don Busenbark, Robert Wagner, Jan Thornton, Michele Hillard, Thomas Lachmar, Yoon Lee,

**Absent:** Noelle Cockett (Ex-officio), Spencer Wendel, Daniel Holland,

**Guests:** Dwight Davis, Pamela Martin, Alison Adams-Perlac, Nicholas Roberts, Edward Heath, Jodi Morgan, Mike Lyons,

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### **Call to Order** - Patrick Belmont

[Approval of Minutes](#) – September 23, 2019

*Minutes approved as distributed.*

### **University Business** - Frank Galey, Provost

Reorganized the Student Success Task Force into two groups: the first group is focusing on careers and advising, while the second will focus on General Education, Connections, wait lists and curricular issues. There will be a workshop tomorrow that will roll out a tool that maps out the four-year plans and will show what pre and co requisites are required, as well as bench marks with other institutions. The Department of Nutrition, Dietetics, and Food Sciences had a one hour session discussing the new tool and it turned into two and a half hour meeting regarding their curriculum. The Inclusive Excellence Symposium is coming up in the next couple of weeks. The Provost urged the faculty to attend. The Occupational Safety and Health Administration (OSHA) is inspecting Utah State University (USU) following a recent lab accident. The institution is now working with OSHA to assist in correcting the issues. There is currently one major finding and a few other small finding. One thing USU may have to do is ask faculty to conduct a hazard analysis in each of their labs. Faculty will also be reminded to be aware of the personal protection equipment that is necessary. Details regarding the accident that lead to this review has been made public.

### **Information**

[EPC Monthly Report](#) – October 3, 2019

Approved 167 course approval requests.

Approved two R401 proposals.

*Motion to move to the Faculty Senate Agenda made by Vonda Jump. Seconded by Timothy Taylor. Moved to Faculty Senate Agenda.*

### **Faculty Diversity, Development and Equity Committee Update** - Pamela Martin | Alison Adams

The FDDE Committee updated numbers on the university side. Currently USU is underrepresented in the number of women and minorities. College numbers are all over the place and it is easy to see where the institution needs to make improvements in hiring women and minorities. There have, however, been positive changes from 2017 to 2018 in the hiring of women and minorities. The College of Humanities and Social Sciences has done really well in this area. This data does reflect the USU statewide campuses and it is only for tenure track faculty. It would be great to see non-tenure track numbers as well next year. The Faculty Senate can request more information from the Office of Equity. *Motion to move to the Faculty Senate Agenda made by Ben George. Seconded by Christopher Monz. Moved to Faculty Senate Agenda.*

### **Policy 386** Criminal Background Checks - Dwight Davis | Doug Bullock

This policy is being updated to bring it into compliance with the Board of Regents' policy. Some definitions were added to match the Regents' policy including minor, diminished capacity adult, reasonable cause, and security sensitive positions. A committee has been created and given responsibility to review background checks with questionable results. This has also been reformatted to the new USU policy format.

*Motion to move to the Faculty Senate Agenda made by Becki Lawver. Seconded by Ben George. Moved to Faculty Senate Agenda.*

### Student Representation on Search Committees

President Belmont notified the committee that USUSA presented this request to the Stater's Council and received feedback. Stater's Council asked that Dexton Lake take it to the department heads, but otherwise unanimously supported the resolution.

*Motion to move to the Faculty Senate Agenda made by Vonda Jump. Seconded by Erin Davis. Moved to Faculty Senate Agenda*

## **Reports**

### **Library Advisory Council** Annual Report - Nicholas Roberts

The library has been working on a number of initiatives. One of them is to open a family friendly room where students can bring their children. This room will be opening soon. A new lactation room has already been opened. Library has changed out the lighting to all LED lights and they are seeing a cost savings of \$4K - \$5K per month. The security desk has been discontinued. The big concern right now is the library budget and acquisition for bundled journal subscriptions. They will be looking at what faculty and students are using to help them understand the needs and shortfalls. They will also be helping statewide campus students understand the library resources that are available to them.

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

### **Athletic Council** Annual Report - Edward Heath

The Athletic Council reported that student athletes have a 92% graduation success rate. This number leads all the other Mountain West institutions. Fifteen teams at USU have a 3.0 or higher GPA and twelve teams have a 3.2 or higher GPA. There are concerns regarding the student athletes being paid for their likeness. No details have been release so this will be something Athletics will be keeping their eyes on.

*Motion to move to the Faculty Senate Agenda made by Thomas Lachmar. Seconded by Vonda Jump. Moved to Faculty Senate Agenda.*

### **Academic Freedom and Tenure** Annual Report - Michael Lyons

The Academic Freedom and Tenure Committee (AFT) had a very busy year. One grievance hearing that came forward originated with one faculty member who is not on tenure track. The grievance panel reported their findings to President Cockett. Several other faculty members came forward with concerns regarding promotion and tenure decisions. One faculty member did decide to file a grievance alleging gender bias. The AFT has been working with legal counsel and the Office of Equity regarding these grievances. It is possible, however, that the faculty member may withdraw the grievance. One faculty member came forward stating that another faculty member had plagiarized their work. Referred the faculty member back to the department head who was aware of the issue. There was also a case of a faculty member involved in a consensual relationship with a student. Provost held an inquiry panel regarding this issue. The Office of Equity believes that a number of similar cases could be coming forward in the next few months. If this happens, it may be difficult to find a number of Faculty Senate members to sit on these inquiry panels. Looking at adding additional Faculty Senate Alternates to help with these panels. Calls will be made to personally ask them to sit on the panel. Have already received three responses of faculty who are willing to sit on these inquiry panels. Need to remember that there should be an acceptable gender balance on the panels. Faculty Senate needs to look at the code and see if changes need to be made in tenure vs. non-tenure grievances. These grievances usually occur in the spring, when faculty have left and it is hard to pull together the committee to review.

*Motion to move to the Faculty Senate Agenda made by Ben George. Seconded by Christopher Monz. Moved to Faculty Senate Agenda.*

## **Old Business**

College Level Faculty Forum Discussion - Patrick Belmont

Completed all nine college level faculty forums, including one for the library and one for statewide campuses. It appears there should be a broader conversation on how to move forward with this information from the college level. Positive feedback on some digital platforms and not so positive on others. The CIDI support was broadly commended, Interfolio and online videos are being well received. Digital Measures is almost uniformly disliked and many felt that it was too tedious. Some numbers from Digital Measures need to be used for federal reporting, but many question whether this is an effective means to summarize the accomplishments, value and broader impacts that faculty contribute. Another item is best practices for tenure and promotion, and concerns regarding percentages on role statements. There is an issue with cooperative online materials and the libraries journal subscription issue has risen to the top. May need to have another faculty forum this spring to address this particular issue. There is a concern that USU has slipped down on the US News and World report rankings. We have fallen below a threshold that prohibits many international students from using external scholarships to come to USU. There was a request that a task force be convened to look into how USU might reverse this trend.

*Motion to move to the Faculty Senate Agenda made by Timothy Taylor. Seconded by Vonda Jump.  
Moved to Faculty Senate Agenda.*

## **New Business**

[401.5](#) Faculty with Special Appointments (1<sup>st</sup> reading) - Patrick Belmont

This code changes brings USU in compliance with SB-232 open entry, open exit programs. Works with the Career and Technical Education program and will cover the faculty. These faculty would be adjunct, technical people who are largely embedded in industry or specific professions. They do need to be called faculty so that we are not developing a new faculty group. Some of these individuals could be full time. None of the current CTE faculty will be affected.

*Motion to move to the Faculty Senate Agenda made by Robert Wagner. Seconded by Erin Davis.  
Moved to Faculty Senate Agenda.*

**Adjourn 4:50 pm**



## FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

September 23, 2019

3:30 – 5:00 p.m.

Old Main-Champ Hall

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Present: Patrick Belmont (President), Timothy Taylor (President-Elect), Frank Galey (Ex-officio), Nancy Hills, Daniel Holland, Vonda Jump for Jessica Lucero, Christopher Monz, Erin Davis, Richard Heflebower, Don Busenbark, Robert Wagner, Jan Thornton, Michele Hillard, Thomas Lachmar, Yoon Lee,

Absent: Noelle Cockett (Ex-officio), Becki Lawver (Past-President), Benjamin George, Spencer Wendel

Guests: Dexton Lake, Kristine Miller

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Call to Order - Patrick Belmont

[Approval of Minutes](#) – August 26, 2019

*Minutes approved as distributed.*

### **University Business - Frank Galey, Provost**

The Board of Regents has proposed forming a special committee to look at articulation of courses at all institutions in the state of Utah. They are looking to see which classes can transfer straight across to other institutions in the state. General education courses are generally transferrable and don't seem to have problems transferring. Some students, however, are having problems with other courses not being transferrable. This committee would be the final arbiter regarding articulation. It is felt that those decisions between institutions is really a faculty responsibility. If there are disputes regarding the articulation they should be pushed back to the major areas and the responsible faculty member. It is felt that the content of the curriculum really boils down to the faculty and shared governance. Currently pushing to support more complete articulation at the 1000 and 2000 level. USU's higher level courses has a different curriculum from other institutions. Some of the majors committees have advisors and advisors and they should not be making these decisions. It should always be the decision of the faculty members. Current working with the Registrar to find faculty who can be the point person for these questions/transfers. USU will be rolling out a workshop in October that will be looking at curricular complexity. We will be using a nationwide tool that will help the faculty look at their curriculum and that will be beneficial to their students. Taking the workshop to the department heads and then they will be responsible for bringing it back to the faculty. Also working with connections and general education issues.

President Belmont asked that Robert Wagner give a brief update on the comprehensive strategic enrollment plan. This plan will be more effective and efficient in getting to the students and helping them succeed. Last spring the steering committee went through the process identified as key performance indicators (KPI). One KPI is to increase enrollment and another is to increase diversity. The working groups expanded their representation of this process and are reviewing all action strategies that have been put together to date. Once the review is complete they will be reporting to the steering committee. From there, the strategies, goals, and plans will be put in place. In December these items will be narrowed down and a plan will be implemented in January. Phase I plans for undergraduate education and statewide campuses and USU online branding. Phase II will take place in 2020 and each college will develop their own strategic enrollment plan.

## Information

### Human Resource Policy Changes - Doug Bullock

This information item was discussed at the last Faculty Senate Executive Committee meeting and was moved on to the Faculty Senate, however, Doug was not able to make the September 9 senate meeting so he will present at the October 7 meeting.

*Motion to move to Faculty Senate Agenda made by Thomas Lachmar. Seconded by Dan Holland. Moved to Faculty Senate agenda.*

### EPC Monthly Report – September 5, 2019 - Frank Galey

29 semester course approval requests were reviewed and approved.

Three R401 proposals were reviewed and approved.

There was no report from the Academic Standards Subcommittee.

There was no report from the General Education Subcommittee.

Approved change in language regarding intensive designation for courses at USU

*Motion to move EPC Monthly Report to Faculty Senate agenda made by Robert Wagner. Seconded by Timothy Taylor. Moved to Faculty Senate agenda.*

### 321 Respectful Workplace-Employee Rights - Patrick Belmont

The 321 code is relevant to the 403 faculty code changes. At this point this is defining a work environment with mutual respect. Defines terms regarding humiliation, bullying, etc. Undergoing a major revision right now.

*Motion to move 321 Respectful Workplace to Faculty Senate agenda made by Timothy Taylor. Seconded by Erin Davis. Moved to Faculty Senate agenda.*

### USUSA-Student Rep on Faculty Search Committees - Dexton Lake

USUSA has brought forward a resolution that would include having a student representative on all faculty searches. It came to their attention last year that there are not always students on faculty hiring committees. It appears that some academic colleges do and some do not. Faculty code areas that were identified by this issue are 404.33 and 405.51. Change would only require minor wording changes and would help with getting student input. Add at least one student to all hiring committees. It is felt that the students have insight that might be beneficial. Discussions would be open as to whether the student would be available to vote. Voting is not an issue they just want to be able to have some input. In some colleges the student representative are graduate students, however, it could be either graduate or undergraduate. Once the resolution is passed through USUSA they will come back to the Faculty Senate Executive Committee and ask for it to be moved to the senate.

## Reports

### Educational Policies Committee Annual Report - Frank Galey

735 course actions were handled during the year.

Acted on 37 various R401 proposals.

Discussed approval for new policy language on EPC/Curriculum subcommittee handbook.

General Education Subcommittee approved 15 course designations.

Depth courses were simplified from five to three categories.

Academic Standards approved USU global engagement scholar transcript. Grading option change to T.

*Motion to move to Faculty Senate agenda made by Vonda Jump. Seconded by Erin Davis. Moved to Faculty Senate agenda.*

### Honors Program Annual Report - Kristine Miller

This is the fifth year of the Honors program. The idea was to make Honors the center of admission.

The student demand for Honors has grown and Honors is currently reviewing how many students they can efficiently and effectively serve. Honors takes students and provides them with opportunities in interdisciplinary activities. The program served 730 USU students last year and that is 5% of the Logan campus population. There were 527 applications submitted for 170 openings. The incoming class included 212 students and there was 10% more faculty involvement this past year. Distributed \$10K in scholarship money last year. Honors has been designated as a community engagement department. 87% of students having any contact with honors graduated from USU. Currently moving Honors to the statewide campuses. Piloting the student opportunity center and developing the Honors leadership academy. Next year Honors will conduct a self-study and internal review.

*Motion to move to Faculty Senate agenda made by Thomas Lachmar. Seconded by Yoon Lee. Moved to Faculty Senate agenda.*

### **Old Business**

Faculty Forum update - Patrick Belmont

Four college level faculty forums have currently taken place with five more to go. All but one will be done before the next Faculty Senate meeting. These meetings have been going well and attendance is variable but there was a good turnout with the Library and College of Humanities and Social Sciences. Some issues have come up with software user interface. Digital measures is the one that has been uniformly an issue with the colleges. Also discussed best practices for Promotion and Tenure. The Library is facing a major issue with journal subscriptions. It was decided to move this item to the November meeting just before the Faculty Forum.

[403.3.1](#) Standards of Conduct-Faculty Responsibilities to Students (2<sup>nd</sup> reading) - Patrick Belmont

Last week Mica McKinney asked about the code. It is creating some complications and they need additional clarification. Want to ensure that the university is moving forward on these issues. Just keep definitions in HR code and refer to those.

*Motion to move Faculty Code 403.3.1 to Faculty Senate agenda made by Thomas Lachmar. Seconded by Nancy Hills. Moved to Faculty Senate agenda.*

[403.3.2](#) Standards of Conduct-Professional Obligations (2<sup>nd</sup> reading) - Patrick Belmont

Last week Mica McKinney asked about the code. It is creating some complications and they need additional clarification. Want to ensure that the university is moving forward on these issues. Just keep definitions in HR code and refer to those.

*Motion to move Faculty Code 403.3.2 to Faculty Senate agenda made by Dan Holland. Seconded by Nancy Hills. Moved to Faculty Senate agenda.*

Adjourn 4:48 pm

## **Report from the Educational Policies Committee October 3, 2019**

The Educational Policies Committee (EPC) met on October 3, 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 October 3, 2019, meeting of the EPC, the following actions were taken:

1. **General Education Subcommittee**

- No Action Items.

2.. **Academic Standards Subcommittee**

- No Report.

3. **Curriculum Subcommittee**

- Approval of 167-course requests.
- Approval of a request from the Department of Nursing and Health Professions in the Emma Eccles College of Education and Human Services to **change the department name from Nursing and Health Professions to Nursing.**
- Approval of the request from the Department of Special Education and Rehabilitation in the Emma Eccles Jones of Education and Human Services to offer a **Disability Studies Minor.**

4. **Other Business**

On October 22 there will be a department head workshop on a freeware tool that looks at curriculum complexity. Registrar's office has loaded at least one bachelor's degree program from each department. Fosters communication on learning outcomes. Contact Mitch Colver if individuals need assistance in setting up accounts.



The background of the slide is a dark, grayscale photograph of a large, multi-story building with a prominent clock tower. The building has many windows and a classic architectural style. To the right of the building, a flag is visible on a tall pole. The overall tone is professional and academic.

# UtahStateUniversity®

## FDDE Report 2019

Updated Faculty Demographics

**Availability is determined based on  
terminal degree graduation rates by  
discipline for 2017 (most recent available  
data)**



# Number and % of USU Faculty – Women and Minorities Compared to Availability

College	USU Total 2018 Faculty	USU 2018 Faculty		USU 2018 Faculty %	2017 Availability %	Expected	# Expected Below Actual
Agriculture	109	Female	33	30%	38.4	41	-8
		Minority	19	17%	22.7	24.7	-5.7
Arts	49	Female	10	20%	58.5	28.7	-18.7
		Minority	5	10%	15.2	7.4	-2.4
Business	71	Female	13	18%	35	24.9	-11.9
		Minority	5	7%	25.1	17.8	-12.8
Education	117	Female	64	55%	67.9	79.4	-15.4
		Minority	16	14%	19.8	23.2	-7.2
Engineering	66	Female	10	15%	20.5	13.5	-3.5
		Minority	20	30%	28.8	19	1

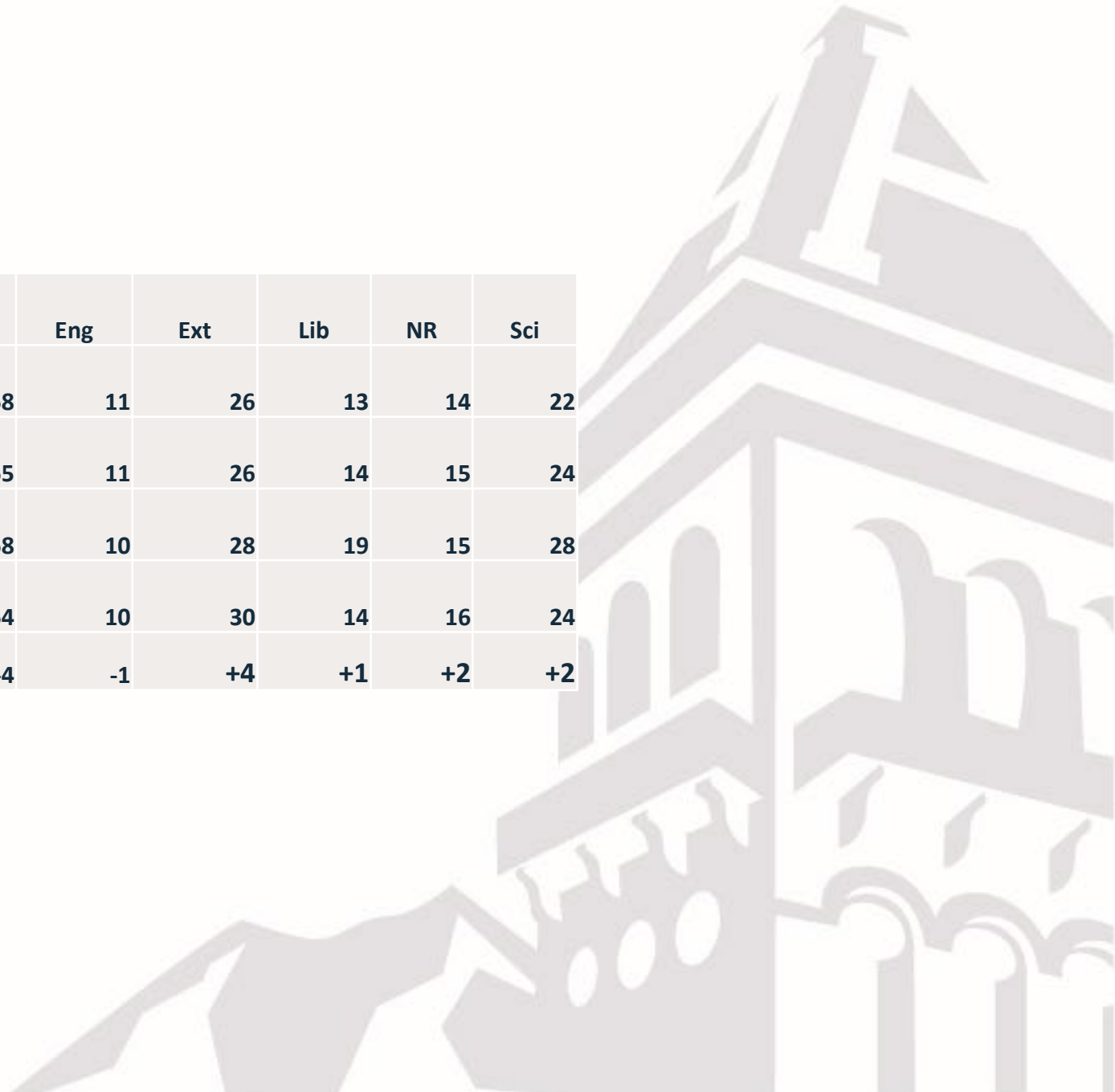
# Number and % of USU Faculty – Women and Minorities Compared to Availability

College	USU Total 2018 Faculty	USU 2018 Faculty		USU 2018 Faculty %	2017 Availability %	Expected	# Expected Below Actual
Humanities and Social Science	139	Female	73	53%	58.1	80.8	-7.8
		Minority	21	15%	22.6	31.4	-10.4
Library	18	Female	14	78%	63.1	11.4	2.6
		Minority	0	0%	26.2	4.7	-4.7
Natural Resources	54	Female	16	30%	37.4	20.2	-4.2
		Minority	4	7%	17.8	9.6	-5.6
Science	117	Female	24	21%	39.5	46.2	-22.2
		Minority	19	16%	23.3	27.3	-8.3
Extension	63	Female	30	48%	No data		
		Minorities	2	3%	No data		

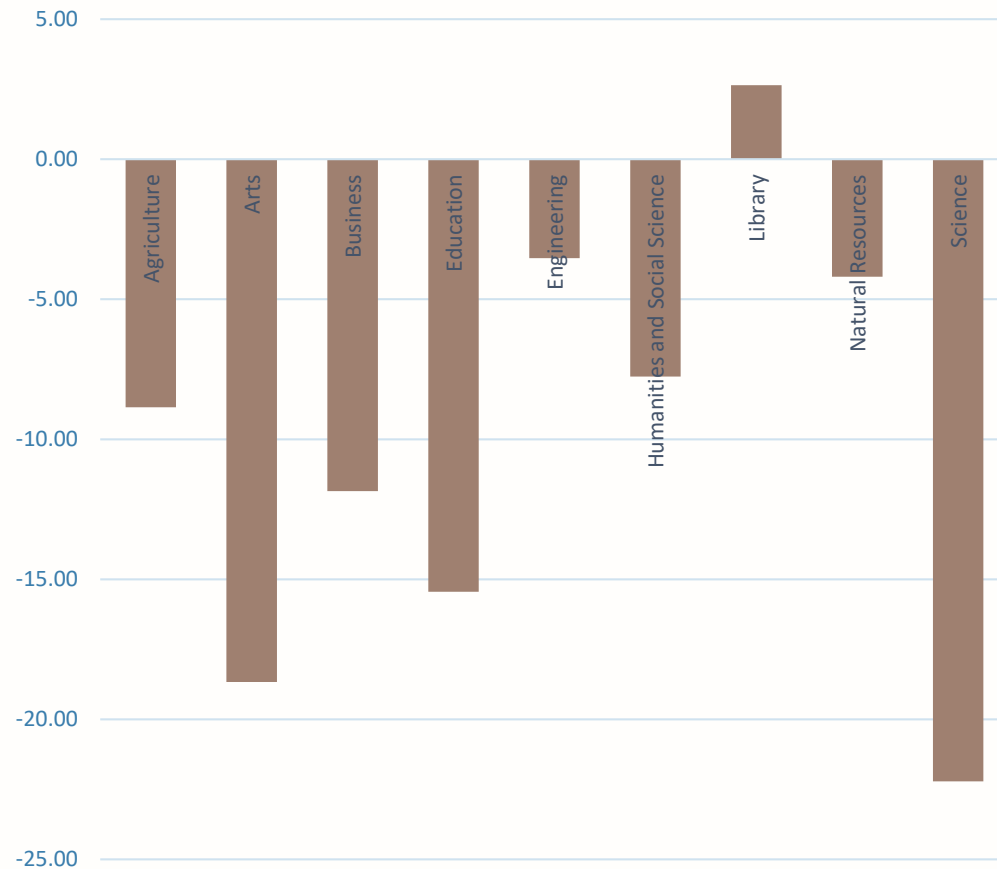
# Changes 2015-2018

## Total Women Faculty by College

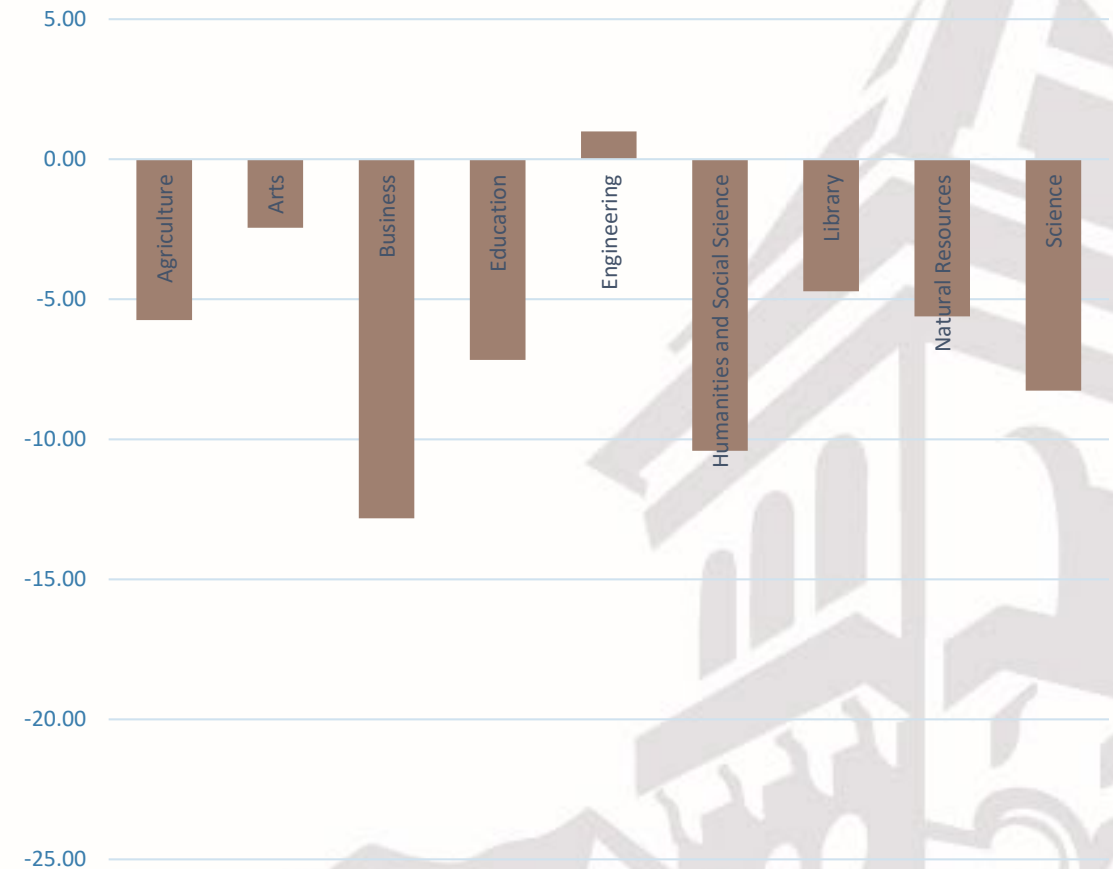
	Ag	Arts	Bus	CHaSS	Edu	Eng	Ext	Lib	NR	Sci
2015	11	14	11	55	68	11	26	13	14	22
2016	15	13	14	67	65	11	26	14	15	24
2017	11	14	11	68	68	10	28	19	15	28
2018	33	10	13	73	64	10	30	14	16	24
	+22	-4	-2	+18	-4	-1	+4	+1	+2	+2



# Expected Below Actual: Women

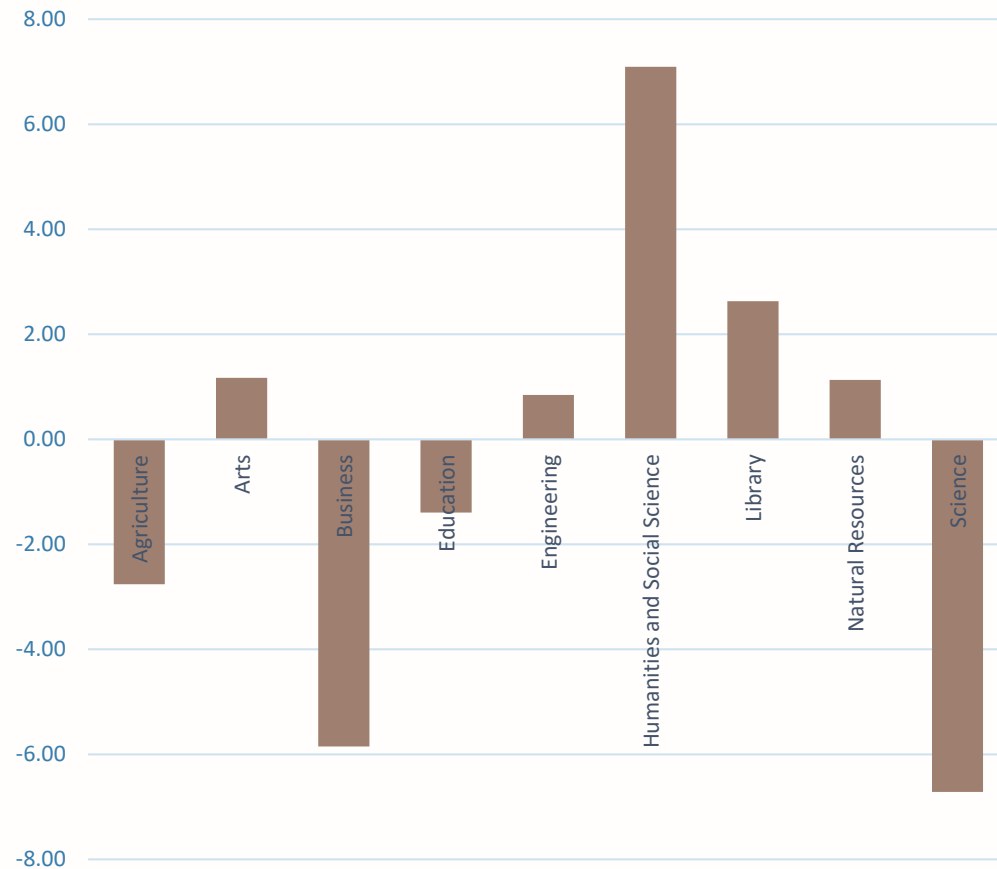


# Expected Below Actual: Minority

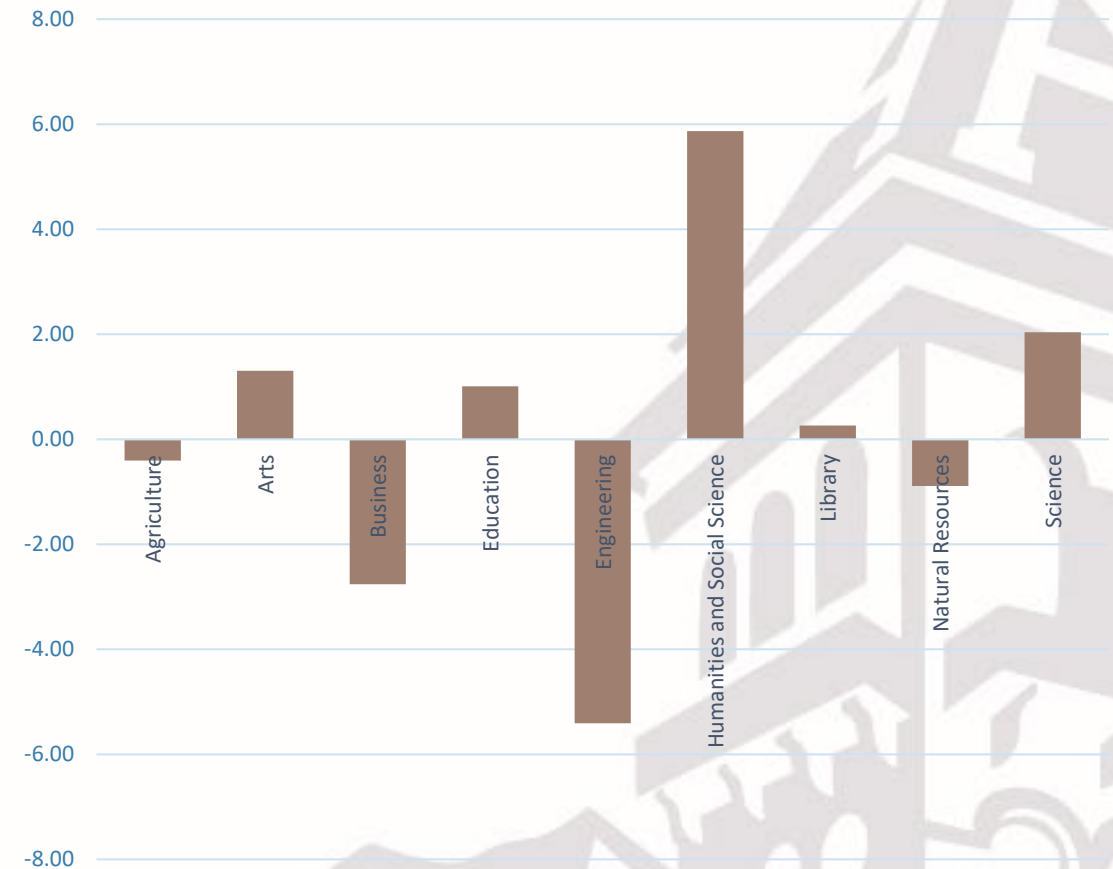


# 2017 to 2018 Change

## WOMEN change



## MINORITIES change



## ITEM FOR ACTION

### Updates to University Policy 386: Criminal Background Checks

#### SUMMARY

- **Compliance with Regents Policy R847** – University Policy 386 is updated to bring it into compliance with Regents Policy. Some definitions were added to match the Regents Policy including Minor, Diminished Capacity Adult, Reasonable Cause, and Security Sensitive Positions.
- **Background Review Committee** – A committee has been created and given responsibility to review background checks with questionable results. This committee membership includes representation from General Counsel, Human Resources, and Public Safety.
- **Definition of Minor** – This definition was included in the policy to align with Regents Policy and state statute (53B-1-110 Criminal background checks of prospective and existing employees of higher education institutions) which defines a minor for the purposes of criminal background checks as a person younger than 21 years of age.
- **Procedures** – Procedures were removed from the policy and will be stated on the USU Risk Management website.
- **Policy Format** – This policy was reformatted to the new USU policy format.





# POLICY MANUAL

## EMPLOYMENT

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Number 386

[Section: Personnel Policies](#)

[Sub-Section: Employment](#)

Subject: Background Checks

Date of Origin: October 17, 2008

Effective Date: May 1, 2009, [September 27, 2019](#)

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### 386.1 PURPOSE

~~In order to~~ [This policy](#) promotes a safe environment, ~~this policy by~~ [providing](#) specific ~~requirements~~ [procedures](#) for conducting [criminal](#) background checks of certain prospective and existing employees [and volunteers](#) of Utah State University.

### 386.2 REFERENCES

- ~~2.1~~ [Board of Regents Policy R847, Criminal Background Checks](#) ~~2.2 Utah Code 53A-3-410 (Criminal background checks on school personnel — Notice — Payment of cost — Request for review)~~
- ~~2.3~~ [Utah Code 53B-1-110 Higher Education Criminal Background Checks](#)
- ~~2.4~~ [Board of Regents Policy R165, Concurrent Enrollment](#)
- [USU Policy 534 Protection of Minors](#)
- [USU Policy 535 Volunteer Services](#)

### 386.3 DEFINITIONS

#### ~~3.1 Adjunct Faculty~~

~~An individual who has an established relationship with an academic department and participates in departmental teaching, research, or service activities with or without remuneration. Adjunct positions are not the major work assignment of the individual, but are adjunct to the person's major role in another area, or they may be individuals whose major roles are external to the University.~~

#### ~~3.2 Applicant~~

~~An individual offered employment, transfer or promotion, contingent on acceptable results of a criminal background check and other reviews required for the position by the University such as financial/credit checks, degree transcripts or license documentation, or student loan status.~~

### **3.3.1 Background Review Committee**

~~The Background Review Committee~~ This Committee consists of representation from General Counsel, Human Resources, and Public Safety. The Committee reviews the results of criminal background checks where prior convictions exist, assesses the risk to the University, and determines whether an individual should be considered eligible to obtain or retain a position.

The Background Review Committee may delegate initial review, where appropriate.

### **3.4.2 Criminal Background Check**

A commercial or governmental process of searching public records to determine whether an individual has been convicted of criminal conduct ~~anywhere in the United States of America~~ within a minimum of the last seven years.

### **3.5 Department Administrator**

~~A department administrator holds the title of Director, Manager, Department Head, Dean, Vice-President, etc.~~

### **3.6.4 Employee**

An individual who has received and accepted a legitimate offer of employment from an appropriate hiring authority. ~~and whose new hire Electronic Personnel Action Form (EPAF) has been applied to the electronic payroll system.~~

### **3.5 Diminished Capacity Adult**

A person who lacks decision-making capacity, which requires: (1) possession of a set of values and goals; (2) the ability to communicate and to understand information; and (3) the ability to reason and to deliberate about one's choices.

### **3.7.6 Minor**

For the purpose of this policy, Utah Code §53B-1-110(1) defines a minor as a person younger than 21 years of age. ~~Utah Policy defines a minor as a person younger than 21 years of age.~~

### **3.8.7 Reasonable Cause**

May exist with respect to a position or with respect to an individual. As to a position, reasonable cause exists such that a periodic criminal background check for any employee holding a security sensitive

position is warranted. As to an individual, reasonable cause exists where the known facts or circumstances about a particular employee are sufficient to warrant, by a person of reasonable prudence, that the employee poses an unreasonable risk to persons or property and/or that a history or report of crime will be found ~~Where the known facts and circumstances are sufficient to cause a person of reasonable prudence to believe that the employee poses an unreasonable risk to persons or property.~~

### **3.9.8 Security Sensitive Positions**

Positions whose duties require, provide for, or encompass the potential to incur human, financial, or property loss or other harm to the University and its constituents. A security sensitive position ~~should~~ includes at least one of the following elements:

~~3.1~~ Access to minors, including child care in a child care center, or to diminished capacity adults;

- 1) ~~3.2~~ Relationships with students where exceptional trust and responsibility are involved, such as instructors, counselors, health care providers, coaches, and residence hall personnel;
- 2) ~~3.3~~ Responsibility for providing direct medical care, treatment, or counseling and/or access to pharmaceuticals, toxins, hazardous or controlled substances;
- 3) ~~3.4~~ Direct access to laboratory materials and other property that have the potential of being diverted from their proper use either for financial gain or for harmful, dangerous or illegal purposes;
- 4) ~~3.5~~ Decision-making authority for committing University funds or financial resources through contracts and commitments and/or direct access to or responsibility for handling cash, checks, credit/debit cards or cash equivalents, University property, disbursements or receipts;
- 5) ~~3.6~~ Access to building and residence hall master control and key systems;
- 6) ~~3.7~~ Access to confidential information or sensitive personal information such as employment, health, donor, financial and other records, including data that could facilitate identity theft;
- 7) ~~3.8~~ Access to and responsibility for the maintenance, upgrading, and repair of the University's computer networks and/or information technology systems; and
- 8) ~~3.9~~ Responsibility for police, security, guards ~~forees~~, or other significant health or safety issues.

### **3.9 Positions with Significant Contact with Minors**

~~An employee~~ Any position which involves working with a Covered Program as defined in USU Policy 534: Protection of Minors ~~involves significant contact with minor persons if there is a reasonable expectation that in the course of the normal, routine responsibilities of the position, the employee and a minor would interact on a one-on-one basis. For example, teachers with office hour consultations, mentors, counselors, test center employees, coaches, and advisors could all reasonably expect to interact one-on-one with students as a normal, routine part of their work and hence would have "significant contact" with one or more minor persons during the course of their employment.~~

### **3.10 Volunteer**

An individual providing volunteer service to USU as defined in USU Policy 535: Volunteer Services.

## **386.4 POLICY**

### 4.1 Criminal background checks will be performed:

- 1) After an offer of employment has been accepted;
- 2) When a current employee/volunteer moves into a security sensitive position or a position with significant contact with minors; or
- 3) For reasonable cause.

4.2 Section 4.1 applies to the following groups or individuals~~In accordance with Board of Regents Policy R847, criminal background checks are required under the following circumstances:~~

- 1) All benefit eligible employees;
- 2) All persons employed by USU in a teaching capacity including, but not limited to, adjunct, temporary, and concurrent enrollment faculty, professors, instructors, and lecturers;
- 3) Graduate students acting as teaching, laboratory, and/or research assistants;
- 4) Any employees/volunteers with significant contact with minors; and
- 5) Any employees/volunteers in security sensitive positions. Any employee/volunteer in a security sensitive position with financial responsibility over funds of the University may also be required to submit to a financial/credit check.

## **386.5 RESPONSIBILITIES**

### 5.1 Human Resources

Manages the background check process for all employees/volunteers.

### 5.2 Background Review Committee

Reviews background checks with questionable results.~~**4.1 New Employees**~~

~~All new employees whose positions involve significant contact with minors or are considered to be security sensitive must submit to a criminal background check as a condition of employment. The Office of Human Resources will determine which positions meet these criteria.~~

~~EXCEPTION: Applicants for adjunct faculty (other than concurrent enrollment instructors—see 386.4[c]), temporary (less than three months), or non-benefit eligible part time positions are exempt but are required to self-disclose any criminal background and sign an agreement to conform to University rules. However, when appropriate, department administrators may choose to include otherwise exempt applicants after consulting with the Background Review Committee.~~

### ~~**4.2 Existing Employees**~~

~~An existing employee must submit to a criminal background check where a department administrator, in consultation with the Office of Human Resources, determines that reasonable cause exists.~~

### ~~**4.3 Concurrent Enrollment Faculty**~~

~~Concurrent Enrollment Faculty—USU employees, whether full-time or adjunct faculty, who are concurrent enrollment instructors with unsupervised access to K-12 students shall submit to a criminal background check consistent with §53A-3-410 of the Utah Code. (See Policy and Procedures R165, Concurrent Enrollment, paragraph 9.2.)~~

#### **4.4 Leave Without Pay Participants**

~~Employees, as defined in section 4.1, who are accepted into a leave without pay status for more than 12 months will be required to undergo a background check prior to returning to service at USU.~~

### **386.5 PROCEDURES**

#### **5.1 Written Release of Information**

~~The University will obtain a written and signed release of information prior to conducting a criminal background check for an applicant. The University will request a written and signed release of information prior to conducting a criminal background check for an existing employee.~~

#### **5.2 Notice that a Background Check has been Requested**

~~If the existing employee does not provide a written and signed release as requested pursuant to 5.1, the employee shall receive written notice that the background check has been requested.~~

#### **5.3 Criminal Background Check Requirements**

~~At a minimum, the background check must verify the applicant or employee's social security number, obtain information regarding past employment, and perform a nation-wide search of the individual's criminal background in the individual's counties of residence for the last seven years.~~

#### **5.4 Payment of Fees**

~~Each department will pay the cost of criminal background checks.~~

#### **5.5 Risk Assessment**

~~If a criminal background check shows prior convictions within the past seven years, the Background Review Committee will assess the overall risk to the University. That risk assessment will include but not be limited to: (1) number of convictions, (2) nature and severity of convictions, (3) the length of time that has elapsed since the last conviction, (4) likelihood of recidivism, (5) the security sensitivity of the position sought by the applicant or held by the existing employee, and (6) other factors that may be relevant. The Background Review Committee, in consultation with the hiring administrator, will determine whether an individual with a criminal history should be considered eligible to obtain or retain the position, or whether additional documentation is required.~~

#### **5.6 Opportunity to Respond**

~~Before an applicant is denied employment or an employee is subjected to an adverse employment action based on information obtained in the background report, the applicant or employee shall receive a copy of the report, written notice of the reasons for denial or adverse action, a written description of his/her rights under the Fair Credit Reporting Act, and shall have an opportunity to respond to the contents of the criminal background check and any proposed action taken by the~~

~~University as a result of this check. Notification of intent to respond must be given to the Office of Human Resources Office within three (3) business days of receiving the report if the applicant or employee desires to respond to the background report. The University will provide the applicant or employee a reasonable opportunity to address the information contained in the report.~~

### **~~5.7 Financial/Credit Check~~**

~~If an applicant is applying for, or an employee holds, a security sensitive position with access to sensitive personal information or financial responsibilities over the funds of the University, the department administrator, in consultation with the Office of Human Resources, may require an additional financial/credit check to be performed.~~

### **~~5.8 Degree Transcripts or License Documentation~~**

~~If the position requires a degree or license, the department administrator may request a copy of the applicant's degree transcripts or license documentation.~~

### **~~5.9 Student Loan Status~~**

~~Per Board of Regents Policy R847, if an applicant or employee has a student loan, the departmental administrator may check on the loan status. The department administrator, in consultation with the Office of Human Resources, may deny employment or take adverse employment action if the applicant or employee has a delinquent or defaulted student loan.~~

### **~~5.10 Limitations on the Use of Information~~**

~~The information contained in the background check will be available only to those individuals involved in making employment decisions or performing the background investigation. This information will be used only for the purpose of making an employment decision. A copy of the background check will be provided to the applicant upon request.~~



# University Policy 386: Criminal Background Checks

**Category:** Human Resources

**Sub Category:** Employment

**Covered Individuals:** All USU Employees and Volunteers

**Responsible Executive:** Vice President for Business and Finance

**Policy Custodian:** Human Resources

**Last Revised:** 2020/01/20

**Previous USU Policy Number:** N/A

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## 386.1 PURPOSE AND SCOPE

This policy promotes a safe environment by providing specific requirements for conducting [criminal background checks](#) of certain prospective and existing [employees](#) and [volunteers](#) of Utah State University.

## 386.2 POLICY

### 2.1 Criminal Background Checks will be performed:

- 2.1.1 After an offer of employment has been accepted;
- 2.1.2 When a current employee/volunteer moves into a [security sensitive position](#) or a position with significant contact with [minors](#);
- 2.1.3 For [reasonable cause](#).

### 2.2 Section 2.1 applies to the following groups or individuals:

- 2.2.1 All benefit eligible employees;
- 2.2.2 All persons employed by USU in a teaching capacity including, but not limited to, adjunct, temporary, and concurrent enrollment faculty, professors, instructors, and lecturers;
- 2.2.3 Graduate students acting as teaching, laboratory, and/or research assistants;
- 2.2.4 Any employees/volunteers with significant contact with minors; and
- 2.2.5 Any employees/volunteers in security sensitive positions. Any employee/volunteer in a security sensitive position with financial responsibility over funds of the University may also be required to submit to a financial/credit check.

## 386.3 RESPONSIBILITIES

### 3.1 Human Resources

Manages the background check process for all employees/volunteers.

### 3.2 [Background Review Committee](#)

Reviews background checks with questionable results.

## 386.4 REFERENCES

- Board of Regents Policy R847, Criminal Background Checks
- Board of Regents Policy R165, Concurrent Enrollment
- Utah Code 53B-1-110 Higher Education Criminal Background Checks

## 386.5 RELATED USU POLICIES

- USU Policy 534: Protection of Minors
- USU Policy 535: Volunteer Services

## 386.6 DEFINITIONS

### 6.1 Background Review Committee

- This committee consists of representation from General Counsel, Human Resources, and Public Safety. The committee reviews the results of criminal background checks where prior convictions exist, assesses the risk to the University, and determines whether an individual should be considered eligible to obtain or retain a position.
- The Background Review Committee may delegate initial review, where appropriate.

### 6.2 Criminal Background Check

- A commercial or governmental process of searching public records to determine whether an individual has been convicted of criminal conduct within a minimum of the last seven years.

### 6.3 Diminished Capacity Adult

- A person who lacks decision-making capacity, which requires: (1) possession of a set of values and goals; (2) the ability to communicate and to understand information; and (3) the ability to reason and to deliberate about one's choices.

### 6.4 Employee

- An individual who has received and accepted a legitimate offer of employment from an appropriate hiring authority.

### 6.5 Minor

- For the purposes of this policy, Utah Code §53B-1-110(1) defines a minor as a person younger than 21 years of age.

### 6.6 Positions with Significant Contact with Minors

- Any position which involves working with a Covered Program as defined in USU Policy 534: Protection of Minors.

### 6.7 Reasonable Cause

- May exist with respect to a position or with respect to an individual. As to a position, reasonable cause exists such that a periodic criminal background check for any employee holding a security sensitive position is warranted. As to an individual, reasonable cause exists where the known facts or circumstances about a particular employee are sufficient to warrant, by a person of reasonable prudence, that the employee poses an unreasonable risk to persons or property and/or that a history or report of crime will be found.



## 6.8 Security Sensitive Positions

- Positions whose duties require, provide for, or encompass the potential to incur human, financial, or property loss or harm to the University and its constituents. A security sensitive position includes at least one of the following elements:
  - i. Access to minors, including child care in a child care center or to [diminished capacity adults](#).
  - ii. Relationships with students where exceptional trust and responsibility are involved, such as instructors, counselors, health care providers, coaches, and residence hall personnel;
  - iii. Responsibility for providing direct medical care, treatment, or counseling and/or access to pharmaceuticals, toxins, hazardous, or controlled substances;
  - iv. Direct access to laboratory materials and other property that have the potential of being diverted from their proper use either for financial gain or for harmful, dangerous, or illegal purposes;
  - v. Decision-making authority for committing University funds or financial resources through contracts and commitments and/or direct access to or responsibility for handling cash, checks, credit/debit cards, or cash equivalents, University property, disbursements, or receipts;
  - vi. Access to building and residence hall master control and key systems;
  - vii. Access to confidential information or sensitive personal information such as employment, health, donor, financial, and other records, including data that could facilitate identity theft;
  - viii. Access to and responsibility for the maintenance, upgrading, and repair of the University's computer networks and/or information technology systems; and
  - ix. Responsibility for police, security guards, and other significant health or safety issues.

## 6.9 Volunteer

- An individual providing volunteer service to USU as defined in USU Policy 535: Volunteer Services.

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**Information below is not included as part of the contents of the official Policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

## RESOURCES

### Procedures

None

### Guidance

None

### Related Forms and Tools

None

### Contacts

None

## POLICY HISTORY

Original issue date: 2008/10/17

Last review date: 2019/09/27

Next scheduled review date: TBD

Previous revision dates: 2008/10/17, 2009/05/01, 2020/01/10.

# University Libraries Advisory Council

## Report to the Utah State University Faculty Senate November 4, 2019

### Charge

The University Libraries Advisory Council advises the Vice-Provost for University Libraries and Instructional Support in (1) meeting the learning, instruction, and research needs of students, faculty and staff; (2) formulating library policies in relation to circulation, services, and the collection development of resources for instruction and research; and (3) interpreting the needs and policies of the libraries to the University. The Council membership consists of nine faculty members, one from each College and Extension with one undergraduate and graduate student appointed by the Provost. Faculty members serve three-year terms and are renewable once. The Vice-Provost for University Libraries and Instructional Support serves as an ex-officio, non-voting member. The chair is elected from the Council membership on an annual basis.

(<https://www.usu.edu/policies/105/>).

### Council Members (2018-2019)

Council members who served during the 2018-2019 academic year included: Chris Scheer, Caine College of the Arts (representing David Wall who was on sabbatical); Nick Roberts, College of Engineering; Susanne Janecke, College of Science; Bryce Fifield, Emma Eccles Jones College of Education and Human Services, chair; Abigail Longaker, USUSU Science Senator; Kristin Hall, Graduate Student Senator; Steven Hanks, Huntsman School of Business; Amanda Christensen, College of Agriculture and Extension; Paul Crumbley, College of Humanities and Social Sciences (representing Christine Cooper- Rompato who was on sabbatical); Peter Adler, College of Natural Resources; Dean Brad Cole, Ex-officio, Libraries and Instructional Support.

### 2018-2019 Activities

The Library Advisory Committee met 2 times during the 2018-2019 academic year (10/3/2018 and 3/26/2019). Below is a summary of the discussions.

#### 1) *Library Initiatives:*

- a) In fall 2018, the Library began looking into adding a Family Friendly Room so students could bring children (U of U, UVU and BYU have something similar). The library opened a temporary Family Friendly Room on the 2<sup>nd</sup> floor of the Library in room 240 next to Research Data Management Services. (During the summer, with help from Student Services the library dedicated a permanent room as a Family Friendly Room that will open this fall).
- b) A Lactation room was also added to the 1st floor.
- c) Open Educational Resources: The Library and other colleges funded 12 proposals to adopt, adapt, or create OER for USU courses. The Library is working to have a special designation included in Banner for Students to see which courses use OER or other low-cost resources.
- d) ~60% of the lighting in the Library was changed to LED, which saves the university \$4,000-5,000/month.

- e) A new outside book drop was added on the west side of the Library building. Allows automobile access.
  - f) The Library is currently working to develop a Digital Preservation Plan, which included a self-audit that was completed in Jan. 2019.
  - g) The Research/Information Desk has been combined with the Circulation Desk.
  - h) The Security Desk has been discontinued.
- 2) *Library Budget and Acquisitions*: Bundled electronic journal subscriptions have an annual inflation rate of 5-7%, which is not sustainable based on the current budget. For example, in 4-5 years at the current rate, with no new funding, the Library acquisition budget will be entirely electronic journal subscriptions. The library has and continues to look into unbundling journal packages, encouraging open access, promoting resource sharing and looking for opportunities for collaborative purchases.
- 3) *Library Department Visits*: The library has been very active in visiting with departments to summarize the services they offer to the campuses.
- 4) *Regional Campus Project*: Erin Davis spent her sabbatical looking at how Library programs are integrated in distance education. A main finding was that students often don't realize what resources they can access. She identified ways this can be improved and has been involved in improving this at USU Distance Education locations.
- 5) *Library Assessment/Ithaka Survey*: The Library hired an Assessment Librarian (Lindsay Ozburn) in 2018. Last April and May, the Library conducted the faculty portion of the Ithaka S+R Library Survey to help better inform the Library's decision on what faculty use and want for research and teaching.

# Utah State University

## Athletics Council Report for

**July 1, 2018 to June 30, 2019**

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

Edward M. Heath, Faculty Athletics Representative and Athletics Council Chair (2018-2019),  
Benjamin George, Athletics Council Vice Chair (2018-2019)

## **Faculty Senate Report Athletics Council**

### Introduction

Council Members: Allanah Alvarado, Noelle Cockett, Dave Cowley, Jana Doggett, Mealii Enos, Brian Evans, Francis Galey, Benjamin George, Briedi Gillespie, Brandon Greer, John Hartwell, Ed Heath, Jaren Hunsaker, Maggie McInerney, James Morales, Kevin Olson, Travis Peterson, Brandon Pada, Gretchen Peacock, Whitney Pugh, Ed Reeve, Jennifer Roark, Stokton Smith, Denise Stewardson

*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 2018-19 academic year (highlights briefly described below from the four scheduled AC meetings – October 3, 2018; November 28, 2018; January 30, 2019; and April 10, 2019 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 2018-19.
- i. Graduation Rates – Federal Rate:
    - The 12-13 cohort rate is 69% with a 4-class average of 70%\*\*\*
    - 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, 2019.

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 2009-2012, to be publicly released in November, is 94%. This is up from 92% posted for the 2008-11 cohort, which led the Mountain West Conference as well as all of Utah's 4-year institutions.

b. Academics/Awards

- Composite cumulative 3.27 (through Spring 2019) Student-Athlete GPA.
- 170 Academic All-Mountain West Conference Selections (3<sup>rd</sup> most in the Conference) 2018-19 with a 3.00 or better GPA. An additional 12 gymnasts earned Academic All-Mountain Rim Gymnastics Conference honors.
- Utah State earned 119 Mountain West Scholar-Athlete recognitions exhibiting a 3.50 or better GPA.
- 92% publicly released NCAA Graduation Success Rate (Highest in the Mountain West Conference).
- 206 Whitesides Scholar-Athletes (3.2 or better GPA).
- General Highlights
  - 67% above 3.00 cumulative GPA
  - 289 overall academic all-conference recognitions
  - 60% earned Whitesides scholar-athlete recognition
  - 15 of 16 teams above a 3.00 team GPA
  - 12 of 16 teams above a 3.20 team GPA
- Team Academic Recognitions
  - Volleyball earned AVCA Team Academic Award.
  - 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 Cross Country was recognized for having an Academic Progress Rate of 1,000.

Note – please see page 13 for dashboard summary on academic success

## 2. **Athletics Relations**

- The Council discussed specific pending NCAA legislation during the 2018-19 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 2018-2019 Budget and Actual on page 12).

## 4. **Gender and Minority Issues**

- The Council discussed the Equity in USU Athletics Report.

# II. **Miscellaneous Athletics-Related Events/Changes during 2018-19.**

## 1. Athletics Accomplishments of Department (2018-19).

### **Men's Basketball**

- Utah State (28-7, 15-3 MW) finished the 2018-19 season with an overall mark of 28-7, tying for the third-most victories in school history. The wins are the most for the Aggies since the 2010-11 season, when USU finished with a school-record 30-4 mark.
- Junior guard Sam Merrill was named the Mountain West Player of the Year, while freshman Neemias Queta was named the MW Defensive Player of the Year and Freshman of the Year. Furthermore, Craig Smith was named the MW Coach of the Year. Merrill and Queta were also named to the MW all-tournament team, as Merrill was named the Tournament MVP. Merrill was also named an Associated Press Honorable Mention All-American.
- Utah State won both the Mountain West regular season and tournament title, marking the first conference titles for the Aggies since joining the league during the 2013-14 season.
- Utah State punctuated its year with an appearance in the NCAA Tournament, losing 78-61 to Washington in Columbus, Ohio. USU entered the tournament as the No. 8 seed, the highest for the Aggies in school history. The game marked the first appearance for Utah State in the NCAA Tournament since the 2010-11 season.
- Utah State's No. 8 seed in the NCAA Tournament was its highest in school history. Overall, USU has been listed as a 10th-seed twice (1983, 1988), an 11th-seed twice (1980, 2009), a 12th-seed six times (1998, 2000, 2001, 2006, 2010, 2011), a 14th-seed once (2005) and a 15th-seed once (2003). Utah State opened the year picked ninth in the preseason MW poll.

- Utah State was one of only two teams in the nation with a top-30 NET ranking, a top-20 non-conference strength of schedule and 14 wins away from home (Duke).
- Utah State head coach Craig Smith won more games than any other head coach in their first year in school history, passing the previous school record of 22 games set by Ladell Andersen during the 1961-62 season. In addition, Smith had the best winning percentage and the most wins for any head coach in their first year in the country this season.
- Junior guard Sam Merrill was the only player in the nation to shoot at least 46 percent from the field, 37 percent behind the 3-point line and 90 percent at the charity stripe this season, and is one of just six players to do it in the past 22 years.
- Freshman center Neemias Queta has rewritten the single-season block record at Utah State with his 84 blocks, shattering the previous single-season record of 59. Queta also recorded a MW freshman-record six blocks against Fresno State on Jan. 9. Queta finished the year ranked No. 14 in the nation with 2.4 blocks per game and his 84 blocks were more than 82 teams in the nation this season.
- Utah State entered the NCAA Tournament ranked No. 25 in the nation in both The Associated Press and USA Today Coaches poll, marking the first time the Aggies have been ranked since the 2010-11 season, when USU entered the NCAA Tournament ranked No. 19 in the country.
- Utah State scored a school-record 2,753 points this season, breaking the previous school record of 2,619 points set during the 1969-70 season.
- Utah State recorded a school-record 147 blocked shots this season, breaking the previous school record of 142 rejections set during the 2014-15 season.
- Utah State had six players earn academic all-Mountain West honors, while four were named MW Scholar-Athletes.

### **Women's Basketball**

- Utah State (17-16, 10-8 MW) competed in the Women's Basketball Invitational for the team's ninth postseason appearance in program history. USU recorded its first postseason win since the 2010-11 season in the opening round of the WBI with a 68-60 victory over UC Riverside (March 20).
- With its victory over UC Riverside, Utah State recorded the largest turnaround in program history with 17 wins compared to last season's seven.
- Junior guard/forward Shannon Dufficy was named all-Mountain West after averaging a double-double of 16.6 points and 11.0 rebounds per game in conference play.
- Junior guard Eliza West took over the No. 1 spot in assists in the USU career record book after dishing out three helpers in the 62-59 win against Colorado State in the first round of the Mountain West Championship (March 10). In total, West had 457 career helpers in her three years at Utah State.



- West totaled 184 assists on the season, which ranks second in program history. Jennifer Schlott set the record of 192 in the 2013-14 season. West's 184 assists ranked second in the Mountain West and 19th in the nation. She averaged 5.6 assists per game, which ranked second in the conference and 22nd in the nation.
- Dufficy recorded her school-record ninth consecutive double-double with 13 points and 13 rebounds at San José State (Jan. 30). Dufficy recorded a double-double in 12 conference games, averaging 16.6 points and 11.0 rebounds per contest in Mountain West play.
- Dufficy recorded her school-record 19th double-double in a single season after posting 20 points and 10 rebounds at UC Riverside (March 20). Dufficy's 19 double-doubles ranked first in the conference and 13th in the nation. Dufficy averaged a double-double on the season with 15.8 points and 10.3 rebounds per game.
- Dufficy tied Sharon Epps (1982-83) for the school record for career double-doubles with 31 after her 20 points and 10 rebounds at UC Riverside (March 20).
- Dufficy set the school record for most rebounds in a single-season after collecting nine boards against Wyoming in the quarterfinals of the Mountain West Championships (March 11). Dufficy finished the season with 339 rebounds.
- Dufficy ranked second in career rebounds in program history with 838.
- Senior center Deja Mason is the all-time block leader with 181 career swats, ranking 58 blocks ahead of second place (133). Mason recorded 39 blocks during the season, including a season-high five against BYU (Nov. 20).
- Utah State had nine players earn academic all-Mountain West honors, while five were named MW Scholar-Athletes.

### **Men's and Women's Cross Country**

- Utah State's men's program was recognized by the NCAA for its latest multi-year NCAA Division I Academic Progress Rate (APR), as it ranked in the top-10 percent in the nation with a perfect 1,000, matching the team score from a year ago.
- Utah State's men's and women's cross country programs were honored by the U.S. Track & Field and Cross Country Coaches Association (USTFCCCA) for their performance both on the course and in the classroom during the 2018 season. Both the USU men's team (3.54) and the women's team (3.73) were recognized for notching a cumulative GPA of at least 3.00 or higher. Individually, senior Cierra Simmons-Mecham earned USTFCCCA accolades for maintaining a cumulative GPA of at least 3.25 and finishing in the top-25 (or 10 percent) at regionals. Additionally, Simmons placed 17th with a six-kilometer time of 20:25.0 at the 2018 Mountain Region Championships in Provo, Utah.
- Simmons-Mecham capped her stellar cross-country career by placing 133rd with a time of 21:21.7 in the six-kilometer race at the NCAA Cross Country Championships in Madison, Wis. She was one of 38 individual qualifiers for the championships after she garnered all-region honors by placing 17th in the 6K race with a time of 20:25.0 at the NCAA Mountain Region Championships in Provo, Utah.

- Utah State's cross country teams concluded their seasons at the NCAA Mountain Region Championships as the women placed seventh with 222 points, while the men finished eighth with 239 points.
- Utah State had two runners earn all-conference honors at the Mountain West Championships, which were held in San Diego, Calif. Alyssa Snyder recorded the best finish for an Aggie at the meet as the senior earned second-team all-MW honors after placing 13th in the women's 6-kilometer race with a time of 21:14.1. On the men's side, junior Luke Beattie also garnered second-team all-MW honors after placing 14th in the 8-kilometer race with a time of 25:07.2. The women's team placed fourth overall, while the men finished fifth.
- Utah State had 19 runners earn academic all-Mountain West honors, while 21 runners were named MW Scholar-Athletes.

### **Football**

- Utah State (11-2, 7-1 MW) ended the 2018 season ranked 21st in the final Amway Coaches poll and 22nd in the final Associated Press poll as it tied the school record for wins and best record with an 11-2 mark following its 52-13 win against North Texas in the New Mexico Bowl. USU, which tied for first place in the Mountain Division of the Mountain West with a 7-1 record, was led offensively by sophomore QB Jordan Love, who was 267-of-417 (.640) passing for 3,567 yards (274.4 ypg) with 32 touchdowns and six interceptions. Junior RB Darwin Thompson led the team in rushing with 1,044 yards on 153 carries (6.8 ypc/80.3 ypg) with 14 touchdowns, and senior WR Ron'quavion Tarver had a team-best 66 receptions for 709 yards (10.7 ypr/54.5 ypg) with eight touchdowns. Defensively, sophomore LB David Woodward led the team with 134 tackles, which included 5.0 sacks and 12.5 tackles for loss, while senior LB Chase Christiansen had 100 tackles, which included 0.5 sacks and 5.0 tackles for loss. As a team, Utah State averaged 47.5 points and 497.4 yards of total offense (294.2 passing, 203.2 rushing), and allowed 22.2 points and 379.5 yards of total offense (236.5 passing, 143.0 rushing).
- Utah State's 11 wins and 11-2 record tied the 2012 team for the most wins and best record in school history, while its seven conference wins tied the 2013 team for the most league wins ever. Overall, it is just the third time that USU has won 10 or more games, along with the 2014 team that posted a 10-4 record.
- It is just the fourth time in school history that Utah State has ended a season nationally ranked, joining the 1961 team that finished its season 10th in the final AP and United Press International (UPI) polls, the 1972 team that ended its year 19th in the final UPI poll, and the 2012 team that finished its year 16th in the AP poll, 17th in the coaches poll and 22nd in the BCS standings.
- Utah State won its fifth bowl game in 13 appearances with its 52-13 victory against North Texas in the New Mexico Bowl, which was its seventh bowl game in the last eight seasons.
- Utah State set 36 school records and tied six others during the 2018 season, which included setting the school and Mountain West record for points scored in a season with 618.

- Utah State finished the 2018 season ranking among the top 20 teams in the nation in 24 statistical categories and led the nation in five of those, including scoring drives under one minute (29), turnovers forced (32), passes intercepted (22), kickoff returns (30.30 yards per return) and three-and-outs forced (5.69 per game). USU was also second in the nation in scoring (47.5 points per game) and non-offensive touchdowns (10), third in average margin of victory (25.3 points per game), turnover margin (+1.08) and defensive touchdowns (6), fourth in sacks allowed with 10 (0.77 per game), eighth in winning percentage (.846), 10th in blocked kicks (4), 11th in total offense (497.4 yards per game), 12th in third down conversion percentage (.473), 14th in passes had intercepted (6) and team passing efficiency (154.39), 16th in third down conversion percentage defense (.330), 17th in passing offense (294.2 yards per game) and tackles for loss allowed (4.69 per game), 19th in team passing efficiency defense (113.76), and 20th in completion percentage (.652).

- Sophomore return specialist Savon Scarver was named a consensus first-team All-American after leading the nation with 33.7 yards per return and finishing second in kickoff returns for touchdowns. Sophomore linebacker David Woodward was also named a first-team All-American by ProFootballFocus and a third-team All-American by the Associated Press. And, head coach Matt Wells was named the Mountain West Coach of the Year.

- Utah State had 18 football players garner academic all-Mountain West honors, while 10 players were named MW Scholar-Athletes.

- Utah State had 18 football players earn various all-Mountain West honors, while four Aggies earned MW Player of the Week accolades a total of nine times.

## **Golf**

- Utah State's golf team competed in nine events during the 2018-19 academic year and finished in 11th place at the Mountain West Championships as sophomore Andy Hess led the team by finishing tied for 29th with an even-par 216 (70-73-73).

- Utah State recorded four top-10 finishes during the year, highlighted by a third place finish at the Southern Utah-hosted Pat Hicks Thunderbird Invitational with a 36-hole score of 1-over 577 (293-284). USU also placed fifth at the Cal State Northridge-hosted Bill Cullum Invitational with a 54-hole score of 2-over 866 (296-287-283).

- Utah State's best individual finish during the season was by Hess, who tied for fifth at the Southern Utah-hosted Pat Hicks Thunderbird Invitational with a 36-hole score of 2-under 142 (75-67). Hess carded seven rounds under par to lead the team, including one round in the 60s, and had four top-20 finishes. Junior Chase Lansford carded USU's best round of the season at the Mountain West Championships as he shot a season-best 4-under 68 during his first 18 holes. Lansford also had a top-10 finish during the season as he tied for eighth at the Southern Utah-hosted Pat Hicks Thunderbird Invitational with a 36-hole score of 1-under 143 (73-70). Sophomore Colten Cordingley had the best 54-hole score for USU during the year as he shot a 3-under 213 (71-72-70) at the Cal State Northridge-hosted Bill Cullum Invitational.

- Utah State had two golfers earn academic all-Mountain West honors in sophomores Colten Cordingley and Cameron Tucker and one golfer named MW Scholar Athlete in Tucker.

### **Gymnastics**

- Three gymnasts qualified for the NCAA Regional Championships in senior Madison Ward-Sessions (all-around, floor), junior MaKayla Bullitt (bars) and sophomore Autumn DeHarde (beam, floor).
- Madison Ward-Sessions earned WCGA second-team regular season All-American accolades on floor, becoming the first gymnast in Utah State history to ever garner All-American accolades during the regular season. Furthermore, she is the first Aggie to be named an All-American since Jodi Mabb in 1981.
- As a team, Utah State averaged 48.885 on bars, which ranks third all-time in single-season school history. The Aggies averaged 49.035 on floor, which ranks fourth all-time in single-season school history. USU averaged 48.675 on beam, which ranks sixth all-time in single-season school history. Utah State also averaged 48.730 on vault, which ranks ninth all-time in single-season school history.
- Opened the season with a 194.600, the highest season-opening score in program history.
- Won the West Virginia quad meet with a 196.075, which is tied for the fourth-highest road score in school history and tied for the 12th-highest team score overall.
- Utah State had 12 gymnasts earn academic all-Mountain Rim Conference honors.

### **Soccer**

- Utah State (3-13-2, 2-7-2 MW) concluded the 2018 season with a 3-13-2 overall record, finishing 10th in the Mountain West with a 2-7-2 league ledger.
- Utah State sophomore midfielder Ashley Cardozo earned all-Mountain West honors for the 2018 season, as she was named second-team all-conference. This is Cardozo's second all-Mountain West recognition, as she was named to both the all-conference first team, as well as the all-newcomer team a year ago. She is the first Aggie to earn all-Mountain West honors in back-to-back seasons since forward Jessica Brooksby earned first team all-Mountain West in 2015-16.
- Three Utah State soccer players were recognized by the College Sports Information Directors of America (CoSIDA), as junior defender Mealii Enos, senior midfielder Jaylen Hinckley and senior Grace McGuire earned second-team academic all-district honors. This is Enos' second CoSIDA academic award as she was named second-team academic all-district during her sophomore season. Hinckley and McGuire are the sixth and seventh different Utah State players to earn CoSIDA academic all-district recognition, as-then redshirt junior Erin Rickenbach was named second team in 2017, Taryn Rose and Jeannie Woller were named to the second team in 2014 and Natalie Norris earned first-team honors in 2011. Utah State's three honorees are among four players honored from the Mountain West. Additionally, they are three of five players from Utah schools to be recognized.

- Freshman midfielder Sara Noel led the Aggie offense, tallying four goals and was second on the team with eight points. The last freshman to lead the team in goals was Ashley Cardozo in 2017.
- Freshman forward Sara Noel recorded the 14th hat trick in program history in Utah State's 5-4 double-overtime loss at Idaho State on Sept. 8. She is the ninth player in USU's history to score a hat trick. Noel's is the first USU hat trick since current junior forward Alecia Robinson had one as a freshman against Sam Houston State in 2016. Of the nine players to score three goals in one game, three have done it during their freshman season, as Noel and Robinson join Brigid Turner in the feat.
- Utah State head coach Heather Cairns secured her 157th win at the helm of the Aggie program. The winningest coach in Utah State history, Cairns has an overall record of 157-130-39.
- Utah State had 19 soccer players earn academic all-Mountain West honors, while 17 players were named MW Scholar-Athletes.

### **Softball**

- Utah State ended the 2019 season with a 17-30 overall record. The Aggies went 7-17 in Mountain West action, finishing eighth in the league standings.
- Freshman shortstop Lexi Orozco was named to the all-Mountain West first team at the end of the 2019 season. Orozco is the seventh freshman in Utah State history to earn first-team all-conference accolades, and the third to do so in the Mountain West era. In all, she is the fifth Aggie to earn first-team all-Mountain West honors. Orozco is one of five freshmen to earn all-Mountain West honors this season.
- Utah State had 14 softball players earn academic all-Mountain West honors, while six players were named MW Scholar-Athletes.

### **Men's Tennis**

- Utah State (19-9, 6-1 MW) finished second in the Mountain West during the regular season.
- Freshman Isaac Arevalo Gómez defeated then-25th ranked Joseph Guillin of UCSB at the No. 1 spot, 1-6, 6-2, 6-3. It was also the highest ranked opponent an Aggie has defeated in program history.
- During the fall, Arevalo Gómez defeated New Mexico's Dominic West 6-2, 6-3, in the singles final at the Midland Invitational in Midland, Texas, becoming the first Aggie since Tomas Cosmai in 2014 to capture a fall tournament title.
- Arevalo Gómez was ranked 111th by the ITA on March 5, which is the highest ranking by an Aggie in program history.
- Sophomore Felipe Acosta recorded a program-tying-high 20 dual match singles wins as he's tied with current teammate Duro Opacic.
- Junior Duro Opacic set a school record with 29 overall singles wins as he posted a 29-8 record, including a 20-5 record in dual matches playing mostly at the No. 6 spot.

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

### **Women's Tennis**

- Utah State (12-11, 2-3 MW) Has reached double-digit dual match wins in every season under sixth-year head coach Sean McInerney, winning 13 matches (2014), a school-record 14 wins in 2015, 11 wins (2016), 13 wins (2017), a program-tying-high 14 wins in 2018 and now this season (12). This record marks the first six-year streak of double-digit wins in program history.
- Junior Hannah Jones recorded her 100th career win against Creighton and currently ranks eighth all-time in program history for the most combined singles and doubles wins.
- Utah State ended Northern Arizona's 23 home-match winning streak with a 4-2 win on Feb. 10. The loss was NAU's first at home in the Aquatic and Tennis Complex since 2016.
- The Aggies won five-straight matches from March 12-23 and it's the first time USU has won five-straight matches since the 2013-14 season, when they recorded five-straight wins to open dual match play.
- Utah State had five tennis players earn academic all-Mountain West honors, while three were named MW Scholar-Athletes and six ITA Scholar-Athlete honors.
- The women's team was also recognized as an all-academic team by the Intercollegiate Tennis Association.

### **Track & Field**

- A trio of Utah State student-athletes earned 2018-19 Google Cloud Academic All-District Track & Field/Cross Country honors, as selected by the College Sports Information Directors of America (CoSIDA). On the women's side, Kashley Carter and Tylee Newman-Skinner were tabbed to the first and second teams, respectively, while Stokton Smith earned first-team accolades on the men's side. Carter was also named an Academic All-American.
- Junior Sindri Gudmundsson earned first-team All-American honors for the third-consecutive year by placing fourth in the finals of the javelin at the NCAA Division I Outdoor Track & Field Championships in Austin, Texas. Gudmundsson placed fourth with a season-best throw of 73.92 meters (242-6). It came on his first attempt of the night at Mike A. Myers Stadium. The native of Kopavogur, Iceland, is Utah State's first three-time first-team All-American in one event since former U.S. Olympian James Parker in 2001 (hammer). Gudmundsson, who placed sixth in 2017 and third in 2018 at the Outdoor Finals, was ranked 12th nationally coming into the NCAA Outdoor Finals.
- Gudmundsson scored five points in the javelin to help Utah State's men's team tie four other schools for 40th place in the team standings at the NCAA Outdoor Championships.
- Senior distance runner Cierra Simmons-Mecham placed 20th in the semifinals of the 3,000-meter steeplechase at the NCAA Outdoor Track & Field Championships in Austin, Texas. The native of Soda Springs, Idaho, crossed the finish line at Mike A. Myers

Stadium in 10 minutes, 23.90 seconds, and earned honorable mention All-American honors by doing so.

- Six school records were set between the indoor and outdoor campaigns – four on the women's side and two on the men's side.
- Utah State sent 18 student-athletes to the NCAA West Preliminary Championships in Sacramento, Calif.
- Utah State had 71 track athletes earn academic all-Mountain West honors, while 47 athletes were named MW Scholar-Athletes. Furthermore, 15 track athletes garnered USTFCCA Scholar-Athlete honors.

### **Volleyball**

- Utah State (5-24, 3-15 MW) finished the season ranked No. 5 in the Mountain West in blocks per set, logging 2.37 per set.
- Senior setter Kassidy Johnson finished the season ranked No. 3 in the Mountain West in assists per set, recording 8.43 per set.
- Utah State had 10 players earn academic all-Mountain West honors, while seven were named MW Scholar-Athletes.

# UTAH STATE UNIVERSITY

## ATHLETICS DEPARTMENT

### FY2019

	<i>FY19 Budget</i>	<i>FY19 Actual</i>	<i>Variance</i>
<b>REVENUE</b>			
Institutional Support	11,377,548	11,495,350	117,801
Indirect F&A (In/Out)	1,900,000	1,900,000	-
Aggie Sports Properties Sponsorship	1,143,000	1,208,000	65,000
Pepsi Pouring Rights	191,099	200,059	8,960
Nike Sponsorship	225,000	224,460	(540)
NCAA/Mountain West/TV	4,150,000	4,496,896	346,896
Student Fees	5,071,960	4,980,942	(91,018)
Football	5,567,248	6,059,971	492,723
Basketball	723,938	921,976	198,038
Development - Big Blue/Merlin Olsen	2,295,000	2,063,358	(231,642)
Marketing Trade (In/Out)	250,000	338,205	88,205
Other Revenue	1,587,014	1,628,673	41,659
<b>TOTAL REVENUE</b>	<b>\$ 34,481,807</b>	<b>\$ 35,517,889</b>	<b>\$ 1,036,081</b>
<b>EXPENSES</b>			
<b>Compensation</b>			
Salary & Wages	8,494,787	8,796,078	(301,291)
Fringe Benefits	3,632,637	3,584,563	48,074
Compensation (Non-Benefited)	916,708	1,063,391	(146,683)
<b>Total Compensation</b>	<b>13,044,132</b>	<b>13,444,031</b>	<b>(399,899)</b>
<b>Sport Expenses</b>			
Men's Varsity Sports Operating Expenses	4,920,354	5,253,484	(333,130)
Women's Varsity Sports Operating Expenses	2,479,080	2,297,318	181,762
Scholarship Expenses	6,262,370	6,336,583	(74,213)
<b>Total Sport Expenses</b>	<b>13,661,804</b>	<b>13,887,385</b>	<b>(225,581)</b>
<b>Administrative Expenses</b>			
Administrative Operating Expenses	3,949,871	3,928,610	21,261
Indirect F&A (In/Out)	1,900,000	1,900,000	-
Marketing Trade (In/Out)	250,000	338,205	(88,205)
Other	1,676,000	1,988,822	(312,822)
<b>Total Administrative Expenses</b>	<b>7,775,871</b>	<b>8,155,637</b>	<b>(379,766)</b>
<b>TOTAL EXPENSES</b>	<b>\$ 34,481,807</b>	<b>\$ 35,487,054</b>	<b>\$ (1,005,246)</b>
<b>NET REVENUE/(LOSS)</b>	<b>\$ 0</b>	<b>\$ 30,835</b>	<b>\$ 30,835</b>



2018-2019 **ACADEMIC YEAR-IN-REVIEW**

**92%** **GRADUATION SUCCESS RATE** ↑  
WITH AN EXPECTED 94% GSR IN 2019-20

**1ST** **AMONG MOUNTAIN WEST INSTITUTIONS IN  
GRADUATION SUCCESS RATES**

**66**  **STUDENT-ATHLETES GRADUATED**

**980** **AVERAGE APR FOR THE DEPARTMENT**

**206** **STUDENT-ATHLETES HONORED AT WHITESIDES**  
(3.2 GPA OR HIGHER)

**15** **TEAMS WITH A 3.0 OR HIGHER GPA**

**3.27**  **STUDENT-ATHLETES COMBINED GPA**

**12** **TEAMS WITH A 3.2 OR HIGHER GPA**



# Academic Freedom and Tenure (AFT) Committee, Utah State University Report to the Faculty Senate for Calendar Year 2019

## Membership

*Agriculture and Applied Sciences – Nikki Kendrick*  
*Arts – Bruce Duerden*  
*Business – Zsolt Ugray*  
*Education and Human Services – Stephanie Borrie*  
*Engineering – Nicholas Roberts*  
*Humanities and Social Sciences - Michael Lyons, Committee Chair*  
*Natural Resources – Beth Burritt*  
*Science – David Farrelly*  
*Libraries – Kacy Lundstrom*  
*Extension – JayDee Gunnell*  
*Statewide Campuses – Susan Talley*  
*USU Eastern – Larry Martin*  
*Senate – Nikki Kendrick*  
*Senate – Stephanie Borrie*  
*Senate – Zsolt Ugray*

## Mission as Defined in USU Policies and Procedures

The AFT Committee meets during the academic year to discuss “matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the University” [Policy 402.12.3(1)(a)].

## Committee Business Calendar Year 2019

The AFT Committee conducted one Faculty Grievance Hearing during 2019. The case involved a non tenure track faculty member who was informed that her faculty appointment would not be renewed at the end of Fall Semester, 2019. The faculty member filed the Grievance in January, 2019. A Grievance Hearing was conducted in April, 2019 and the Grievance Panel reported its findings to University President Noelle Cockett.

Several other matters potentially requiring AFT committee action arose during 2019. Most notably, three faculty members—all denied tenure and promotion to Associate Professor in 2019--contacted the committee to explore possible Grievance Hearings. After discussing their individual situations with the Committee Chair, only one of these faculty members decided to go forward with a Grievance, which was filed in May, 2019.

This Grievance contained an allegation that a university official had discriminated against the Grievant on the basis of gender. Under Section of 407.52 of USU Faculty Policies and Procedures (the USU “Code”), the AFT Committee must immediately forward claims of gender discrimination to the USU Equity Office, which then investigates these claims. University Attorney Mica McKinney determined that it would be most consistent with the USU Code to have the USU Equity

Office conduct its investigation before the AFT Committee considers the other issues raised in the Grievance. The committee now awaits the issuance a report on this investigation by the Equity Office. Once it receives this report, the committee will organize a Grievance Hearing.

In March, 2019, a USU faculty member requested a Grievance Hearing to air an allegation that a second USU faculty member had plagiarized from the first faculty member's published research. In consultation with Provost Frank Galey, the AFT Committee Chair determined that this complaint fell outside of the committee's jurisdiction, and the complainant was encouraged discuss the matter with his Department Head and College Dean

Another issue brought to the attention of the AFT Committee in April, 2019, involved a faculty member found potentially to be in violation of Sections 407.9 of the USU Code, which deals with "consensual relationships" between faculty and students. Following Section 407.11 of the USU Code, the AFT Committee Chair appointed two members of the Faculty Senate who together with one member selected by the Provost Frank Galey, formed an "Inquiry Panel." The panel reviewed the evidence pertinent to the potential Code violation, and reported its findings to Provost Galey.

More recently, the Equity Office informed the AFT Committee it may be necessary to form several more "Inquiry Panels" in the months ahead, as information about possible violations of Sections 407.8 ("sexual harassment") and 407.9 of the Code has now reached the office. The Equity Office recommended to the committee that it prepare for these cases by developing a roster of Faculty Senate volunteers willing to serve on future "Inquiry Panels." With the welcome assistance of Faculty Senate President Patrick Belmont, the committee is in the process of compiling such a roster.

The committee received other inquiries from faculty members during year, all involving the interpretation of the USU Code. The committee responded to the faculty members by citing the appropriate language in the USU Code, and sometimes referring the faculty members to Provost Frank Galey for further clarification. None of these questions resulted in a request for action by the committee.

Michael Lyons  
Associate Professor, Political Science  
AFT Committee Chair

## (2) Visiting Ranks.

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more semesters for an academic department while on leave from another academic institution are appointed to one of the following ranks: visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor.

## (3) Temporary Ranks.

The term "temporary" may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units may fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

## (4) Career and Technical Education Contract Faculty.

Faculty members who teach only in career and technical education programs leading to a certificate level credential need to meet requirements specific to the CTE instructional area. These faculty will be hired to instruct in CTE certificate programs on an at-will, contractual basis in alignment with programs that address regional workforce demands. Appointment as a career and technical education contract faculty member requires a minimum of six years of documented, applicable work experience at an industry defined level of competency, hold current industry credentials, and must meet accreditation standards. Up to three years of academic training from an accredited college may be substituted for three years of work experience at the discretion of the hiring committee and dependent upon individual program accreditation standards.

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## 5.3 Limitations on Positions: Faculty with Special Appointments

### (1) No tenure eligibility.

Faculty members with special appointments are ineligible for tenure.

### (2) Limitations on faculty participation.

The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to

## **401.5 FACULTY WITH SPECIAL APPOINTMENTS**

### **5.1 Description and Appointment Requirements**

The faculty with special appointments consists of those individuals whose appointments confer a limited association with the university. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with special appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or term appointment faculty. Proposed special appointments must be considered by appropriate departmental procedures. Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty members with special appointments are not eligible for tenure.

### **5.2 Academic Ranks**

The academic ranks for the faculty with special appointments follow.

#### **(1) Adjunct Ranks.**

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests can be appointed as adjunct faculty. The term “adjunct” may precede any faculty title in the tenure and term appointment ranks. Adjunct appointments are made for less than 50 percent time only.

#### **(2) Visiting Ranks.**

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more semesters for an academic department while on leave from another academic institution are appointed to one of the following ranks: visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor.

#### **(3) Temporary Ranks.**

The term “temporary” may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units may fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

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