

Utah State University

DigitalCommons@USU

Faculty Senate & Faculty Senate Executive
Committee

Faculty Senate

8-18-2003

Faculty Senate Executive Committee Agenda, August 18, 2003

Utah State University

Follow this and additional works at: https://digitalcommons.usu.edu/fs_fsexec

Recommended Citation

Utah State University, "Faculty Senate Executive Committee Agenda, August 18, 2003" (2003). *Faculty Senate & Faculty Senate Executive Committee*. Paper 296.
https://digitalcommons.usu.edu/fs_fsexec/296

This Faculty Senate Executive Committee Agenda is brought to you for free and open access by the Faculty Senate at DigitalCommons@USU. It has been accepted for inclusion in Faculty Senate & Faculty Senate Executive Committee by an authorized administrator of DigitalCommons@USU. For more information, please contact digitalcommons@usu.edu.



Faculty Senate Executive Committee
18 August 2003
3:00 - 4:30 p.m.
Eccles Science Learning Center
Dean's Conference Room # 245D

AGENDA PACKET

3:00 Call to Order

[Approval of minutes of 14 April 2003](#)

Announcements - FSEC Lunch with the President will be on
Tuesday, the 2nd of September.

[Lunch Schedule for Fall Semester 2003](#)

3:05 Information Items for Consent Agenda

[EPC Business](#)

Joyce Kinhead

[EPC Annual Report](#)

Joyce Kinhead

[UPRPC/Space Management](#)

David Cowley

[Graduate Council Report](#)

Tom Kent

[Tables](#)

3:30 Key Issues & Action Items

[Policy Changes for Faculty Senate](#)

Janis Boettinger

Honorary Degrees and Awards resolution

Marv Halling

[Term Appointments](#)

Kevin Kesler

[Proposed Changes to the Hiring Policy](#)

Clark England

[Senate Membership on the Banner Committee](#)

Kevin Kesler

4:10 University Business

Administration

4:30 Adjournment

Faculty Senate Executive Committee Meeting Minutes for April 14th, 2003

Attendance:

Senators:	Martha Dever (0394)	Kevin Kesler (0930)	Vance Grange (2702)
	Jan Roush (2729)	Dean Miner (801-370-8469)	Bruce Miller (2232)
	Carol Kochan (2676)	Tom Kent (1189)	Marv Halling (3179)
	Mike Kuhns (4056)	Chris Coray (2861)	Ed Heath (3306)
Presenters:	Joyce Kinhead (1706)	Sydney Peterson (1170)	Brent Miller (1180)

	Russ Price (9603)	David Tarboton (3172)	Ericka Ensign (1726)
Administration:	Stan Albrecht (1167)		
Visitors:	Kelly Mendenhall (8735)	Celestial Bybee (1723)	Karla Petty (2912)

Call to Order

Martha Dever called the meeting to order at 3:10 pm.

Minutes:

Vance Grange moved to accept the minutes of March 17th. The motion, seconded by Carol Kochan, was passed.

Committee Reports:

Calendar Committee

Sydney Peterson presented the Calendar Committee's annual report. The Calendar Committee is coming up with a few different scenarios for possible calendars for the 2004-2005 school year. They are taking into consideration the possibility of reading days, dead week, and other factors. These calendars will be ready for the Faculty Senate meeting next week. Kevin Kesler made the motion to place the Calendar Committee report on the Consent Agenda. Vance Grange seconded. Discussion continued about the calendars not being finalized, and it was determined that discussion in the Faculty Senate would be more appropriate, rather than simply accept it in the Consent Agenda. Kevin Kesler withdrew his previous motion and made a new one to make the report an action items. The motion, seconded by Jan Roush, was passed.

Committee on Committees

Marv Halling passed out the election results for next years new senators and faculty senate committee members. Some of the colleges had not finalized their elections, and results of those will be ready for the upcoming senate meeting. Carol Kochan moved to place the Committee on Committees report on the Consent Agenda. The motion, seconded by Kevin Kesler, was passed.

EPC Business

Joyce Kinkead reviewed the program changes to EPC Business. Changes included those associated with Consumer Science, Environmental Geoscience, Plants Soils and Biometerology, and suspension of enrollment. Vance Grange moved to place EPC Business on the Consent Agenda. The motion, seconded by Jan Roush, was passed.

Key Issues and Action Items:

Intellectual Property

Brent Miller introduced Russ Price, the manager of the office of disclosure and compliance. Russ Price then presented the policy on intellectual property. This includes a comparison between federally established Bayh-Dole Act, and the USU notification, and a confirmation letter which is to be signed and submitted by all faculty. Bruce Miller moved to place the Intellectual Property Report on the agenda as an action item. The motion, seconded by Mike Kuhns, was passed.

Water Initiative Task Force

David Tarboton presented a report on Integrated Water Planning. Specifically, it defines the various USU water programs, and the lack of coordination and efficiency. The report proposes the creation of a center to organize the usages of water, and the start of the process of establishing a school for water sciences. Kevin Kesler made the motion to place the Water Initiative Task Force on the agenda as an information item. Dean Miner seconded, and the motion was passed.

Student Proposal for Reading Days

Ericka Ensign reported on the progress of the Student Proposal for Reading Days. There was made a few revisions in response to the Faculty Senate meeting held last week. Among the changes included the

entire removal of the Dead Week policy, and striking the proposal that requires professors to hold office hours during their normal class times on reading days. She then explained the reasons behind making reading days university policy. Discussion then commenced on faculty issues with reading days.

Celestial Bybee explained two points that the Faculty Senate need to realize. First the student council has worked hard to produce valid and sound research. Second, that they accurately represent the student voice in regards to reading days. Also, that the students working on this proposal will most likely never see it established, that it is meant for the benefit of future students.

Mike Kuhns moved to place the Student Proposal for Reading Days on the agenda as an action item. Chris Coray seconded, and the motion passed.

PRPC Issues I and II

Bruce Miller placed the PRPC Issues on the table for the required second time. He moved to place Issues I and II on the agenda as separate action items. The motion, seconded by Carol Kochan, was passed.

University Business

Stan Albrecht proceeded to discuss University Business with the Executive Committee. The regents have been categorizing institutions based on their missions and roles. USU and UofU have been placed in the category of 'Quality/Research'. The promotion/tenure process has been completed and passed through the board of trustees. Salary increases be provided where promotions occur. A proposal is now being working on that will respond to the equity issue. The deans are preparing the proposals for Tier II tuition funds for this next year.

New Business

Mike Kuhns brought up the issue of the environmental task force regarding the recycling of paper. Stan Albrecht mentioned that the students in the task force presented paper recycling to the presidents executive committee.

Adjourn:

The meeting adjourned at 4:48 pm.

Schedule for Faculty Senate Executive Committee lunch with President Hall

All lunches will be from 12:00 to 1:00 pm in the Champ Hall Conference Room unless otherwise stated.

Tuesday, September 2nd, 2003

Thursday, September 25th, 2003

Thursday, October 16th, 2003

Thursday, November 6th, 2003

Tuesday, December 2nd, 2003

Spring Semester 2004 lunches will be scheduled later.

Introduction: Educational Policies Committee

Report for Faculty Senate 5/1/03

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Celestial Bybee-ASUSU Pres., Todd Crowl-Natural Resources, Ericka Ensign,-ASUSU Acad VP, James Evans-Science, Jan Roush-HASS, Robert Franckowiak-GSS, Scott Hunsaker-Education, Dennis LaBonty-Business, David Luthy-DEED chair, Weldon Sleight-Extension, Cheryl Walters-ILR, Jeffrey Walters- ASC Chair, Paul Wheeler-Engineering

Meeting Dates:

September 5, 2002, October 3, 2002, November 7, 2002, December 5, 2002, January 9, 2003, February 6, 2003, March 6, 2003, April 3, 2003, May 1, 2003

Facts & Discussion:

Curriculum Subcommittee

In May meetings, the Curriculum Subcommittee approved the following program changes:

- [Request to change the name of the MS and PhD degrees in Biological & Agricultural Engineering to Biological Engineering was approved.](#)
- [Request for a change in emphases for the Music Major was approved.](#)

Academic Standards Subcommittee

In April meetings, the Academic Standards Subcommittee approved the following program changes:

- Intent to Transfer graduation requirements: Students who did not initially enroll at USU, but have completed the Intent to Transfer process, will be obligated by the Seven-Year Policy for both the General Education/University Studies and Major requirements in effect when their Intent to Transfer Education Plan was signed by representatives at both USU and the sending institution. Signatures from both institutions must be obtained during the same semester.

Recommendations EPC recommends approval of above changes by Faculty Senate.

EDUCATIONAL POLICIES COMMITTEE ANNUAL REPORT 2002- 2003

The major function of the Educational Policies Committee is to serve as the Faculty Senate committee on educational policy. All policy recommendations and major actions are referred to the Senate for approval or disapproval. The Educational Policies Committee operates through four subcommittees:

Academic Standards, Curriculum, General Education, and Distance and Electronic Education.

The Educational Policies Committee met monthly from September 2002 - May 2003 and considered the business of its four subcommittees.

Membership on EPC consists of the Provost or his designee, one faculty representative from each college, one faculty representative from Extension, one faculty representative from the Library, two student officers from ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with USU Policy Manual, Section 402.11.2. The following individuals served on the Educational Policies Committee during the 2002-2003 academic year:

Joyce Kinhead	Chair
Stanley Allen	Agriculture
Tom Hilton	Business
Scott L. Hunsaker	Education
Paul Wheeler	Engineering
Kathryn Fitzgerald	HASS
Todd Crowl	Natural Resources
Jim Evans	Science
Weldon Sleight	Extension
Cheryl Walters	Library
Celestial Bybee	ASUSU
Ericka Ensign	ASUSU
Robert Franckowiak	GSS

All formal actions taken by EPC through its subcommittees are described under the appropriate subcommittee report.

ACADEMIC STANDARDS SUBCOMMITTEE ANNUAL REPORT
2001-2002

According to the USU Policy Manual [402.12.6(7)], the Academic Standards Subcommittee (ASSC) (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty.

Membership

The ASSC consists of four faculty members and one student appointed from the Educational Policies Committee (EPC). Their terms correspond to their EPC terms. Additional members are appointed to the ASSC for two-year terms by the EPC to lend expertise. The 2002-2003 membership of the ASSC is as follows:

Jeffrey Walters	Chair
Stanley Allen	Agriculture (EPC)
Heidi Beck	Enrollment Services
Wynn Walker	Engineering
Richley Crapo	HASS

Todd Crowl	Natural Resources (EPC)
Vicki Allan	Science
Ericka Ensign	ASUSU (EPC)
Scott Hunsaker	Education (EPC)
Dwight Israelson	Business
John Mortensen	Academic Services
Lavell Saunders	Academic Services
Gary Poppleton	Extension Education
Sydney Peterson	Provost's Office

Business

Issues considered by the ASSC this year were as follows:

Posthumous Degrees Policy. The ASSC approved policy language for the conditions under which the University would grant posthumous degrees to students who die before completing all degree requirements. This policy standardizes and codifies ad hoc procedures under which the Registrar's Office had been operating in such cases.

Repeal of limit on transfer credits from 2-yr Institutions that can be applied to a Bachelor's Degree. The ASSC approved a recommendation to eliminate the restriction that no more than 80 credits earned at a 2-yr institution could be applied to meeting the requirements of a USU Bachelor's Degree. The Subcommittee felt that existing requirements that students earn a minimum of 30 USU credits and 40 upper division credits were sufficient to ensure the integrity of Bachelor's Degrees awarded by USU.

Repeal of limit on maximum Independent Study credits that can be applied to a Bachelor's Degree. The ASSC recommended that the existing policy limiting the maximum amount of Independent Study credit that can be applied to meeting the requirements of a Bachelor's Degree to 30 credits be repealed.

Policy on minimum credits for an Associate's Degree following another degree. The ASSC recommended that a policy be established requiring that any student who already holds a post-secondary degree be required to complete at least USU 15 credits to earn an Associate's Degree from Utah State University. This policy would bring the requirements for earning such degrees in alignment with the existing policy on second Bachelor's Degrees awarded by USU.

Policy on Petitions for Academic Record Adjustment. The ASSC adopted language for procedures to be followed in cases where students wish to petition for adjustment of their academic records after grades have been posted to the transcript that clarifies and codifies procedures developed by the Registrar's Office. The policy defines the conditions under which such petitions may be granted and establishes a 2 year limit within which such petitions must be initiated.

Academic Warning/ Probation/ Suspension Policies. The ASSC reviewed these policies at the request of the EPC, and recommended that in cases of Academic Suspension, the suspension shall take effect immediately and that students who have been suspended be barred from USU taking courses in the following semester in contrast to the existing policy which permitted a one-semester grace period following suspension.

Policy on Concurrent Enrollment Credit on Transcripts. The EPC requested that the ASSC review existing practice and make recommendations. The existing practice has been that USU concurrent enrollment credit earned by high school students has been treated as transfer credit when these individuals enroll as freshmen at USU. In some cases, this has meant that students have been placed on probation before they have completed any on-campus courses. To address this situation, the ASSC

recommended that secondary students who have taken concurrent enrollment classes shall be considered as being in Good Standing when they enter USU following graduation from high school.

Policy on Intent to Transfer Graduation Requirements. USU has initiated an Intent to Transfer program that permits students attending another institution to receive coordinated advising and program approval from their current institution and USU. The policy issue considered by the ASSC was how to incorporate these students into USU's Seven-Year Policy for meeting graduation requirements. The subcommittee recommended that students who declare an Intent to Transfer to USU will come within the scope of the Seven-Year Policy beginning with the semester in which the Intent to Transfer Education Plan has been signed by authorized representatives of both USU and the sending institution.

Curriculum Subcommittee Annual Report
2002-2003

The Curriculum Subcommittee makes recommendations on curricula matters, including course changes and forwards them to the Educational Policies Committee for approval. The following members served on the Curriculum Subcommittee during 2002-2003

Scott Hunsaker	Chair
Weldon Sleight	Extension
Don Snyder	Agriculture
Clifford Skousen	Business
William Rahmeyer	Engineering
Kathryn Fitzgerald	HASS
Raymond Dueser	Natural Resources
Don Fiesinger	Science
Todd Crowl	Graduate Council
Cheryl Walters	Library
Ericka Ensign	ASUSU
Robert Franckowiak	GSS
Cindy Moulton	Staff
Sheri Peterson	Staff
Cathy Gerber	Secretary

The meetings of the Curriculum Subcommittee, held from September 2002 through May 2003 dealt mainly with the course additions, course changes, and deletions requested in refining departmental curricula.

Number of courses by department reviewed by the subcommittee:

College of Agriculture	
Agricultural Systems Technology and Education	14
Animal, Dairy and Veterinary Science	2
Nutrition and Food Science	8
Plants, Soils, and Biometeorology	7
<u>Total College of Agriculture</u>	<u>31</u>
 College of Business-Dean's Office	 12

Business Administration	4
Business Information Systems and Education	2
School of Accountancy	5
Management and Human Resources	1
<u>Total College of Business</u>	<u>24</u>
College of Education	7
Communicative Disorders and Deaf Education	21
Elementary Education	-
Family, Consumer, and Human Education	85
Health, Physical Education and recreation	6
Instructional Technology	3
Psychology	3
Secondary Education	-
Special Education and Rehabilitation	5
<u>Total College of Education</u>	<u>130</u>
College of Engineering	
Biological and Irrigation Engineering	2
Civil and Environmental Engineering	6
Electrical and Computer Engineering	23
Industrial Technology and Education	4
Mechanical and Aerospace Engineering	15
<u>Total College of Engineering</u>	<u>50</u>
College of HASS	
Aerospace	-
Art	37
Journalism and Communication	5
English	2
History	-
Interdisciplinary Studies	3
Intensive English Language Institute	17
Interior Design	15
Landscape Architecture and Environmental Planning	-
Languages and Philosophy	21
Music	3
Political Science	-
Sociology, Social Work and Anthropology	4
Theatre Arts	10
Military Science	15
<u>Total College of HASS</u>	<u>132</u>
College of Natural Resources	3
Aquatic, Watershed, and Earth Resources	14

Environment & Society	24
Forest. Range & Wildlife Science	29
<u>Total College of Natural Resources</u>	<u>70</u>
 College of Science	
Biology	12
Chemistry and Biochemistry	12
Computer Science	7
Geology	6
Mathematics and Statistics	3
Physics	1
<u>Total College of Science</u>	<u>41</u>
 Jointly Administered	
Economics	13
Nutrition and Food Science	6
<u>Total Jointly Administered</u>	<u>19</u>
 University Studies	11
Honors	6
 <u>GRAND TOTAL</u>	<u>514</u>

During the 2002-2003 the Curriculum Subcommittee approved the following program changes:

September 5, 2002

Family Life Reorganization

Request from the Department of Biotechnology for emphases changes: Bioveterinary Science and Animal Science.

November 7, 2002

Request from the Department of Plants, Soils, and Biometeorology for establishment of a Turfgrass Emphasis within the Horticulture BS and BA.

College of Education proposal requests to offer Educational Leadership, gifted and Talented Education, and Middle Level Education as specializations, as well as the proposal for a Master of education-ESL are of specialization.

Request from the Department of Geology for a Bachelor of Science degree in Applied Environmental Geoscience.

Request from the Department of Chemistry and Biochemistry for a Bachelor of Science degree in Biochemistry.

Proposals for a Bachelor of Science degree in Wildlife Science in the Department of forest, Range, and Wildlife Sciences, and a Bachelor of Science degree in Conservation and

Restoration Ecology in the Department of Forest Range, and Wildlife Sciences were approved.

December 5, 2002

Proposal for the Natural Resources and Environmental Education (NREE) Interdisciplinary Graduate Certificate Program was approved.

January 9, 2003

A motion was approved that an ad hoc review committee be appointed each time a new undergraduate degree is proposed.

Proposal to change the name of the College of Education to the College of Education and Human Services was approved.

Proposal for a new emphasis (Bioinformatics) in the undergraduate Computer Science major was approved.

Proposal for the department of Environment and Society to offer MS and PhD degrees in Human Dimensions of Ecosystem Science and Management was approved.

Proposal to change the name of Languages and Philosophy to the Department of Languages, Philosophy, and Speech Communication was approved.

Request for changes in the MEd degree program for plans B and C were approved.

February 6, 2003

Request from the Department of Family and Human Development to change their name to Department of Family, Consumer, and Human Development.

Request from the Department of Information Technology for a new emphasis in Computer Science.

March 6, 2003

Proposal for a Biotechnology Emphasis within the Bachelor of Science in Nutrition and Food Sciences was approved.

Proposal to offer a Master of Science degree in Applied Environmental Geoscience within the Department of Geology was approved.

Proposal to revise the names of emphases offered within the Bachelor of Science in Crop Science was approved. The two new emphases will be : Production Agronomy and Research/Biotechnology.

April 3, 2003

Request for a new Consumer Sciences specialization in both the MS and PhD programs in the Department of Family, Consumer, and Human development was approved.

Transfer Articulation Agreements were provided.

Request to change the name of the emphasis proposed for the Bachelor of Science in Crop

Science from Production Agronomy to Agronomy was approved.

Request for Suspension of Enrollment of the following programs in Engineering: Welding Engineering Technology, Computer Aided Drafting and Design, Computer Electronics Technology, and Aircraft Maintenance Technician.

May 1, 2003

Request to change the name of the MS and PhD degrees in Biological and Agricultural Engineering to Biological Engineering was approved.

Request for a change in emphases for the Music Major was approved.

Other Actions Approved by the Curriculum Subcommittee
The Curriculum Subcommittee discussed the following issues:

Distance and Electronic Education Committee

The subcommittee will make recommendations to the EPC on matters pertaining to distance and electronic education. It will also assist the faculty and administration in identifying problems, trends, and opportunities for USU in these areas. The subcommittee shall consist of an elected representative from each college plus a representative from each of the following: Instructional Support, Information Technology, Continuing Education, and ASUSU or the GSS. Additional members may be appointed to the subcommittee by the Educational Policies Committee to lend academic expertise. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. Other members will serve a 2-year term. The term of office for student members shall be one year and coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

David Luthy	Chair, Business
Stanley Allen	Agriculture
Scott Budge	Engineering
Byron Burnham	Associate Chair, Education
Celestial Bybee	ASUSU President
Christine Hult	HASS
Carol Kochan	ILR
Vince Lafferty	Extension
John Malecheck	Natural Resources
Keith Mott	Science
Kevin Reeve	FACT Center

**Standards for the Development and Delivery
Of
Time Enhanced (On-line) Courses
(Draft Outline – May 10, 2003)**

- I. Utah State University's commitment to time enhanced (on-line) learning –
 - A. Programs and courses are reviewed and approved prior to being offered to ensure that they are aligned with the role and mission of the sponsoring department, college, and the University.

- 1. Responsibility –

- 2. Process –

B. Financial resources are committed to ensure the quality of the learning experience using on-line courses.

- 1. Responsibility –

- 2. Process –

C. Qualified faculty members, with the approval of their respective departments and colleges, provide instruction and oversight of courses and programs.

- 1. Responsibility –

- 2. Process –

D. Training is available for faculty members who teach on-line courses as well as continuing faculty support services while on-line courses are taught. The FACT Center is the primary resource for faculty training.

E. Technical infrastructure –

- 1. Technologies are available to support synchronous and asynchronous interaction.

- 2. Technologies are available to facilitate interaction among students and between students and teachers including email, voice mail (student-to-instructor) chat rooms, and discussion groups. [Voice conferencing capabilities are being developed.]

- 3. Technologies are available to provide instructional materials on the Internet such as syllabi, papers, lecture notes, tutorials, study questions, and video and audio materials.

- 4. Security and privacy of communications are maintained to ensure the integrity of the learning process.

II. Maintenance of quality –

A. Course content and course requirements are as rigorous as face-to-face courses with identical or similar content as indicated by appropriate evaluation processes.

- 1. Responsibility –

- 2. Process –

B. Student learning outcomes and student and faculty satisfaction are consistent with face-to-face programs and courses as indicated by appropriate assessment processes.

- 1. Responsibility –

- 2. Process –

III. Academic honesty and the honor code –

A. Students in time enhanced (on-line) courses are subject to the standards of the Honor Code concerning academic integrity, and the "Honor Pledge" as contained in The Code of Policies and Procedures for Students at Utah State University (revised April 2002), Article V, Section 3.

B. Students in time enhanced (on-line) courses are subject to the provisions for dealing with academic dishonesty in the Honor Code.

IV. General program/course information about on-line learning opportunities is readily accessible including:

- A. Admission requirements

- B. Tuition and fees

- C. Books and supplies

- D. Advising services

- E. General technology requirements

- F. Expected time-to-complete

- G. Methods of student evaluation

H. Financial aid

V. Course-specific information about each on-line course is readily available including resources such as:

A. A course syllabus that contains items such as:

1. Learning objectives
2. Assignments/student work
3. Deliverables
4. Due dates
5. Time requirements
6. Scheduling
7. Instructor office hours and contact information including such means as a telephone number, email address, or chat room

B. Electronic library materials including items such as:

1. Course packets
2. Reading lists
3. Research databases
4. Supplementary video and audio materials

C. On-line tutorials and electronic tools such as RealPlayer, Acrobat Reader, and PowerPoint including instructions for their installation and use

D. CD-ROM audio/video supplementary materials including source and cost

E. Expectations concerning interaction and collaboration including:

1. Type of interaction (learner-to-content, learner-to-learner, and learner-to-instructor)
2. Minimum levels of student participation
3. The use of synchronous features such as chat rooms and whiteboards
4. The use of asynchronous features such as email and discussion groups
5. Instructor involvement including response time in providing feedback and participation in both synchronous and asynchronous types of collaboration
 - a. [Instructor/TA login frequency standards]
6. Group projects
7. Student presentations

General Education Subcommittee Report **2002-2003**

Membership:

Joyce Kinkead	Chair
Tyler Bowles	
Mark Brunson	
Celestial Bybee	
Glenn Davis	
Ryan Dupont	
Jim Evans	
Kandy Baumgardner	(for Don Fiesinger)
Judith Johnson	

Norm Jones
John Lackstrom
Mary Leavitt
John Mortensen
Weldon Sleight
Robert Sorenson
Cindy Moulton
Staci Gomm

The General Education Subcommittee of the Educational Policies Committee met monthly throughout the year. The Subcommittee reviewed courses for General Education designation, recommended policy on University Studies and General Education and examined the General Education program. A summary of activities and approvals by the subcommittee follows:

Courses Approved 2002-2003 for General Education designation:

PLSC 2100	Introduction to Horticulture	BLS
AWER 3100	Fish Diversity	DSC
THEA 5240/6240	Contemporary Theatre	CI
BIOL 3000	Discovering Utah's Biodiversity	DSC
BIOL 4060	Exploring Animal Behavior	CI
MUSIC 3620	Vocal Repertory II	CI
NFS 4420	Nutrition Research Methodology	QI
Remove Gen Ed designation		
ART 1110	Drawing I	BCA
ART 1120	Two Dimensional Design	BCA

Other activities during the year:

Review Criteria

The Subcommittees extensively reviewed the criteria for approval of General Education courses. New criteria is posted on the website.

CLEP and AP Credit

The Subcommittee reviewed and approved modified conversion tables for CLEP and AP credit for general education courses.

Review Schedule for General Education Courses

A review schedule for General Education Courses was approved by the Subcommittee (May 2002). The schedule establishes a three year rotation of all General Education courses. The first year in the review cycle will be next year (AY 2002-2003).

for FY2003

The major actions of the University Physical Resources Planning Committee (UPRPC) are summarized as follows:

- **FY2004 Capital Improvement Priorities** - The UPRPC approved the FY2004 Capital Improvement Priority List which was sent forward as USU's funding request for capital projects under \$1,500,000. USU received approval for projects totaling \$3,913,000. A copy of the final [Approved FY2004 Capital Improvement Projects List](#) is included.
- **FY2005 Capital Development Priorities** - The UPRPC approved the FY2005 Capital Development Priority List which will be sent forward as USU's funding request for capital projects over \$1,500,000. Projects are prioritized after hearing presentations from individual colleges on new facilities or renovations needed to support current and future programs. The top capital development priority is the renovation of the Animal Science building. Four of the projects on the list, Stadium Team Building, Child Care Facility, West Housing, and West Parking Facility, are not requesting state funding but still require approval from the legislature before construction can begin. A copy of the final [Approved FY2005 Capital Development Priority List](#) is included.
- **Frisbee Golf** - The UPRPC approved a site in the area of the Stan Laub Training Center to be used as a Frisbee Golf course.
- **Building Site Approvals** - The UPRPC approved two building sites for a Soccer Field Restroom and Locker Room Facility.
- **Veteran's Memorial** - The UPRPC approved a site near the South entrance to the Spectrum for the construction of a Veteran's Memorial.
- **Merrill Library Replacement Project** - The UPRPC (Space Committee) continues to work through a plan to relocate occupants who have been or will be displaced by the Merrill Library Replacement project.

APPROVED

Capital Improvement Priority List

FY 2004

Type	Project Name	Budget
Improvements	Tunnel Extension - Edith Bowen Area	1,000,000
	Central Energy Plant Chiller Addition (NR, Spectrum)	750,000

	Buried Natural Gas Pipe Replacement	100,000
	Old Heat Plant Tank Removal	50,000
	Steam/Condensate Pipe Replacement	250,000
	Nutrition & Food Science Fire Alarm Upgrade	150,000
	Lundberg Fire Escape	50,000
	New Well	350,000
	Vet. Sci. Fire Pumps & Generator	350,000
	Technical Support Services Renovation	200,000
	Old Heat Plant Asbestos Removal	175,000
Roofing	Fine Arts Visual	185,000
	Stadium Press Box	53,000
	University Reserve (East & West BUR)	25,000
	Water Lab	70,000
Paving	Bus Turnaround North	95,000
	A2 Lot Overlay	60,000
	Total Amount Requested	3,913,000

PROPOSED

Capital Development Priority List

FY 2005

Priority	Project Name	Approx. Budget
<u>BUILDINGS - Requesting State Funding</u>		
1	Animal Science Renovation	4,500,000
2	BNR Renovation/Addition	25,000,000
3	HPER Addition	12,000,000
4	Utility Infrastructure Addition	2,600,000
5	Agricultural Science Building Renovation	30,000,000
6	Ray B. West Building Renovation & Addition	11,000,000
7	Business Building Addition	18,000,000
8	Computing, Mathematical, and Statistical Sciences Building	20,000,000
9	BNR-Biology Addition	15,000,000
<u>INFRASTRUCTURE - Requesting State Funding</u>		

1	Campus Utility Development	12,000,000
2	Campus Site Development	6,000,000
3	Campus Utility Development Phase II	10,000,000

OFF CAMPUS - Requesting State Funding

1	Tooele Campus Building Purchase & Addition	2,500,000
2	Brigham City Campus Building Renovation	5,000,000

Projects Not Requesting State Funding

1	Stadium Team Building	10,000,000
2	Child Care Facility	2,000,000
3	West Housing	27,000,000
4	West Parking Facility	9,100,000

REPORT TO THE FACULTY SENATE

**THE SCHOOL OF GRADUATE STUDIES
2003-2004**

As Dean of the School of Graduate Studies, I am delighted to report that our doctoral enrollment for the 2002-2003 academic year increased from 490 to 550 students, a record high. The number of masters students decreased from 2037 students to 2019 students, but our total graduate enrollment stood at 2,569, another record high. I am also happy to report that during the previous academic year we have instituted several important changes that will improve the Graduate School's service both to Utah State's graduate students and to our faculty. In addition, we have also improved our ability to support graduate fellowships as well as our university-wide recruitment and retention needs. During the upcoming academic year, we intend to continue our efforts to generate additional support for graduate education, and we will strive to make the Graduate School more responsive to the needs of USU's students and faculty.

In order to describe these changes and improvements and in order to provide you with information regarding the status of our graduate programs, we organized this report in three major segments. Segment one outlines our achievements for 2002-2003 and the initiatives that we will pursue during the 2003-2004 academic year. Segment two provides general information about the mission of the Graduate School and information concerning last year's actions by the Graduate Council, including funding for graduate students. Segment three includes information regarding the number of applications received by the Graduate School, the enrollment figures for last year, the number of degrees awarded during the previous academic year, the percentages of underrepresented students in our graduate programs, and finally information about the Graduate Mentor Award. In the appendix to this report, you will also find a variety of tables that provide in greater detail data that are summarized in the body of the report. I will begin by providing you with a summary of the changes that we instituted during the 2002-2003 academic year and the initiatives that we will pursue during this academic year.

I. CHANGES, ACHIEVEMENTS, AND NEW INITIATIVES

During the 2002-2003 academic year, we instituted several major changes and improvements in the School of Graduate studies, and we have launched several new initiatives that constitute part of our

compact plan.

A. Changes and Achievements for 2002-2003

The priorities for the School of Graduate Studies during the 2002-03 academic year concerned primarily the implementation of our compact plan, the improvement of the Graduate School's ability to help departments with recruitment activities, and the development of funding sources for new graduate fellowships and scholarships. As a result of these efforts, two of our compact plan initiatives were included in the university's top ten initiatives: (1) enhanced recruitment efforts for doctoral students and (2) tuition remission support for master's graduate assistants. Both of these initiatives received funding from the university, so the School of Graduate Studies will be able to provide some limited help to departments and programs both in the area of doctoral recruitment and in the area of tuition remission for master's graduate assistants. In addition to these improvements in graduate education, we instituted the following major changes in the School of Graduate Studies: Changed our admissions procedure to make the process more efficient

- Funded several new fellowships
- Improved our recruitment efforts
- Helped to develop new university and intra-university graduate programs
- Improved our data collection and warehousing of data

Below, you will find a brief discussion regarding each of the changes and improvements that are outlined above.

1. Changed our admissions procedure to make the process more efficient

For this academic year, we changed our admissions procedure to make sure that we forward in a timely fashion application packets to departments and programs. With the implementation of Banner, we will be converting our admissions process to an all-electronic format, which will further improve our ability to serve students and to help departments identify quickly excellent applicants.

2. Funded several new fellowships

Last year, the School of Graduate Studies funded new Merit Scholarships, developed two new fellowships for underrepresented students, and increased the number of Inland Northwest Research Alliance (INRA) from three to four. Although we have increased our fellowship funding, we nonetheless follow well behind our peer institutions in this kind of graduate student support.

3. Improved our recruitment efforts

Through the help of the provost's office, we were able to name a new associate dean who began to coordinate our campus-wide recruitment efforts. Our associate dean formulated a recruitment plan that we will begin to institute this year. In addition, we received funding for the recruitment initiative in our Compact Plan, and these resources will help us greatly in our recruitment efforts this year.

4. Helped to develop new university and intra-university graduate programs

Working with the Graduate Council, we improved the efficiency of the program approval process, and the council approved several new graduate programs during the last academic year, programs that build our USU's faculty expertise and the needs of the state, region, and nation. In addition, we worked with INRA to develop a new intra-university doctoral program in Subsurface Science. We also developed closer ties with state and private universities in order to discuss the possibilities for new interdisciplinary and collaborative graduate programs.

5. Improved our data collection and warehousing of data

One of the ongoing challenges within the School of Graduate Studies concerns the collection and distribution of reliable data regarding graduate education at USU. During the last academic year, we made progress in establishing a template for the kinds of data that we need to collect on a regular basis. In addition, we made strides in collecting and updating this data. We will be sharing this information with departments and programs to allow departments and programs to measure their performance in a variety of areas (recruitment, retention, time to graduation, student support, and so forth) with the performance of other units on campus.

B. New Initiatives

In addition to the changes outlined above, we are working currently on the following initiatives that we believe will further improve the quality of graduate education at USU:

- Increasing doctoral enrollment
- Helping to develop performance objectives for each graduate program
- Instituting a process for doctoral program evaluation
- Coordinating campus recruitment activities
- Redesigning our funding support structure for teaching assistants
- Instituting a Preparing Future Faculty program
- Begin a focussed development effort
- Developing strategies to acknowledge graduate student achievement
- Creating standards for the mentoring of graduate students

II. MISSION OF THE SCHOOL OF GRADUATE STUDIES

In this segment, we will report on the activities of the Graduate School during the 2002-2003 academic year and provide information about the mission of the school.

A. Graduate Council

The Graduate Council reviews and approves the policies and regulations for graduate studies at USU and advises the dean on their application. Listed below are the Graduate Council Members who served in 2002-2003.

Representative	Representing	Term Expires
Thomas D. Bunch	Agriculture	2003
Kenneth R. Bartkus	Business	2005
Tim Slocum	Education	2003
Chuck Swenson	Engineering	2005
Mark Zachry	HASS	2003
Todd Cowl	Natural Resources	2006
John M. Stark	Science	2004
Pam Dupin Bryant	Faculty Senate	2003
John Elswailer	Library	Ex Off
Thomas Kent	School of Graduate Studies	Ex Off
Robert Franckowiak	Graduate Student Senate President	2003
Erin Edwards	Graduate Student Senate Vice President	2003

B. Major Graduate Council Actions: 2002-2003

A proposal from the department of Environment and Society to offer a Natural Resources and Environmental Education (NREE) Interdisciplinary Graduate Certificate Program was approved (10/25/02).

A proposal from the department of Environment and Society to offer a MS degree in Human Dimensions of Ecosystems Science and Management was approved (11/15/02).

A proposal from the department of Geology to offer an MS in Applied Environmental Geoscience was approved (1/31/03).

A proposal to increase the School of Graduate Studies application fees to \$50 for domestic applicants and \$60 for International applicants was approved (1/31/03).

A proposal from the department of English to combine two existing specializations within the MA/MS degree in English-Literature Studies and Theory and Practice of Writing-into a single, new graduate specialization called Literature and Writing was approved (3/7/03).

A proposal to change the registration requirement for the semester following the grace semester from 1 credit to a \$100 Post Defense Continuing Registration Fee was approved (3/4/03).

C. Funding for Graduate Students

The following funds were made available for student support through the Graduate Dean's office in 2002-2003

\$180,000	Presidential Fellowships
132,000	Research V.P. Fellowships
96,000	University Fellowships
20,736	Seely-Hinckley Scholarships
3,000	Martin Luther King Fellowships
3,133,094	Out-of-State Tuition Waivers and Doctoral In-state Tuition Remission
\$3,564,830	Total

In addition, 60 semesters of in-state tuition waivers for resident students and 30 semesters for nonresidents were awarded ([Table 1](#)).

D. Graduate Student Travel

The Graduate Student Senate (GSS) administers funds from the School of Graduate Studies and from the Vice President for Research for travel cost for graduate students who present papers at professional meetings. Master's students are eligible for one \$300 award and doctoral students are eligible for two \$300 awards during their degree programs. Students can receive funding for USU-generated papers presented up to three months after graduation, with appropriate recognition of USU on the paper.

Of the 126 graduate students who applied for travel funds in 2002-2003, 122 were approved and traveled, with a total expenditure of \$35,060. There was 1 more award than in 2002-2003.

III. ENROLLMENT INFORMATION

In this segment we will provide information about graduate student enrollments during the 2002-2003 academic year.

A. Applications

Applications for graduate study at USU during 2002-2003 totaled 3,316 ([Table 2](#); [Table 3](#) contains quarter/semester information by college), an increase of 4.2% from the 3,183 graduate applications in 2001-2002. As of August 18, 2003, 2,754 applications had been received for 2003-2004, 5 less than the 2,904 applications that had been received by August 11, 2002 for 2002-2003.

The total number of graduate students accepted by departments for 2003-2004 was 1,297, 47% of the applicants. The percentage of acceptances was down from 55% for 2002-2003.

B. Enrollments

The total matriculated graduate student enrollment for Fall 2002 was 2,446, 10.7% of all USU students and a 0.1% increase from Fall 2001 ([Table 4](#)). The total of matriculated graduate students plus postbaccalaureate, nonmatriculated students was 3,112, 13.6% of the USU student body.

From Fall 2001 to Fall 2002, there was a 4% decrease in master's students, from 2,037 in 2001 to 1,956 in 2002 ([Table 5](#)). There was an increase of 84 doctoral students in Fall 2002, a 17% increase from Fall 2002.

C. Degrees Awarded

In 2002-2003, 984 graduate degrees-925 master's degrees, and 59 doctorates-were awarded ([Table 6](#)). The total number of graduate degrees was 11.08% higher than the 875 awarded in 2001-2002 and 15.14% higher than the 835 awarded in 2000-2001. The number of master's degrees in 2002-2003 was 12.86% more than the 806 awarded in 2001-2002, and 17.08% more than the 767 awarded in 2000-2001. The number of doctoral degrees was down 16.95% from the 69 awarded in 2001-2002 and 11.86% less than the 66 doctorates awarded in 2000-2001. [Tables 7](#) and [8](#) list the master's and doctoral degrees awarded by department or interdepartmental program for the last 10 years.

D. Student Diversity

International students continue to contribute to the cultural diversity at USU. [Table 9](#) shows the countries from which international applications were received for 1998-1999 through 2002-2003. In Fall 2002, 22.9% of matriculated graduate students were from other countries-19.8% at the master's level and 35.1% at the doctoral level ([Table 10](#)). Enrollment of international doctoral students has increased since 1998 ([Table 10](#)). International students received 12.4% of the master's degrees ([Table 11](#)) and 26.1% of the doctoral degrees ([Table 12](#)) awarded in 2001-2002. [Table 13](#) shows international 2002-2003 graduated-degree recipients by country of origin.

American ethnic minority students continue to be a relatively small percentage of USU's matriculated graduate students (2.9%, N= 72) in Fall 2002 ([Table 14](#)) and graduate degree recipients (3.7%, N=30 of master's degrees and 1.4%, N= 1 of doctoral degrees) in 2001-2002 (see [Tables 11](#) and [12](#)).

[Tables 11](#) and [12](#) show that fewer women received graduate degrees in 2001-2002. The number of women receiving master's degrees decreased from 358 (46.4% of master's degrees in 2000-2001) to 333 (41.3% of master's degrees in 2001-2002). For doctoral degrees, the decrease was from 26 (39.4% of doctorates awarded in 2000-2001) to 20 (29.0% of doctorates awarded in 2001-2002). The number of total graduate degrees awarded to women decreased from 384 (45.9% to 353 (40.3%), a 8.07% decrease.

Graduate Mentor Award

The University Outstanding Graduate Mentor Award, established in 1996, is given to a faculty member who exemplifies excellence in the mentoring of graduate students. Dr. Steven D. Aust, Professor of Chemistry and Biochemistry was the 2003 recipient of this award.

Graduate Council Report Tables

<u>1</u>	<u>8</u>
<u>2</u>	<u>9</u>
<u>3</u>	<u>10</u>
<u>4</u>	<u>11</u>
<u>5</u>	<u>12</u>
<u>6</u>	<u>13</u>
<u>7</u>	<u>14</u>

TABLE 1		
Scholarship In-State Tuition Waivers		
2002-03		
College	Resident Semesters	Nonresident Semesters
Agriculture	6	1
Business	8	1
Education	10	4
Engineering	6	4
Family Life	6	2
HASS	10	4
Natural Resources	4	4
Science	10	10
TOTAL	60	30

TABLE 2	
Graduate Applications for Admission	
to Graduate Study	
1989-90 to 2002-03	

Requested Year of Study	Number
1989-90	(NA, computer failure)
1990-91	2469
1991-92	2667
1992-93	3162
1993-94	2933
1994-95	3203
1995-96	2997
1996-97	3085
1997-98	2586
1998-99	2360
1999-2000	2825
2000-01	3039
2001-02	3183
2002-03	3316

TABLE 3
APPLICATIONS BY COLLEGE BY QUARTER/SEMESTER,
1996-97 through 2002-03

College	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03
Agriculture							
Summer	1	5	4	1	2	6	4
Fall	58	44	55	42	55	45	79
Winter	8	13	*	*	*	*	*
Spring	4	7	14	8	9	7	21
TOTAL	71	69	73	51	66	58	104
Business							
Summer	47	54	39	70	70	85	86
Fall	455	413	325	398	456	396	377
Winter	69	59	*	*	*	*	*
Spring	37	43	50	110	106	92	58
TOTAL	608	569	414	578	632	573	521
Education							
Summer	72	59	51	49	71	55	85
Fall	666	428	417	539	429	532	620
Winter	44	36	*	*	*	*	*

Spring	27	39	53	67	77	57	56
TOTAL	809	562	521	655	577	644	761
Engineering							
Summer	25	40	24	22	39	24	22
Fall	505	411	446	523	567	659	707
Winter	43	47	*	*	*	*	*
Spring	16	29	45	83	108	143	167
TOTAL	589	527	515	628	714	826	896
Family Life							
Summer	10	6	4	6	10	5	**
Fall	120	102	126	114	113	118	**
Winter	9	4	*	*	*	*	**
Spring	4	6	15	23	18	13	**
TOTAL	143	118	145	143	141	136	**
Humanities, Arts, and Social Sciences							
Summer	6	13	7	18	11	13	16
Fall	193	185	167	179	165	187	159
Winter	14	5	*	*	*	*	*
Spring	5	15	31	17	39	28	33
TOTAL	218	218	205	214	215	228	208
Natural Resources							
Summer	8	11	4	11	15	5	10
Fall	210	171	137	129	131	98	111
Winter	12	11	*	*	*	*	*
Spring	6	15	21	15	24	19	22
TOTAL	236	208	162	155	170	122	143
Science							
Summer	7	11	10	23	32	20	12
Fall	376	268	257	321	411	474	534
Winter	20	21	*	*	*	*	*
Spring	8	15	58	57	81	102	137
TOTAL	411	315	325	401	524	596	683
Quarter/Semester Totals							
Summer	176	199	143	200	250	213	235
Fall	2583	2022	1930	2245	2327	2509	2587
Winter	219	196	*	*	*	*	*
Spring	107	169	287	380	462	461	494
GRAND TOTAL	3085	2586	2360	2825	3039	3183	3316

* No longer a Winter Quarter because quarter system changed to semesters.
**No longer a College of Family Life
Source: School of Graduate Studies Records

TABLE 4
USU FALL QUARTER/SEMESTER ENROLLMENTS,^a 1994-2002

Total			Undergraduates			Graduate Students ^b			Matriculated Graduate Students		
Year	N	% Change	N	Total	Change	N	% Total	% Change	N	% Total	% Change
1994	20,371	10.7	16,032	78.7%	7.5	4,339	21.3%	24.5	2,261	11.1%	3.1
1995	19,861	-2.5	16,197	79.5%	1.0	3,664	18.0%	-15.6	2,289	11.2%	1.2
1996	20,808	4.8	16,703	82.0%	3.1	4,105	20.2%	12.0	2,321	11.4%	1.4
1997	21,234	2.0	17,472	85.8%	4.6	3,762	18.5%	-8.4	2,517	12.4%	8.4
1998	19,322	-9.0	16,507	81.0%	-5.5	2,815	13.8%	-25.2	2,085	10.2%	-17.2
1999	20,865	8.0	17,228	84.6%	4.4	3,637	17.9%	29.2	2,282	11.2%	9.4
2000	21,490	3.0	17,903	87.9%	3.9	3,587	17.6%	-1.4	2,210	10.8%	-3.2
2001	23,001	7.0	19,295	94.7%	7.8	3,706	18.2%	3.3	2,443	12.0%	10.5
2002	22,848	-0.7	19,736	96.9%	7.5	3,112	15.3%	-16.0	2,446	12.0%	0.1
1994-2002 ^c	2,477	12.2	3,704		23.1	-1,227		-28.3	185		8.2

^aTotal students, budget-related and self-supported.
^bMatriculated and postbaccalaureate, nonmatriculated students.
^cChange, 1994-2002.

Source: 1994-2001, Analysis, Accreditation, & Assessment, USU Fact Books; 2002 Enrollment Report

TABLE 5
USU FALL QUARTER/SEMESTER MATRICULATED GRADUATE STUDENT ENROLLMENT, BY LEVEL, 1994-2002

Year	Master's			Doctorate			Total	
		Change			Change			% Change
	N	N	%	N	N	%	N	
1994	1,771	54	3.1	490	13	2.7	2,261	3.1
1995	1,791	20	1.1	498	8	1.6	2,289	1.2
1996	1,862	71	4	459	-39	-7.8	2,321	1.4

1997	2,120	258	13.9	397	-62	-13.5	2,517	8.4
1998	1,716	-404	-19.1	369	-28	-7.1	2,085	-17.2
1999	1,914	198	11.5	368	-1	-0.3	2,282	9.4
2000	1,812	-102	-5.3	398	30	8.2	2,210	-3.2
2001	2,037	225	12.4	406	8	2	2,443	10.5
2002	1,956	-81	-4	490	84	20.7	2,446	0.1
Change 1994-2002		185	9.5		0	0	0	0.076
Source: 1994-2001, Analysis, Accreditation, & Assessment, USU Fact Books; 2002 Enrollment Report								

TABLE 6					
GRADUATE DEGREES AWARDED, 1998-2003					
Degree	1998- 1999	1999-2000	2000-2001	2001-2002	2002-2003
MAcc	14	35	34	30	25
MA	25	25	21	14	28
MBA	140	124	128	179	213
MCED	0	3	0	0	0
MDA				3	1
MEd	163	90	109	125	140
ME	7	17	8	17	32
MES	0	0	0	0	0
MFA	17	10	13	6	8
MF	0	0	0	0	
MIE	0	0	0	0	0
MLA	9	9	5	10	5
MMath	1	2	1	0	0
MNR		2	0	2	3
MPSH					4
MRC			21	32	30
MS	370	389	396	357	416
MSLT		2	7	6	7
MSS	35	18	24	25	12
TOTALS	781	726	767	806	924
CE	1	0	0	0	0
EE	0	0	0	0	0
EdS	0	4	2	0	1

TOTALS	1	4	2	0	1
EdD	2	0	0	0	0
PhD	76	71	66	69	59
TOTALS	78	71	66	69	59
GRAND TOTALS	860	801	835	875	984

TABLE 7

MASTER'S DEGREES AWARDED AT UTAH STATE UNIVERSITY

COLLEGE/Department	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
INTERDEPARTMENTAL DEGREES										
Master of Business Administration	53	65	71	81	60	140	124	128	179	213
Master of Natural Resources					0	0	2	0	2	3
Master of Social Sciences	25	19	38	29	22	35	18	24	25	12
Ecology*								13	5	8
Toxicology (MS)	2	3	3	1	0	0	0	1	0	0
Watershed Science (MS)	1	2	2	3	5	6	3	1	2	2
SCHOOL OF ACCOUNTANCY										
Accounting (MAcc)	35	33	33	52	45	14	35	34	30	25
AG SYSTEMS TECHNOLOGY & EDUC.										
Ag. Systems Tech. (MS)	5	3	4	1	4	5	4	6	5	3
ANIMAL, DAIRY & VET. SCIENCES										
Animal Science (MA) *program deleted	0	0	0	0	1	0	0	0	0	
Animal Science (MS)	1	1	6	2	0	1	2	9	5	1
Biovet. Science (MS)	3	0	2	0	0	0	0	1	3	1
Dairy Science (MS)	0	0	1	0	1	0	1	1	2	0
ART										
Art (MA)	0	0	1	0	0	0	0	0	0	0
Art (MFA)	7	5	8	6	5	14	8	9	5	7
BIOLOGICAL & IRRIGATION ENG.										
Biol. & Ag. Eng. (MS)	6	4	2	5	1	3	2	3	3	2
Irrigation Eng. (MS)		0	0	0	6	2	4	7	2	8
Irrigation Sci. (MS)	3	0	0	0	0	0	0	0	0	0

BIOLOGY										
Biology (MS)	6	7	9	6	9	8	6	6	4	7
Biology Ecology (MS)	1	1	0	4	0	1	2	NA*	NA*	NA*
BUSINESS INFORMATION SYSTEMS & EDUC.										
BISE (MS)	28	29	23	28	47	39	25	39	50	45
CHEMISTRY & BIOCHEMISTRY										
Chemistry (MS)	3	0	2	3	4	2	3	3	2	1
Biochemistry (MS)	2	2	3	3	3	1	2	4	0	1
CIVIL & ENVIRONMENTAL ENG.										
CEE (MS)	42	38	30	30	23	36	24	22	16	29
CEE (ME)	2	0	2	1	0	0	6	3	7	17
COMMUNICATION										
Communication (MA)	2	0	0	1	0	1	1	0	0	1
Communication (MS)	0	2	0	3	3	0	2	1	3	4
COMMUNICATIVE DISORDERS										
Communicative Disorders (MA)	1	1	0	0	1	0	0	0	0	0
Communicative Disorders (MED)	7	20	4	24	22	7	29	5	25	9
Communicative Disorders (MS)	23	11	23	21	22	17	23	29	23	11
COMPUTER SCIENCE										
Computer Science (MS)	24	25	24	25	25	12	24	26	23	31
ECONOMICS										
Ag. Economics (MS)	1	4	0	0	0	1	0	0	0	0
Ag. Industries (MAI)	0	0	0	0	1	0	0	0	0	0
Applied Economics (MS)									3	3
Comm. Econ. Dev. (MCED)				0	0	0	3	0	0	0
Economics (MA)	2	2	1	0	1	0	0	0	0	1
Economics (MS)	9	0	4	4	6	3	4	6	4	3
ELECTICAL & COMPUTER ENG										
Electrical Eng. (ME)	17	17	23	16	10	6	8	3	6	9
Electrical Eng. (MES)	0	0	0	0	0	0	0	0	0	0
Electrical Eng. (MS)	8	15	7	10	20	12	14	22	14	25
ELEMENTARY EDUCATION										
Elementary Education(MA)	0	1	0	0	0	0	0	0	0	0
Elementary Education (MED)	41	43	32	47	41	44	30	53	31	38
Elementary Education (MS)	21	22	21	2	0	0	0	1	0	0

ENGLISH

American Studies (MA)	6	7	8	4	6	3	3	4	3	6
American Studies (MS)	3	0	7	5	4	9	3	1	6	
English (MA)	7	15	6	9	9	11	8	1	1	6
English (MS)	10	12	6	10	8	13	12	16	13	15

FAMILY & HUMAN DEVELOPMENT

FHD (MS)	6	7	11	7	13	13	16	9	7	10
----------	---	---	----	---	----	----	----	---	---	----

FISHERIES & WILDLIFE

Aquatic Ecology (MS) *grandfathered	0	1	4	3	1	1	0	NA*	1*	NA*
Fisheries Biology								2	1	2
Fisheries & Wildlife (MS) *grandfathered	3	7	8	3	13	7	5	1	7*	1*
Fisheries & Wildlfe Ecology (MS)	1	6	4	1	4	3	2	NA*	NA*	NA*
Wildlife Biology								4	4	1

FOREST RESOURCES

Forest Ecology (MS)	0	0	1	1	1	2	1	NA*	NA*	NA*
Forest Management (MF)	0	0	0	0	0	0	0	0	0	0
Forestry (MS)	5	3	6	3	5	4	6	3	2	1
Forestry (MF)	0	0	0	0	0	0	0	0	0	0
Rec Resource Mgt. (MS)	2	0	4	1	1	1	3	2	2	1

GEOGRAPHY

Geography (MA)		0	0	0	0	0	0	0	0	0
Geography (MS)		1	1	1	5	3	1	5	5	3

GEOLOGY

Geology (MS)	3	3	3	7	3	6	4	4	3	11
--------------	---	---	---	---	---	---	---	---	---	----

HPER

HPER (MED)	11	5	18	1	20	12	2	16	5	21
HPER (MS)	8	16	14	11	21	10	15	6	2	14

HISTORY

History (MA)	11	8	11	5	4	4	10	11	6	11
History (MS)	2	2	4	2	1	2	3	4	1	1

HUMAN ENVIRONMENTS

Human Environments (MS)	6	5	8	11	10	10	13	16	6	14
-------------------------	---	---	---	----	----	----	----	----	---	----

INDUSTRIAL TECHNOLOGY & EDUCATION

ITE (MS)	3	2	10	2	5	5	6	6	2	3
MIE	0	0	0	0	0	0	0	0	0	0

INSTRUCTIONAL TECHNOLOGY

Instructional Tech. (MED)	3	1	1	0	2	54	7	20	33	43
Instructional Tech. (MS)	23	33	37	41	39	53	34	37	29	44
LANDSCAPE ARCH & ENVIORN PLAN										
Landscape Archietecture (MLA)	6	6	5	8	4	9	9	3	10	5
Town & Reg Plan (MS)	0	0	1	1	0	0	0	1	0	2
Bioregional Planning (MS)										1
LANGUAGES & PHILOSOPHY										
Second Language Teaching							2	7	6	7
MANAGEMENT AND HUMAN RESOURCES										
Human Resources									2	8
MATHEMATICS & STATISTICS										
Industrial Mathematics (MS)								1	1	4
Mathematics (Mmath)	0	0	0	0	1	1	2	1	0	0
Mathematics (MS)	3	5	4	2	2	2	5	2	4	2
Statistics (MS)	5	5	3	6	5	5	1	8	4	3
MECHANICAL & AEROSPACE ENG										
Mechanical Eng. (ME)	0	0	0	0	0	1	3	2	4	6
Mechanical Eng. (MS)	12	10	9	7	13	7	16	9	14	23
NUTRITION & FOOD SCIENCES										
NFS (MA)	0	0	0	0	0	0	0	0	0	0
NFS (MS)	6	10	4	6	5	10	8	4	1	3
MDA									3	1
PHYSICS										
Physics (MS)	9	4	8	7	1	3	3	1	4	1
PLANTS, SOILS, & BIOMETEOROLOGY										
Biometeorology (MA)	0	0	0	0	0	0	0	0	0	0
Biometeorology (MS)	1	0	0	0	0	1	0	0	1	0
Horticulture (MPSH)										4
Physical Ecology (MS)	0	0	0	0	0	0	0	NA*	NA*	NA*
Plant Ecology (MS)	0	0	0	0	0	0	0	NA*	NA*	NA*
Plant Science (MA)	0	0	0	0	0	0	0	0	0	0
Plant Science (MS)	5	6	4	3	2	2	3	4	4	4
Soil Science (MA)	0	0	0	0	0	0	0	0	0	0
Soil Science (MS)	0	3	2	3	1	1	3	1	1	2
POLITICAL SCIENCE										
Political Science (MA)	2	2	1	1	4	3	2	5	4	2
Political Science (MS)	2	2	3	2	1	1	2	5	4	2

PSYCHOLOGY										
Psychology (MA) *program deleted	0	0	0	0	1	0	0	0	0	
Psychology (MS)	50	62	24	91	33	18	38	31	48	42
RANGELAND RESOURCES										
Range Ecology (MS)	2	1	0	0	1	1	0	NA*	NA*	NA*
Range Science (MS)	4	1	2	7	4	1	1	1	3	5
SECONDARY EDUCATION										
Secondary Education (MA)	1	0	0	0	0	0	0	0	0	0
Secondary Education (MED)	16	40	29	13	24	18	20	10	24	21
Secondary Education (MS)	1	0	0	0	2	1	0	0	2	0
SOCIOLOGY										
Sociology (MA)	0	1	1	1	0	1	1	0	0	0
Sociology (MS)	6	5	0	4	1	2	8	4	4	1
SPECIAL EDUCATION & REHABILITATION										
Rehabilitation Counseling (MRC)								21	32	30
Special Education (MED)	10	10	15	13	9	28	2	5	7	8
Special Education (MS)	15	16	18	16	27	27	27	6	5	1
THEATRE ARTS										
Theatre Arts (MA)	1	0	0	1	0	2	0	0	0	1
Theatre Arts (MFA)	2	2	0	4	1	3	2	4	1	1
TOTALS	653	700	684	732	705	781	727	766	806	924
INTERMEDIATE DEGREES										
Communicative Disorders (EdS)	0	2	1	2	0	0	0	0	0	0
Instructional Technology (EdS)	1	1	3	3	0	0	4	2	0	1
Special Education (EdS)	1	0	0	0	0	0	0	0	0	0
Electrical Engineer (EE)	0	1	0	0	0	0	0	0	0	0
Civil Engineer (CE)	0	0	0	0	0	1	0	0	0	0
TOTALS	2	4	4	5	0	1	4	2	0	1
*All ecology degrees were officially changed to just Ecology on 5/21/99. Some students who began under the former degree listing will be allowed to complete their degree under the previous degree listing.										

TABLE 8

DOCTORAL DEGREES AWARDED AT UTAH STATE UNIVERSITY										
COLLEGE/Department	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
INTERDEPARTMENTAL										
Ecology*								4	5	2
Education-PhD	6	4	6	11	5	7	3	9	4	7
Education-EdD	0	0	0	1	1	2	0	0	0	0
Family Life	4	2	6	3	1	5	7	3	6	5
Toxicology	3	1	1	3	2	2	2	0	1	2
Watershed Science	1	0	1	1	0	1	0	0	0	0
ANIMAL, DAIRY & VET. SCIENCES										
Animal Science	0	3	2	2	0	1	3	1	0	0
BIOLOGICAL & IRRIGATION ENG.										
Biological & Agricultural Engineering	4	6	7	4	2	1	0	0	1	3
Irrigation Engineering	0	0	0	0	6	1	2	3	0	3
BIOLOGY										
Biology	5	0	2	5	5	3	6	5	2	1
Biology Ecology	1	1	0	0	0	0	0	NA*	NA*	NA*
CHEMISTRY & BIOCHEMISTRY										
Chemistry	2	5	2	4	2	3	3	4	1	0
Biochemistry	1	1	3	2	3	6	5	2	5	1
CIVIL & ENVIRONMENTAL ENG.										
CEE	8	7	6	9	5	4	4	2	4	7
ECONOMICS										
Economics	3	1	1	5	6	3	0	4	2	2
ELECTRICAL & COMPUTER ENG.										
Electrical Engineering	0	6	3	0	3	2	2	2	0	2
FISHERIES & WILDLIFE										
Acquatic Ecology*	0	0	0	2	1	1	1	1	NA*	NA*
Fisheries & Wildlife *grandfathered	0	1	0	1	0	3	1	0	1	0
Fisheries & Wildlife Ecology	1	1	1	0	2	0	4	NA*	NA*	NA*
Wildlife Biology									1	
FOREST RESOURCES										
Forest Ecology	0	0	0	0	0	0	1	NA*	NA*	NA*
Forestry	1	0	0	0	1	0	1	1	1	0

NA	1	0	0	0	0	0	0	1	0	0
INSTRUCTIONAL TECHNOLOGY										
Instructional Technology						2	5	4	6	4
MATHEMATICS & STATISTICS										
Mathematical Sciences	1	1	4	1	2	0	1	5	2	0
MECHANICAL & AEROSPACE ENG.										
Mechanical Engineering	0	1	0	0	0	0	0	0	2	0
NUTRITION & FOOD SCIENCES										
Nutrition & Food Sciences	3	3	2	1	5	3	3	1	1	7
PHYSICS										
Physics	2	4	1	1	4	3	2	3	4	3
PLANTS, SOILS, & BIOMETEOROLOGY										
Biometeorology	0	1	0	0	0	0	0	0	1	2
Physical Ecology	0	0	0	0	0	0	0	NA*	NA*	NA*
Plant Ecology	0	0	0	0	0	0	0	NA*	NA*	NA*
Plant Science	0	2	1	1	1	4	0	0	1	2
Soil Science	0	1	1	0	1	1	0	0	2	0
PSYCHOLOGY										
Psychology	8	7	8	11	10	8	6	7	8	1
RANGELAND RESOURCES										
Range Ecology	0	1	3	0	0	0	2	NA*	NA*	NA*
Range Science	4	3	5	4	2	7	2	0	2	0
SOCIOLOGY										
Sociology	1	0	3	1	5	1	3	2	4	4
SPECIAL EDUCATION										
Special Education	1	3	4	1	2	4	2	2	2	1
TOTALS	61	66	73	74	77	78	71	66	69	59
*All ecology degrees were officially changed to just Ecology on 5/21/99. Some students who began under the former degree listing will be allowed to complete their degree under the previous degree listing.										

TABLE 9					
INTERNATIONAL APPLICATIONS TO GRADUATE SCHOOL					
Country	1998-99	1999-00	2000-01	2001-02	2002-03
Afghanistan	1	0	0	0	0
Albania	0	1	0	0	0
Angola	0	1	1	0	0
Argentina	4	1	4	0	1
Armenia	2	0	0	0	0
Austria	0	1	4	0	1
Australia	0	1	1	0	0
Bahamas	0	0	0	1	0
Bangladesh	6	8	11	5	1
Belgium	0	1	2	0	0
Belarus	0	0	1	0	0
Belize	1	0	1	0	0
Bermuda	0	0	0	2	0
Benin	1	0	1	0	0
Bolivia	0	3	0	0	1
Botswana	0	1	3	2	0
Brazil	2	2	5	1	9
Bulgaria	0	1	0	0	0
Cameroon	1	0	0	1	0
Canada	7	13	7	7	12
Chad	1	1	0	0	0
Chile	2	0	0	0	2
China (People's Republic)	402	399	406	459	437
Colombia	3	5	3	1	1
Cook Islands	0	0	1	0	0
Costa Rica	0	0	0	2	0
Croatia	1	1	0	0	0
Cyprus	0	0	0	0	0
Czech Republic	0	1	1	0	1
Denmark	1	0	0	0	0
Dominican Republic	1	0	19	13	2
Ecuador	2	1	2	1	2
Egypt	4	3	3	3	3
El Salvador	0	0	0	1	1
Eritria	0	0	0	2	3
Ethiopia	2	2	1	1	2
Finland	0	1	0	0	0
France	2	3	2	0	1
Germany	1	5	4	2	0
Georgia	1	0	0	1	0

Ghana	1	2	2	2	3
Greece	1	1	2	0	0
Guatemala	0	0	1	0	0
Guinea	0	0	0	1	0
Guyana	1	0	0	0	0
Haiti	0	0	0	0	0
Honduras	1	0	1	1	0
Hong Kong	2	1	1	0	4
Hungary	0	1	0	0	0
Iceland	1	0	0	0	0
India	313	540	731	907	981
Indonesia	4	8	6	2	2
Iran	2	2	5	3	4
Iraq	1	0	0	1	1
Ireland	0	0	0	0	0
Israel	1	3	1	2	7
Italy	0	2	0	1	3
Ivory Coast	0	0	0	0	0
Jamaica	0	0	0	0	1
Japan	11	19	9	8	14
Jordan	6	15	15	4	4
Kazakhstan	1	1	0	0	1
Kenya	2	2	0	1	1
Kampuchea	1	0	0	0	0
Korea (Republic)	47	68	55	62	66
Kuwait	2	5	1	1	0
Latvia	0	0	1	2	0
Lebanon	0	7	2	0	1
Lesotho	1	0	0	0	0
Libya	0	0	2	0	0
Lithuania	1	1	1	1	0
Macau	0	1	0	0	0
Madagascar	0	0	0	0	0
Malawi	0	1	0	2	3
Malaysia	7	11	7	4	3
Mauritius	1	0	0	0	0
Mali	1	0	0	0	0
Mexico	3	3	0	2	0
Mongolia	0	1	1	0	0
Morocco	0	1	0	1	0
Myanmar	0	0	1	1	0
Nepal	4	11	10	6	9
Netherlands	1	0	0	0	1
New Zealand	0	0	0	2	1

Niger	0	0	0	0	2
Nigeria	2	3	1	1	4
Northern Mariana	1	0	0	0	0
Norway	0	1	2	0	0
Oman	4	4	0	1	2
Pakistan	6	7	4	12	11
Palestine	0	3	2	1	0
Peru	0	1	1	0	2
Philippines	1	1	0	0	1
Poland	4	4	2	5	2
Portugal	1	0	0	1	0
Qatar	0	0	0	1	0
Romania	2	1	6	1	0
Russia	1	3	4	6	1
Rwanda	0	1	0	0	0
Saudi Arabia	5	4	4	2	2
Senegal	1	0	0	0	0
Sierra Leone	0	0	0	0	1
Singapore	1	6	1	5	6
Slovakia	0	0	0	0	1
Somalia	0	2	0	0	0
South Africa	1	0	2	0	1
Spain	1	0	0	1	1
Sri Lanka	2	2	3	5	1
St. Christopher & Nevis	0	0	1	0	0
St. Vincent & the Grenadines	1	0	0	0	0
Sudan	0	0	2	2	1
Swaziland	0	1	1	0	1
Sweden	0	0	1	0	0
Taiwan	52	76	75	68	61
Tanzania	0	1	2	1	0
Thailand	37	43	33	34	16
Togo	1	0	0	0	0
Trinidad	0	0	1	0	0
Tunisia	0	0	0	1	0
Turkey	5	9	19	6	10
Uganda	1	1	0	0	1
Ukraine	1	0	0	0	0
United Arab Emirates	1	2	0	3	3
United Kingdom	2	1	0	3	1
Uruguay	1	0	1	1	1
Venezuela	2	2	3	0	2
Vietnam	0	0	0	0	1
Yemen Arab Republic	1	0	2	0	0

Yugoslavia	1	1	0	0	0
Zimbabwe	1	2	0	1	0
TOTAL	1005	1345	1511	1684	1726
Source: School of Graduate Studies records.					

TABLE 10									
USU FALL QUARTER/SEMESTER INTERNATIONAL/NONRESIDENT* MATRICULATED GRADUATE STUDENT ENROLLMENTS, BY LEVEL, 1994-2001									
	Master's								
	Total	International		Change		Nonresident*		Change	
Year	N	N	%	N	%	N	%	N	%
1994	1,771	323	18.2	-36	18.2	475	26.8	-7	-1.5
1995	1,791	289	16.1	-34	-10.5	491	27.4	16	3.4
1996	1,862	261	14.0	-28	-9.7	428	23.0	-63	-12.8
1997	2,120	277	13.1	16	6.1	399	18.8	-29	-6.8
1998	1,716	249	14.5	-28	-10.1	377	22.0	-22	-5.5
1999	1,914	307	16.0	58	23.3	441	23.0	64	17.0
2000	1,812	338	18.7	31	10.1	462	25.5	21	4.8
2001	2,037	359	17.6	21	6.2	411	20.2	-51	-11.0
2002	1,956	388	19.8	29	8.1	475	24.3	64	15.6
1994-2002	185			65	16.8			0	0.0
	Doctoral								
	Total	International		Change		Nonresident*		Change	
Year	N	N	%	N	%	N	%	N	%
1994	490	188	38.4	15	8.7	258	52.7	7	2.8
1995	498	178	35.7	-10	-5.3	259	52.0	1	0.4
1996	459	144	31.4	-34	-19.1	223	48.6	-36	-13.9
1997	397	120	30.2	-24	-16.7	193	48.6	-30	-13.5
1998	369	109	29.5	-11	-9.2	172	46.6	-21	-10.9
1999	368	116	31.5	7	6.4	178	48.4	6	3.5
2000	398	132	33.2	16	13.8	181	45.5	3	1.7
2001	406	144	35.5	12	9.1	175	43.1	-6	-3.3
2002	490	172	35.1	28	19.4	225	45.9	50	28.6
1994-2002	0			-16	-9.3			-33	-14.7
	Total								

	Total	International		Change		Nonresident*		Change	
Year	N	N	%	N	%	N	%	N	%
1994	2,261	511	22.6	-21	-3.9	733	32.4	0	0.0
1995	2,289	467	20.4	-44	-8.6	750	32.8	17	2.3
1996	2,321	405	17.4	-62	-13.3	651	28.0	-99	-13.2
1997	2,517	397	15.8	-8	-2.0	592	23.5	-59	-9.1
1998	2,085	358	17.2	-39	-9.8	549	26.3	-43	-7.3
1999	2,282	423	18.5	65	18.2	619	27.1	70	12.8
2000	2,210	470	21.3	47	11.1	643	29.1	24	3.9
2001	2,443	503	20.6	33	7.0	586	24.0	-57	-8.9
2002	2,446	560	22.9	57	11.3	700	28.6	114	19.5
1994-2002	185			49	8.8			-33	-4.7
<p>*Includes international students. Source: 1994-2001 Office of Planning and Analysis; USU Fact Books; 2002 Analysis, Assessment, & Accreditation Office</p>									

TABLE 11													
Master's Degrees,* 1989-90 to 2001-2002, by Master's Degrees,* 1989-90 to 2000-2001, by Gender, Ethnicity, Residence													
	Male		Female		Minority		Resident		Nonresident		International		
Year	N	%	N	%	N	%	N	%	N	%	N	%	Total
1989-1990	369	64.2	206	35.8	20	3.5	372	64.7	203	35.3	150	26.1	575
1990-1991	338	63.7	193	36.3	20	3.8	364	68.5	167	31.5	124	23.4	531
1991-1992	372	60.8	240	39.2	17	2.8	432	70.6	180	29.4	139	22.7	612
1992-1993	392	59.9	262	40.1	16	2.4	483	73.9	171	26.1	124	19.0	654
1993-1994	382	58.3	273	41.7	26	4.0	485	74.0	170	26.0	146	22.3	655
1994-1995	396	56.3	308	43.8	32	4.5	569	80.8	135	19.2	100	14.2	704
1995-1996	393	57.1	295	42.9	22	3.2	554	80.5	134	19.5	87	12.6	688
1996-1997	415	56.2	323	43.8	18	2.4	577	78.2	161	21.8	98	13.3	738
1997-1998	373	52.9	332	47.1	23	3.3	524	74.3	181	25.7	111	15.7	705
1998-1999	438	56.1	343	43.9	20	2.6	657	84.1	124	15.9	104	13.3	781
1999-2000	412	56.4	318	43.6	16	2.2	568	77.8	162	22.2	102	14.0	730
2000-2001	413	53.6	358	46.4	23	3.0	544	70.6	227	29.4	120	15.6	771
2001-2002	473	58.7	333	41.3	30	3.7	604	74.9	202	25.1	100	12.4	806
<p>*Educational Specialist (EdS), Civil Engineer (CE), and Electrical Engineer (EE) degrees are included with master's degrees. Source: 1989-1990 to 1992-1993, Budget Office reports; 1993-1994-2000-2001, Office of Planning and Analysis,</p>													

USU Fact Books;
 2001-2002, Analysis, Assessment, & Accreditation Office, Graduation Summary 2001-2002.

<div> <div>TABLE 12</div> <div> Doctoral Degrees,* 1989-90 to 2001-2002, by Master's Degrees,* 1989-90 to 2000-2001, by Gender, Ethnicity, Residence </div> </div>													
Year	Male		Female		Minority		Resident		Nonresident		International		Total
	N	%	N	%	N	%	N	%	N	%	N	%	
1989-1990	53	73.6	19	26.4	4	5.6	31	43.1	41	56.9	24	33.3	72
1990-1991	48	80.0	12	20.0	0	0.0	26	43.3	34	56.7	18	30.0	60
1991-1992	55	82.1	12	17.9	3	4.5	30	44.8	37	55.2	24	35.8	67
1992-1993	69	75.8	22	24.2	2	2.2	29	31.9	62	68.1	49	53.8	91
1993-1994	45	73.8	16	26.2	2	3.3	30	49.2	31	50.8	26	42.6	61
1994-1995	53	82.8	11	17.2	7	10.9	32	50.0	32	50.0	26	40.6	64
1995-1996	52	67.5	25	32.5	4	5.2	40	51.9	37	48.1	31	40.3	77
1996-1997	50	67.6	24	32.4	4	5.4	37	50.0	37	50.0	30	40.5	74
1997-1998	63	70.0	27	30.0	5	5.6	46	51.1	44	48.9	32	35.6	90
1998-1999	52	66.7	26	33.3	7	9.0	49	62.8	29	37.2	22	28.2	78
1999-2000	46	64.8	25	35.2	4	5.6	42	59.2	29	40.8	21	29.6	71
2000-2001	40	60.6	26	39.4	4	6.1	34	51.5	32	48.5	19	28.8	66
2001-2002	49	71.0	20	29.0	1	1.4	48	69.6	21	30.4	18	26.1	69
*Educational Specialist (EdS), Civil Engineer (CE), and Electrical Engineer (EE) degrees are included with master's degrees. Source: 1989-1990 to 1992-1993, Budget Office reports; 1993-1994-2000-2001, Office of Planning and Analysis, USU Fact Books; 2001-2002, Analysis, Assessment, & Accreditation Office, Graduation Summary 2001-2002.													

<div> <div>TABLE 13</div> <div> GRADUATE DEGREE RECIPIENTS BY COUNTRY 2003 </div> </div>	
Austria	1

Bangladesh	1
Botswana	1
Canada	2
China	50
Columbia	1
Dominican Republic	4
Egypt	1
Finland	1
Ghana	1
India	43
Japan	2
Korea	5
Malawi	2
Malaysia	3
Mexico	1
Pakistan	1
Palestine	1
Poland	1
Russia	1
Singapore	2
South Africa	1
Sudan	1
Sweden	1
Taiwan	16
Thailand	10
Turkey	2
United States	825
Uruguay	1
Venezuela	2
TOTAL	984
Source: School of Graduate Studies records.	

TABLE 14

**Matriculated Ethnic Minority Graduate Student Enrollments
by Degree Level, Fall Quarter 1993-2002^a**

	Master's	Doctorate	Total
--	-----------------	------------------	--------------

Year	Am Ind	Asian	Black	Hisp	Total	% ^a	Am Ind	Asian	Black	Hisp	Total	% ^a	Am Ind	Asian	Black	Hisp	Total	% ^a
1993	3	30	4	18	55	3.2	5	13	2	11	31	6.5	8	43	6	29	86	3.9
1994	4	26	7	19	56	3.2	7	9	1	11	28	5.7	11	35	8	30	84	3.7
1995	7	25	5	13	50	2.8	5	12	3	8	28	5.6	12	37	8	21	78	3.4
1996	9	27	6	17	59	3.2	5	9	3	8	25	5.4	14	36	9	25	84	3.6
1997	14	24	7	28	73	3.4	7	7	3	8	25	6.3	21	31	10	36	98	3.9
1998	7	19	7	16	49	2.9	6	5	1	6	18	4.9	13	24	8	22	67	3.2
1999	5	21	6	13	45	2.4	7	3	4	9	23	6.3	12	24	10	22	68	3.0
2000	6	19	14	16	55	3.0	7	5	3	9	24	6.0	13	24	7	25	79	3.1
2001	11	26	6	24	67	3.3	6	6	2	8	22	5.4	17	32	8	46	89	3.6
2002	5	16	9	18	48	2.5	5	7	3	9	24	4.9	10	23	12	27	72	0.1

^a Percent of all master’s, doctoral, matriculated graduate students.

Source: Office of Planning and Analysis, USU Fact Books.

The following USU policy changes are recommended to reflect the current operation of the Faculty Senate and the change in the number of colleges. By deleting the references to the total number of committee members, the need for revising policy in response to future restructuring may be avoided.

402: The Faculty Senate and Its Committees

402.9. FACULTY FORUM

(2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the ~~14~~ elected faculty members on the Senate Executive Committee (policy 402.12.8).

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee

(2) Membership.

The Senate Executive Committee shall consist of the following ~~14~~ members:

- (a) the Senate President;
- (b) the President-Elect of the Senate;
- (c) ~~eight~~ elected faculty senators, [one] representing each of the colleges; [. Extension, and the Libraries;]
- ~~(d) one member from senators representing Extension and the Libraries, in alternating terms;~~
- ~~(e) [(d)]~~ the President of the University and Provost, who shall serve as ex-officio members;

- (f) [(e)]one senator elected by the Senate from the presidential appointees of the Senate.

12.3 Academic Freedom and Tenure Committee

(2) Membership.

The Academic Freedom and Tenure Committee consists of the following ~~13~~ members: (a) ~~eight~~ faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Extension; (c) one faculty member elected by and from the faculty in the Libraries; and (d) three faculty members appointed from the 55 elected faculty senators by the Committee on Committees.

12.6 Educational Policies Committee

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the ~~eight~~ chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Libraries, and two students, one from the ASUSU and one from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

12.8 Executive Committee of the Faculty Forum

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the ~~11~~ elected members of the Executive Committee of the Senate (see policy 402.9).

401.5 THE FACULTY WITH TERM APPOINTMENTS

5.1 Description and Appointment Requirements

The faculty with term appointments consists of individuals appointed to perform specialized academic duties who make substantial and regular contributions to a University academic unit, but do not have the permanence of appointment of tenured and/or the prospect of permanence of appointment of tenure-eligible faculty.

These appointments must be commensurate with the specialized duties to be performed. Proposed term appointments must be considered by committees using appropriate standards and procedures which apply to an appointment to a tenured and/or tenure-eligible faculty position.

Term appointments are for one academic or fiscal year in duration and are automatically renewed based on funding and performance, unless the faculty members holding such

appointments are given notice of nonrenewal (policy 404.1.2(4)). The faculty member who holds a term appointment has no claim to a de facto permanent appointment based on length of service. Appointments for less than one academic or calendar year's duration are made to the temporary ranks (policy 401.6.2(3). For those faculty whose appointments depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit. In other units, term appointments are not made.

5.2 Academic Ranks

The academic ranks for the faculty with term appointments follow.

(1) Lecturer ranks.

Faculty members whose function it is to teach remedial, beginning, or, on occasion, intermediate university courses, are appointed to one of the following titles: Lecturer, Senior Lecturer, or Principal Lecturer. Appointments to lecturer positions are made only in academic units.

(2) Clinical ranks.

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs are appointed to one of the following ranks: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. Clinical appointments are made through academic units.

(3) Research ranks.

Faculty members whose primary function is research and whose source of funding is extramural are appointed to one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor. Appointments to research ranks are made only in academic departments.

(4) Federal cooperator (FC) ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the University and the federal government (e.g., U.S. Dept. of the Interior, Fish and Wildlife Service) are appointed to one of the following ranks: Instructor (FC), Assistant Professor (FC), Associate Professor (FC), or Professor (FC).

Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

(5) Federal research (FR) ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is research, and who serve as faculty under agreements between the University and the federal government (e.g., U. S. Department of Agriculture) are appointed to one of the following ranks: Assistant Professor (FR), Associate Professor (FR), or Professor (FR). Appointments to federal research ranks are made only in academic units where such agreements exist.

(6) Edith Bowen teachers.

Faculty members who hold certification or licensure required by public schools and whose

primary function is teaching preschool, elementary school, or developmentally disabled students at Edith Bowen Elementary School, are appointed to one of the following titles: Teacher, Mentor Teacher, or Master Teacher. Appointments to teacher ranks are made only by the College of Education.

5.3 Limitations on Positions: Faculty with Term Appointments

(1) No tenure

Faculty with term appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

(2) Changes in status.

All changes in status from term appointment to faculty with tenure or tenure-eligibility require a national search.

(3) Leave.

Faculty with term appointments are not eligible for sabbatical leave, but under appropriate conditions may be granted professional leave.

(4) Limitations on faculty participation.

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or teacher positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty; and (c) they may not be counted among the number of tenured and tenure-eligible resident faculty members for purposes of apportioning Faculty Senate members. Federal cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to retention or tenure of tenure-eligible faculty.

UTAH STATE UNIVERSITY

**POLICY MANUAL
EMPLOYMENT SECTION**

DRAFT

Number 394

Subject: Faculty and Professional Staff Employment

Covered Employees: Faculty and Professional Employees

Effective Date: January 24, 1997

Effective Date of Last Revision: July 1, 1999

PROPOSED REVISION DATE: OCTOBER 1, 2003

394.1 POLICY

Utah State University strives to employ highly qualified, competent faculty and professional staff employees while promoting equal opportunity and diversity.

Utah State University prohibits discrimination in employment based on race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation.

Utah State University is committed to hiring only United States citizens or aliens lawfully authorized to work in the United States.

Any questions regarding the hiring of faculty and professional staff should be directed to the Personnel Services Office or the Affirmative Action/Equal Opportunity Office.

For additional issues related to hiring of faculty, see policy 404.

394.2 PROCEDURES

~~2.1 Open Positions~~

~~(1) To initiate a search for faculty or professional employees, the department head or director requests permission from the dean or vice president to fill an open position or establish a new position by submitting a Position Request Form.~~

~~If the request is approved, the completed Position Request Form is submitted to the Personnel Services Office to determine if an in-house job description exists for that position. If the Personnel Services Office does not have a job description, then a designated representative from the Personnel Services Office will assist the department head or director in completing the Job Description Form. This form lists essential and nonessential functions for that position.~~

~~The Position Request and Job Description forms are reviewed by the AA/EO Office, approved by the President and Provost's Office, and returned to the Personnel Services Office.~~

2.1 Permission to Open Positions

- A. When a department head/director determines a need to fill an open faculty or professional (exempt) position, a **Request to Fill Open Position** form must be completed.

*NOTE: If this is a new position, a **New Position Request** must also be completed and sent through appropriate channels for PSO and budget purposes.*

If the **Request to Fill Open Position** form is approved by the dean/vp, it is submitted to the Affirmative Action/Equal Opportunity (AA/EO) Office.

~~(2) The Personnel Services Office in consultation with the AA/EO Office will contact the hiring department to determine search requirements based on circumstances and AA/EO needs from the following choices:-~~

~~(a) promote from within the department when there is only one employee who is clearly the most qualified and either there are no AA/EO needs or the appointment enhances departmental diversity;~~

~~(b) search within the department when there are multiple qualified employees and AA/EO objectives will be met or are currently satisfied;~~

~~(c) search within the University community when it is felt there are sufficient qualified University employees to compete for the open position;~~

~~(d) select from a list of centrally held candidates who have priority status for hiring; or (e) search based on the appropriate external search process. If a search is not required (2a or 2d above), the candidate selected must have the minimum qualifications required for the position. Upon approval of the appropriate dean or vice president, the procedure may advance to "2.6 Appointment Procedures."~~

B. Request for a specific type of search should be based on departmental needs and Affirmative Action (AA) requirements. Departments are encouraged to contact PSO or the AA/EO Office to discuss the choices and requirements prior to completing the form. Information about meeting affirmative action requirements can be obtained through the dean/vp office, the HR satellite representative, or the AA/EO Office. The types of searches to consider include:

1. waive normal search requirements in accordance with USU Policy Number 385 (Appointments of Opportunity);
2. promote from within the department when there is only one employee who is clearly qualified **and** there are no affirmative action goals for the specific job group or the action will meet the affirmative action goal;
3. search within the department when there are multiple qualified employees **and** there are no affirmative action goals for the specific job group or the action will meet the affirmative action goal;
4. search within the entire University community when it is felt there are sufficient qualified University employees to compete for the open position;
5. search based on the external search process.

NOTE: In accordance with USU Policy Number 398 (Reduction-in-Force [RIF]), PSO maintains a list of individuals terminated because of a RIF. These persons have a "right to first interview" if they meet the requirements of a specific position and that position is equal to or less than the position they previously held. PSO will contact the department to discuss this process when there are qualified individuals under Policy 398 for a specific position.

C. After comment by AA/EO, the **Request to Fill Open Position** form will go to the Provost's Office (for all positions relating to academic departments and Extension) or Vice President for Administrative Services (for all positions relating to non-academic departments) for final

approval. The form will be sent to PSO to:

1. Notify the department that the request has been approved.
2. Determine if an in-house job description exists for the position. If a job description does not exist, PSO will work with the department to develop an appropriate job description listing essential functions of the job.

If an open or University/Department-wide search is not required (B1 and B2 above), the candidate selected must have the minimum qualifications required for the position. Upon approval of the **Request to Fill Open Position** form, the procedure may advance to "2.6 Appointment Procedures."

- D. ~~(3)~~ If a search is required to fill the position, the department head or director will appoint a search committee. This committee will be appointed in consultation with and approval of the dean or vice president. ~~Search committees should be as ethnically and gender diverse as possible. The Dean/VP is responsible for ensuring ethnic and gender diversity on search committees.~~ One person will be designated as chair for the committee.

~~(4) After the committee is appointed, a Personnel Services Office representative will meet with the chair of the search committee for a hiring orientation session. The hiring orientation includes instructions on the hiring and advertising process. During the session, the Personnel Services Office representative will: (a) review the job description for a listing of essential and non-essential job functions;~~

~~(b) provide a hiring packet containing hiring process information, and~~

~~(c) present an orientation of the hiring process.~~

~~The hiring packet will include, but not be limited to:~~

- ~~o a copy of "Procedures for the Employment of Faculty and Professional Staff"~~
- ~~o an Advertising Request Form~~
- ~~o Applicants EO Information Cards ("green card"),~~
- ~~o an Applicants Selection/Non-selection Form, and~~
- ~~o a Finalists Selection/Non-selection Form.~~

2.2 Advertising the Position

~~(1) During the committee's first meeting, the position announcement is finalized and advertising strategies are developed. The committee chair contacts the AA/EO office to attend this meeting to review their unit's affirmative action goals and issues and assist in developing proactive procedures to increase the applicant pool of qualified women and minorities and in reaching their goals.~~

~~(2) The chair of the search committee completes the Advertising Request Form, position announcement, and related materials, in consultation with the department head or director, and/or the dean or vice president. This information is sent to the AA/EO Office for review and/or resolution and then to the Personnel Services Office.~~

~~The Personnel Services Office is available to assist the search committee with the placement of advertisements. The following guidelines are recommended:~~

~~(a) the position announcement be advertised for a minimum of 30 calendar days from the date it first appears in the source with the widest circulation (i.e., for national advertising, "The Chronicle of Higher~~

~~Education" or other national level publications), and~~

~~(b) all faculty positions and those professional positions with salaries over a specified amount be advertised nationally, and that professional positions with salaries under that specified amount be advertised at least regionally, to ensure a broad applicant pool.~~

A. After the appointment of the search committee and **before advertising is placed (i.e., Exempt Positions Advertising Request approved)**, the following **MUST** be accomplished:

1. A PSO representative will meet with the chair of the search committee and/or an individual designated to provide administrative support to the search. This hiring orientation includes instructions on the advertising and hiring process. During the session, the PSO representative will:
 - a. review the job description for a listing of essential functions of the job;
 - b. present an orientation of the hiring process and respond to questions which might arise; and
 - c. provide a hiring packet containing hiring process information which includes (but is not limited to):
 1. a copy of "Procedures for the Employment of Faculty and Professional Staff;"
 2. an **Exempt Positions Advertising Request** form;
 3. **Applicants AA Information** cards ("green card");
 4. an **Applicants Selection/Nonselection** form;
 5. a **Request to Extend Offer of Employment** form;
 6. a **Finalists Selection/Nonselection** form; and
 7. other forms and information as required.
 2. A representative from the AA/EO Office must meet with the search committee **prior to submission of the Exempt Positions Advertising Request form**. This meeting will include, as a minimum:
 - a. discussion of the unit's affirmative action status; assistance in developing proactive procedures to increase the diversity of the applicant pool (specifically women and minorities when there is underutilization) to reach unit goals;
 - b. discussion of AA requirements relating to veterans and persons with disabilities;
 - c. discussion of Equal Opportunity (EO) requirements and recommendations on conducting non-discriminatory searches; and
 - d. reviewing the Advertising Request form and position announcement as it relates to AA and EO issues and providing recommendations to the committee to assist them in finalizing these documents.
- B. After the above meetings are completed, the chair of the search committee completes the **Exempt Positions Advertising Request** form, finalizes the position announcement and forwards the form with supporting documentation (the position announcement as a minimum) through the department head/director and dean/vp for their approval and then to the AA/EO Office for final review. The AA/EO Office will forward the completed form to PSO.
1. The position be advertised for a minimum of 30 calendar days from the date it first appears in the source with the widest circulation (i.e., for national advertising, The Chronicle of

Higher Education or other national-level publications). If unforeseen circumstances warrant a shorter search, a memo explaining the circumstances and requesting such should be included with the **Request to Fill Open Position** form.

2. In order to seek a broad and diverse applicant pool, all faculty and professional positions will be advertised nationally.
3. A standardized advertising format, provided by the University, will be utilized wherever possible.

2.3 Search for and Review of Applicants

~~(1) After the search committee receives an application, a letter of acknowledgment and the Applicant EO Information Card (with the name, job number and job title completed on the card), is sent to each applicant.~~

~~(2) The committee screens each application according to the criteria indicated in the advertisement. The committee also may screen applications against criteria which are included in the full job description.~~

~~If the position is in a unit that is underrepresented by minorities and/or women and the finalists are not members of either group, the committee must provide a written explanation of why a diverse finalist list could not be achieved. AA/EO guidance suggests that at least three qualified candidates are identified as finalists to be interviewed. If the search fails to produce three qualified finalists, reasons should be forwarded with the Applicants Selection/Nonselection Form.~~

~~The forms and vitae/resumes of all proposed finalists are given to the department head/director. A summary of the committee's recommendations may also be included.~~

~~The department head or director reviews the information and, if he/she approves, signs the form and forwards the information to the dean or vice president.~~

~~The dean or vice president reviews the information and if he/she approves, signs the form, and forwards it, along with attached materials, to the Personnel Services Office. The Personnel Services Office then forwards the form to the AA/EO Office to check for compliance with AA/EO guidelines. The AA/EO Office resolves any concerns and then forwards the packet to the President or Provost's Office.~~

- A. After an application is received, a letter of acknowledgment and the Applicant AA Information Card (with the name, job number and job title completed on the card), is sent to each applicant.
- B. The committee screens each application according to the advertised criteria which is found on the full position announcement. This full position announcement is found, at a minimum, on the PSO employment opportunities web site and should be referenced in all advertisements.
- C. ~~(3)~~ After the closing/review date specified in the advertisements, a list of finalists is developed. The names of all applicants are entered on the **Applicants Selection/Nonselection** form. Finalists are identified by entering "finalist" on the form. Those finalists to be interviewed on campus are identified by checking the "interview" column on the form. Reasons for nonselection, **based on the advertised qualifications**, are listed beside the names of those applicants not selected for further consideration.

AA/EO guidance suggests that at least three qualified candidates are identified as finalists to be interviewed. If the search fails to produce three qualified finalists, a memorandum must be forwarded with the Applicants Selection/Nonselection form (through the AA/EO Office to the

Provost Office) which details reasons why approval is sought to interview fewer than three finalists and outlining, at a minimum, the following:

1. Efforts to obtain a broad and diverse applicant pool (i.e., advertising, networking, etc.).
2. If applicant pool is small, provide rationale for this.

The forms and a copy of the curriculum vitae/resume of all finalists to be interviewed are given to the department head/director with the Applicants Selection/Nonselection form. A summary of the committee's recommendations may also be included.

The department head or director reviews the information and, if he/she approves, signs the form and forwards the information to the dean or vice president.

The dean or vice president reviews the information and if he/she approves, signs the form, and forwards it, along with attached materials, to the PSO.

NOTE: The signatures by the department head/director and dean/vice president indicates that: (1) they agree with the selections put forward by the search committee; (2) they agree that good faith efforts have been made to attract a diverse applicant pool when there is underutilization of women and/or minorities in the specific job group represented by the position; and (3) they agree that equal opportunity laws and regulations have been followed.

The PSO forwards the form to the AA/EO Office to check for compliance with AA/EO guidelines. The AA/EO Office resolves any concerns and then forwards the packet to the President or Provost's Office with a recommendation to approve or not approve.

NOTE: Interviews are not to be scheduled with finalists until the President/Provost's Office has approved the Applicants Selection/Nonselection form.

If the committee (or department head/director or dean/VP) decides at a later date that persons indicated as finalists but not interviewed now need to be interviewed, they may do so by forwarding a copy of the curriculum vitae/resume of the person(s) to be interviewed to PSO. PSO will then send the Applicants Selection/Nonselection form through the AA/EO Office to the Provost's Office for approval. If the person to be interviewed is a new applicant, a new Applicants Selection/Nonselection form must marked as an "Addendum" and processed as outlined above.

2.4 Arranging and Conducting Interviews

The President or Provost's Office reviews the Applicants Selection/Nonselection Form and associated materials, resolves concerns, authorizes interviews, and returns the packet to the Personnel Services Office.

~~Interview arrangements should not be made until the Applicants Selection/Nonselection Form is approved and authorization is given by the President/Provost's Office.~~

Those applicants not selected as finalists should be notified in writing at this time.

~~Interviews are conducted and a final candidate is selected.~~

Those applicants not selected as finalists should be notified in writing at this time.

Interviews are scheduled, conducted, and the top finalists (ranked in order of preference) are determined.

*NOTE: A preliminary offer of employment may not be made until the final candidate is approved by the President/Provost's Office on the **Request to Extend Preliminary Offer of Employment** form (see paragraph 2.5 Making an Employment Offer).*

2.5 Making an Employment Offer

~~Following approval of the department head and the dean/vice president, an offer may be extended to the selected candidate. (If the selected candidate declines the offer, an offer may be made to any of the other finalists.) The Finalist Selection/Nonselection Form is then completed, listing all finalists and giving specific reasons for those not offered the position. The candidate must be informed in writing that the offer is subject to approval by central administration. Certain administrative positions as defined by the Board of Trustees will be subject to their approval.~~

~~The form is then forwarded to the AA/EO Office and the President or Provost's Office for review. After review, the form is returned to the Personnel Services Office.~~

2.5 Making a Preliminary Offer of Employment

A rank order of finalists is prepared for signature on the **Request to Extend Preliminary Offer of Employment** form. For AA analytical purposes, the search committee chair should mark his/her "best guess" (visual observation) as to the gender (Male = M and Female = F) and Race (White = W; Black/African American = B; Hispanic = H; Asian/Pacific Islander = A; and Native American/Alaskan Native = AI). If a "green card" is received on any of the candidates and is in conflict with what is listed on this form, the "green card" information will take precedence. The form is sent to the department head/director and dean/vice president for approval and then to the AA/EO Office. The AA/EO Office resolves any concerns and then forwards the form to the President or Provost's Office with the recommendation to approve or not approve.

The President/Provost's Office will review the selection(s), and other offer information, resolve any concerns, and authorize a preliminary offer of employment to be given in the order listed. The form is then forwarded to the PSO.

The preliminary offer of employment is contingent on final approval as specified by the institution and must conform to University policies and procedures, be within financial constraints, and compliant with federal and state laws and regulations. The hiring unit must indicate to the candidate that the offer is a preliminary offer and before becoming final must have approval of the Employment Action Form as specified by University procedures.

When a preliminary offer has been made and accepted, a **Finalists Selection/Nonselection** form, listing reasons for non-selection for all finalists and any late applications, will be forwarded through the offices indicated on the form (search committee chair, department head/director, dean/vice president, AA/EO Office, and President/Provost's Office).

2.6 Appointment Procedures

When the candidate accepts the preliminary offer, the **Employment Action Form** is prepared and forwarded to the dean or vice president. After the dean or vice president signs the form, it is forwarded to the Provost or Vice President for Administrative Services and then to the Personnel Services Office. A copy is provided by Personnel Services to the AA/EO Office., ~~and then the President or Provost's Office.~~

For certain administrative positions, the President recommends the appointment to the Board of Trustees, who approve or disapprove the appointment.

After final approval, official notice of appointment is sent to the selected candidate by the President.

When the **Employment Action Form** has all required signatures, the hiring department will communicate to the candidate that his/her appointment has been approved.

Unsuccessful finalists must be notified by the search committee that the position has been filled.

2.7 Verifying Employment Eligibility (Completing an I-9 Form)

(1) All persons hired to work in the United States after November 6, 1986, must submit document(s) proving their identity and their eligibility to work in the U.S., as required by the Immigration Reform and Control Act of 1986. Any time after an offer of employment has been accepted, but before the end of the third day of employment, newly hired employees must complete a U. S. Department of Justice Form I-9 "Employment Eligibility Verification. This form is available through the Personnel Services Office.

(2) If the form is not completed by the third working day, the new employee will be paid for time spent on the job before being notified of noncompliance by the Personnel Services Office or the Student Employment Office and placed on leave-without-pay status until the I-9 is filled out. Leave-without-pay will be for an indefinite period of time during which the prospective employee may not work. The hiring department will take full responsibility for an I-9 application that has been accepted, but completed incorrectly and is responsible for paying any fines levied by the U.S. Immigration and Naturalization Service.

(3) If an alien employee is hired, but at a later time fails to maintain employment authorization (does not receive an extension of his/her visa within specified time limits), the employee will be placed on leave-without-pay status. For example, a J visa must be extended before the expiration date listed on the IAP-66 Form. An H visa will be adjudicated within 60 days of receipt of application by the U.S. Immigration and Naturalization Service, or interim employment authorization will be granted for up to 120 days.

394.3 RESPONSIBILITY

3.1 Department Heads, Directors, Deans and Vice Presidents

Responsible for ensuring the hiring procedures are followed according to this policy and for coordinating all hiring procedures through the Personnel Services and AA/EO offices.

3.2 Personnel Services and Affirmative Action/Equal Opportunity Offices

Responsible for ensuring that sound and equitable hiring practices are followed and providing administrative, equal opportunity, and affirmative action guidance during the search for a qualified candidate.

From: lizzy@cc.usu.edu
Sent: Monday, August 18, 2003 10:01 AM
To: kevin.kesler@usu.edu
Subject: Banner/Faculty Senate

Hi Kevin,

Thanks for your interest in the Banner project. As you may know we are moving forward very quickly. We are very interested in communicating our direction and progress to the faculty.

Collegis has suggested that we meet with 3-5 influential faculty members to develop a presentation for the faculty. It is our intention to develop a presentation that will provide the faculty a good perspective on what they can do with Banner.

Would you please provide us a list of the 3-5 faculty members who could best help us develop such a presentation? It is particularly important that these faculty members represent the faculty's views on what is important.

We anticipate having this meeting in October. The plan is to develop the presentation in a few hours on one day and the following day to provide several time slots for faculty members to attend a 20 minute presentation.

Thank you for your cooperation and we look forward to hearing from you soon.

Liz Kefauver
Training Coordinator, USU Banner Project
Merrill Library 301B, 3090 Old Main Hill, Logan UT 84322-3090
Phone: 797-5477 Fax: (435) 797-1680
Lizzy@cc.usu.edu