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FACULTY SENATE MEETING

March 3, 2008, 3:00 p.m.

Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order** Mike Parent
Approval of [Minutes of February 4, 2008](#)
- 3:02 Announcements** Mike Parent
1. Roll Call
2. [Announcement from Graduate Student Senate](#)
- 3:05 University Business**President Stan Albrecht
- 3:15 Information Items**
1. [VPR Seed Funding](#)..... Jeff Broadbent
- 3:25 Consent Agenda** Mike Parent
1. [Research Council Annual Report](#)
2. [Committee on Committees Report](#)
3. [BFW Annual Report](#)
4. [EPC Business](#)
- 3:30 Key Issues and Action Items**
1. PRPC Items.....Britt Fagerheim
a. [Representation of Extension and RCDE on Faculty Senate 402.10.1](#) (2nd reading)
b. [Reasons for Non-Renewal 407.7.2](#) (2nd reading)
- 3:50 New Business**Mike Parent
1. Nomination of Senate President Elect
2. Nominations for Two Seats on Committee on Committees
- 4:00 Adjournment**

Doug Ramsey called the meeting to order at 3:00 p.m.

Approval of Minutes from January 7, 2008

John Kras motioned to approve the minutes of January 7, 2008. Diane Calloway-Graham seconded the motion. With one minor correction suggested by Steve Burr, the motion carried unanimously.

Announcements – Doug Ramsey

1. Doug Ramsey asked everyone to sign the roster.
2. Doug announced that the election process will begin for next year's senators and each college should think about who will replace those cycling out. At the March meeting, we will need to vote for a new president-elect to replace Mike Parent and two new Committee on Committees representatives.
3. Doug Ramsey clarified the discussion from last month on ways you can/cannot bring items forward to the Senate. Section 200 of the code states that anyone in the Senate can bring new items of business to be considered at the next Faculty Senate Executive Committee, which subsequently can be brought forward to the full Senate. A faculty person who is not a member of the Senate would have to go through a senator to ask for consideration on an issue, and that senator would decide if it is important enough to bring forward. In the 400 code, it states that once the Senate makes a decision on a specific item, that decision can be revisited by a signed petition of a minimum of 25 Senators or 10% of the university faculty. Mike Parent added that in order to overturn a decision made by the Senate, it has to go through the entire faculty, with 51% of the faculty approving.

Consent Agenda Items

1. **EPC Business**

John Kras motioned to accept the Consent Agenda. Steve Burr seconded the motion. Will Pependorf asked when the change in the general education requirements would take effect. Steve Hanks, chair of EPC, replied that it would be adopted as soon as this body approves it and it goes through the appropriate approval process. The new requirements would apply to new students only; current students would adhere to those requirements that were in place when they first enrolled. Motion passed unanimously.

Key Issues and Action Items

1. **PRPC Items**

- a. **Reasons for Non-Renewal 407.7.2** (2nd reading) – Ed Heath motioned to accept the code as written; John Kras seconded the motion. Discussion ensued whether the language should require written justification documenting reason(s) for nonrenewal in the context of the annual reviews. There was additional discussion about whether the reasons for nonrenewal are inclusive for both term appointment and tenure-eligible faculty, and whether justification is currently required and covered elsewhere in the code. Suggestions were also made to split the text into separate sections referring to term appointment and tenure eligible faculty and to consult legal counsel for advice. John Kras motioned to refer the issue back to PRPC to review whether this is addressed in another part of the code for the department heads (administration). Ed Heath seconded this motion; motion passed unanimously. For clarification, parliamentarian Rudy Tarpley stated that this issue will come back to the Senate where it leaves off today, as a second reading.
- b. **Membership; Alternates; Term; Vacancies 402.3** (1st reading) – Britt Fagerheim explained that this code determines that members of Regional Campuses and Distance Education will be represented in the RCDE unit and not in their academic unit as far as apportionment relates to election representation. Will Pependorf stated that apportionment is addressed in 402.10.1, and that perhaps this is where the code should be revised. Dallas Holmes motioned to accept

this code; Ronald Shook seconded the motion. Motion passed unanimously. PRPC will consider the appropriate code to place this wording and bring it back for a second reading.

2. LEED Resolution

Doug Ramsey presented the resolution that was discussed in the last Senate meeting after formalizing it and added the word "equivalent" in reference to meeting the LEED certification. John Kras motioned to accept the resolution; Doug Jackson-Smith seconded the motion. Daren Cornforth asked for clarification on whether or not the term 'equivalent' was up for debate today. The answer was no, the term was discussed and approved at the last Senate meeting and the charge was to formalize the resolution and add the word 'equivalent'. Motion passed with one abstention.

New Business

1. Ronda Callister proposed that faculty up for tenure be allowed to name two individuals whom they did not want to be asked to write external letters. This item will be placed on the agenda of the next Faculty Senate Executive Committee meeting.
2. Sylvia Reed asked about the Course Evaluation forms. Doug stated that Mike Lyons, chair of the Faculty Evaluation Committee, is looking into this with his committee and he will bring this to the Senate once they have a proposed new form. Maria Cordero asked to see a question on critical thinking.. Doug referred her to Mike Lyons. Maria also stated that there is no system for peer review in respect to merit. Dean Frazer suggested research against other universities on validity of our forms and Dean Burnham suggested contacting AAA.

Adjournment

Mike Parent motioned to adjourn the meeting. John Kras seconded the motion; the meeting adjourned at 4:04 p.m.

Minutes Submitted by: Andi McCabe, Faculty Senate Executive Secretary, 797-1166

UtahState UNIVERSITY

GRADUATE STUDENT SENATE

Taggart Student Center

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Logan, UT 84322-0105

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Faculty Senate Members,

As part of Research Week, the Graduate Student Senate will be hosting the 11th Annual Intermountain Graduate Student Research Symposium on April 2, 2008. We are excited to continue the tradition of celebrating the great work of graduate students here at USU and in the intermountain region. The Symposium will begin at 9:00 am in the TSC Sunburst Lounge and the awards ceremony will finish at approximately 5:00 pm.

A little about the Symposium; it provides an excellent opportunity for students to prepare for future research or project presentations in a relaxed setting, with a catered lunch and cash prizes given for the best oral and poster presentations. There are two oral presentation sessions, morning and afternoon, with a midday poster session. Abstracts are due on Mar. 7th and can be submitted online via a link on the GSS website, <http://www.usu.edu/usugss>. Late abstracts will be accepted but won't be printed in the Symposium Proceedings. There is a nominal registration fee of \$10 due by 9:00 am on April 2.

The Symposium also offers a great opportunity for USU Faculty to get involved as judges for the oral and poster sessions. We need at least twenty-five judges with a minimum of three representatives from each academic college. All judges are invited to the luncheon and will receive a gift certificate to a local restaurant in appreciation of their time and effort.

USU graduate students are doing amazing work; let's celebrate everything they've accomplished!



Jeri Brunson

Graduate Student Senate President

Phone: 797-1736

Email: gss@aggiemail.usu.edu

VPR SEED FUNDING PROGRAMS

PROGRAM	ELIGIBILITY	FUNDING	NOTES	REQ. OUTCOME
Existing:				
New Faculty Research Grant (NFRG)	Tenure- track asst. profs during 1 st 2 yrs	1-yr, \$15,000 max (annual)	Funds can be used for 1 mo faculty salary support, student RA, travel required to do research, supplies and equipment needed to complete the project.	Final report at project completion
Community-University Research Initiative (CURI)	Tenured, tenure-eligible, or research faculty	1-yr, No limit; ave. ~ \$20,000. (annual)	Same as above	Final report at project completion
New:				
Grant-Writing Experience Through Mentorship (GEM)	Tenure-eligible asst. profs, research asst. profs., or research professionals with ≤ 4 yrs in rank	1-yr, \$5,000 max (semiannual)	Requires active collaboration between the junior faculty member and a successful senior colleague Funds cannot be used for salary support of junior faculty member, but mentors can receive \$1,000.	Develop and submit an external grant proposal within 3 mo of project completion Serve on review panel for 2 yrs afterward
Research Catalyst (RC)	All tenured or tenure-eligible faculty, research faculty, or other USU research professionals	1-yr, \$20,000 max (semiannual)	Funds can be used for 1 mo faculty salary support, student RA, travel required to do research, supplies and equipment needed to complete the project.	Develop and submit an external grant proposal within 3 mo of project completion
Seed Program To Advance Research Collaboration (SPARC)	Same as RC, but must also engage faculty from more than 1 dept, research center, college or institution	1-yr, \$35,000 max (semiannual)	Funds use is same as above plus travel to meet with collaborators or representatives of funding agencies To obtain full award level, PIs must utilize a professional proposal development service	Develop and submit an interdisciplinary external grant proposal seeking $\geq \$1M$ within 3 mo of project completion

Research Council Report to the Faculty Senate
Executive Summary
Prepared by Brent C. Miller, Vice President for Research
February 14, 2007

Executive Summary

The annual report to the Faculty Senate covers the major activities of the Vice President for Research (VPR) and the Research Council from July 1, 2006 through June 30, 2007. It is a summary of all service units for which the VPR has responsibility and includes Sponsored Programs Office, Environmental Health and Safety Office, Institutional Review Board, Laboratory Animal Research Center, Center for High Performance Computing and International Program Development. It also includes a summary of all units for which the Office of the Vice President for Strategic Ventures and Economic Development has responsibility that includes the Innovation Campus, Technology Commercialization Office and the Utah Science, Technology and Research Initiative (USTAR).

Mission of the Office of the Vice President for Research

The mission of the Office of the Vice President for Research is to provide an environment that facilitates and stimulates research, scholarship, and creative activities by:

- Providing leadership to identify and pursue promising research activities.
- Providing resources to help recruit and retain outstanding faculty and students.
- Improving research support services that are highly responsive and efficient.
- Fostering a culture of academic research integrity that discloses and manages conflicts-of-interest and conflicts-of-commitment, and that is consistent with federal regulations.

Mission of the Office of the Vice President for Strategic Ventures and Economic Development

The mission of the Office of Vice President for Strategic Ventures and Economic Development is to enhance University driven economic development by:

- Identifying, protecting, and, where appropriate, commercializing intellectual properties for the benefit of authors/inventors, the university, and society.
- Coordinating the technology commercialization activities in order to streamline the evolution of research to patent to spinout companies or licenses to existing companies.
- Creating an effective work environment to conduct knowledge-based research for state-of-the-art technology enterprises, research institutes and laboratories.
- Implementing the USTAR economic development initiative at USU.
- Programming for the new USTAR building at USU.
- Creating outreach, not only from entrepreneurs to University Researchers, but from researchers to entrepreneurs, fostering as much economic development as possible.

Research Council

The Research Council provides advice and recommendations to the Vice President for Research. Additionally, members of the Council provide direct and important channels of communication between researchers and those who make decisions affecting research at USU. The following are selected major issues addressed by USU's Research Council in FY2007:

- Grant Administration and Management System (GAMS) – it was determined that GAMS was NIH agency specific and would not enhance the University's proposal submission process as promised without significant work around by the University. The implementation process was suspended.

- Graduate Student Health Insurance – Byron Burnham, Vice Provost and Dean, School of Graduate Studies expressed concern that USU is disadvantaged when recruiting graduate students because many of our peer institutions offer their graduate students subsidized health insurance. 52% of USU graduate assistantships are supported by sources external to the university. The Council reviewed the projected financial impact of the proposed program to each college/research center. Additional issues needing further review included 1) how to pay for fellowships; 2) implementation time frame; 3) eligibility requirements; 4) funding model considerations and sustainability of this benefit in subsequent years.
- Vision for Growing Research at USU – Vice President Miller introduced a goal to Research Council to increase the volume and competitiveness of USU research by 10-25% in the next three years. In March, 2007 the Research Focus Group was formed with representation from all colleges, SDL/USURF, and CPD. The committee's mission was to "Identify the best practices for USU to achieve 10-25% growth in Research."
- Time and Effort Reporting Policy – The Research Council reviewed a proposed draft of the policy and approved it because the policy was necessary for USU to comply with OMB Circular A21. The Council noted the importance of refining the document further with suggested revisions.

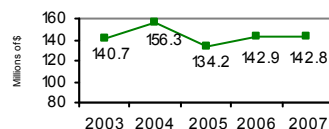
Research Performance Indicators

The Vice President for Research developed the Research Dashboard in order to easily communicate USU's research performance and to facilitate comparison of data from one fiscal year to the next. The dashboard for FY2007 is attached.

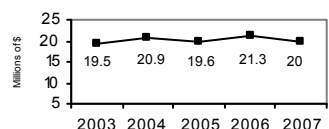
USU RESEARCH PERFORMANCE DASHBOARD – FY 2007

Research Funding

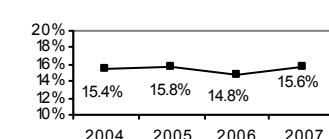
Total Research Expenditures¹



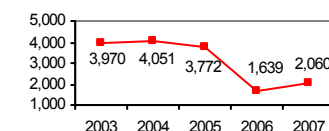
F&A (Indirect Costs) Recovered



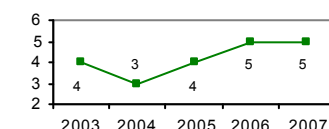
Effective F&A Rate²



USU Non-Student Research-Related Jobs

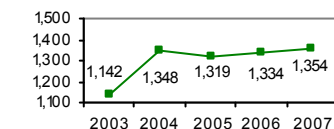


Funded Utah Centers of Excellence

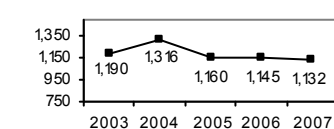


Sponsored Programs

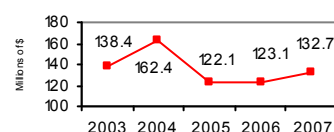
Number of Proposals Submitted³



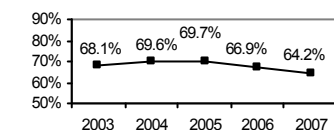
Number of Grants Awarded³



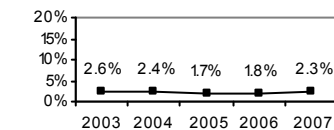
Total Amount of Contracts/Grants Awarded⁴



Federal Funding as a Percent of Total Funding

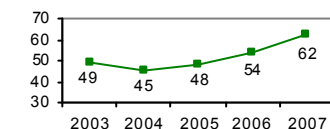


Industry Funding as a Percent of Total Funding

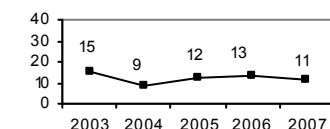


Tech. Commercialization

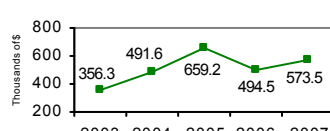
Number of Invention Disclosures



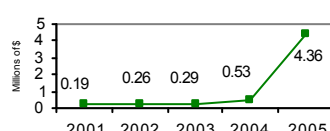
New Patents Filed



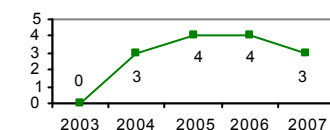
Gross License Income



Startup Business Income

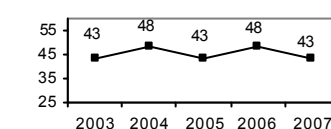


Number of New Start-Up Companies

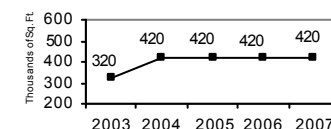


Innovation Campus

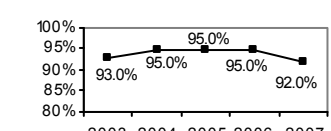
Tenants



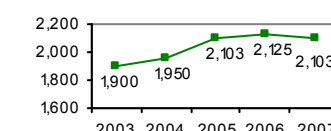
Total Square Feet



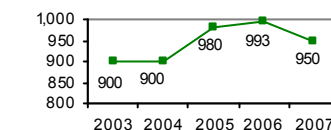
Percent Net Occupancy



Employees

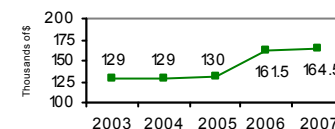


Student Employees

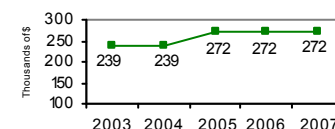


Student Research

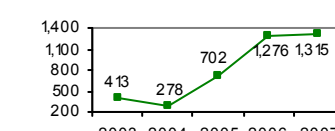
Funding for Undergraduate Research



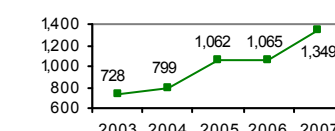
Funding for Graduate Research⁵



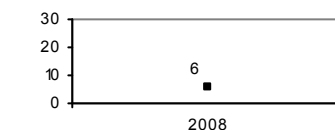
Undergraduate Research Employees Headcount



Graduate Research Employees Headcount



Undergraduate Research Transcript Scholars⁶



TREND KEY:

▲ higher

▼ lower

● no change

green = better

red = worse

black = neutral

FOOTNOTES:

¹ According to NSF Report

² Some funding agencies by policy limit the recovery of F&A costs to less than the negotiated rate. Effective F&A is the ratio between modified total direct costs and actual F&A collected.

³ One proposal can be awarded in multiple years.

⁴ The largest SDL project, RAMOS, was canceled in 2005.

⁵ Graduate research funding includes: fellowships, travel, and graduate student recruitment.

⁶ 2008 number includes only students who graduated in December 2007.

Committee on Committees
Information Report to the Senate (no action required)
Faculty Senate Reapportionment Summary

29 February 2008

The Committee on Committees with the help of Andi McCabe and the Office of Analysis, Assessment, and Accreditation generated the attached tables that lists the number of tenured and tenure-eligible faculty in each administrative unit and their apportionment among next year's Senators, per code section 402.10.1. Overall, there are 13.6 eligible faculty per Senator. The method used to generate these data were changed from the past practice in two small ways.

One: part time faculty (previously excluded) were included in these data; there is nothing in code that indicates they should be excluded. The total number of part-time faculty is 27 who equate to 20 FTE. It turns out that when these 20 FTE were distributed across six departments, the distribution of Senators for next year did not change; however, this practice will be integrated into the Banner program in the future. For the record, Banner also lists 4 faculty on leave-without-pay who are not included in these data.

Two: for the first time the reapportionment tables list Remote Campuses and Distance Education faculty. As predicted last spring, generating these data took considerable hand tracking of faculty and adjustments to the numbers generated by Banner. Coordination is on-going to smooth this process for the future. Technically, Senators representing RCDE will not become official until a code change to 402.10.2 or 402.3.1 is approved; however, we are suggesting that Extension and RCDE coordinate their nominations and possibly their elections this spring with these numbers in mind.

Notices have gone out to the deans and directors describing the elections to be held in March to fill the open Senate seats and standing committee positions. Executive Committee members have been cc'd on those notices to their respective colleges and units.

Utah State University
2008-09 Faculty Senate Reapportionment Summary by Administrative Unit

Table 1. 2007-08 Apportionment

Administrative Unit	Faculty		Senators	
	Number	% of Total	Un-rounded	Rounded
Agriculture	78.0	10%	5.74	6
Business	54.0	7%	3.98	4
Education	104.0	14%	7.66	8
Engineering	73.0	10%	5.37	5
Humanities, Arts, and Social Sciences	169.0	23%	12.44	12
Natural Resources	44.0	6%	3.24	3
Science	112.0	15%	8.25	8
Total Colleges	634.0	85%	46.68	46
Extension*	91.0	12%	6.70	7
Libraries	22.0	3%	1.62	2
Remote Campuses & Distance Education				
TOTAL	747.0	100%	55.00	55

Table 2. 2008-09 Apportionment

Administrative Unit	Faculty		Senators	
	Number	% of Total	Un-rounded	Rounded
Agriculture	78.0	10%	5.71	6
Business	56.0	7%	4.10	4
Education	110.5	15%	8.09	8
Engineering	69.0	9%	5.05	5
Humanities, Arts, and Social Sciences	168.6	22%	12.35	12
Natural Resources	46.6	6%	3.41	3
Science	116.3	15%	8.52	9
Total Colleges	645.0	86%	47.24	47
Cooperative Extension	64.0	9%	4.69	5
Library & Instructional Support	23.5	3%	1.72	2
Remote Campuses & Distance Education	18.4	2%	1.35	1
TOTAL	750.9	100%	55.00	55

Table 3. Comparison of Number of Faculty and Senators, 2007-08 and 2008-09

Administrative Unit	2007-08		2008-09		1-Year Change	
	Faculty	Senators	Faculty	Senators	Faculty	Senators
Agriculture	78.0	6	78.0	6	0.0	0
Business	54.0	4	56.0	4	2.0	0
Education	104.0	8	110.5	8	6.5	0
Engineering	73.0	5	69.0	5	(4.0)	0
Humanities, Arts, and Social Sciences	169.0	12	168.6	12	(0.4)	0
Natural Resources	44.0	3	46.6	3	2.6	0
Science	112.0	8	116.3	9	4.3	1
Total Colleges	634.0	46	645.0	47	11.0	1
Extension*	91.0	7	64.0	5	(27.0)	(2)
Library & Instructional Support	22.0	2	23.5	2	1.5	0
Remote Campuses & Distance Education			18.4	1	18.4	1
TOTAL	747.0	55	750.9	55	3.9	0

* Non-Resident Extension Faculty were accepted as members of the Faculty Senate in 2001-02. In prior years, only Resident Extension Faculty were members.

Note 1: Faculty include tenured and tenure-eligible faculty in the Human Resource System (HRS) file between 7/1/07 and 11/01/07.

Note 2: "Full-time" for 9-month faculty is defined as 1.00 FTE and for 12-month faculty as 0.75 to 1.00 FTE.

Note 3: The faculty in the jointly administered department of Economics was assigned equally to the administering colleges.

Note 4: The green figures in the rounded senators' number columns indicate adjusted numbers.

Note 5: In 2006-07, Extension split into Cooperative Extension and Regional Campus & Distance Education

Budget and Faculty Welfare Committee 2007-2008 Summary Report

Jeanette Norton, Chair (08) Agriculture
Steve Harris (09) Vice Chair, Libraries
Ted Evans (10) Science
Jim Bame (08) Humanities, Arts and Social Sciences
JoLene Bunnell (10) Extension
Charles Salzberg (09) Education and Human Services
Gary Stewardson (10) Engineering
Eugene Schupp (09) Natural Resources, on sabbatical
Fred Baker (08) Alternate for Gene Schupp
Vance Grange (10) Business
Jake Gunther (09) Senate
Daren Cornforth (09) Senate
James Sanders (10) Senate

This report covers the activities of the BFW committee since the last summary report in March 2007 through January 2008.

Meetings: 2007: March 27, April 24, August 28, September 25, October 30, November 27
2008: January 29

Facts and Discussions:

The Budget and Faculty Welfare committee is concerned with budget matters, faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits.

The duties of the Budget and Faculty Welfare Committee are to: (1) participate in the budget preparation process; (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance program, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University.

Main items discussed at recent meetings include:

The results of BFW Committee actions may be found in the committee minutes published within the USU Faculty Senate web pages. A short summary of our actions and findings are given below.

BFW operation

The review of academic program changes for budgetary impact by the BFW committee has been ongoing but the work flow between different review committees needs improvement. J. Norton met with Graduate Dean Burnham and agreed to continue with parallel review but to keep committees informed through email communication.

Summary of academic program review

BFW continued a discussion and review of the integration of regional campuses, distance education, on-line education, and continuing education programs into existing USU departmental programs. The goal of integration is considered a considerable improvement over previous administrative structures. Faculty roles assignments will be formulated through co-operation between (Logan) department heads and regional campus executive directors. Faculty on regional campuses will have letters at the time of review from department head, dean, and regional campus executive director. Some concerns remain about budgetary impacts and funding sources for tenure eligible faculty although funding through legislative action (HB 185) has improved this situation. Efforts to improve participation and acculturation of all faculty including those from regional campuses are ongoing.

The BFW remains concerned about pre-tenure tenure-track faculty teaching overload courses because of financial incentives or departmental pressure. We also are concerned about tenured faculty with research roles teaching overload courses that reduce their time available to complete and publish research. We discourage departments from assigning faculty to teach off-campus courses on an overload basis. Department heads need to appreciate the significant input of time required for faculty to develop courses for electronic delivery and support this effort by reducing other workload demands if possible.

The BFW Committee examined the financial implications and impacts to faculty of several new programs or degrees. The results of the BFW Committee discussions were communicated to EPC or its representative and are on record in the minutes. The BFW Committee assumes that financial problems found by BFW will be addressed before programs are approved by EPC.

Programs reviewed this year:

1) International Program-China: Bachelor of Science with a Major in Economics

BFW concerns were communicated to DEED committee through Rhonda Menlove. Rhonda Menlove and Chris Fawson worked on clarifying these issues and program was approved by EPC on 4/3/07, FS on 4/30/07, and Trustees on 7/13/07.

2) Bachelor in Interior Design (BID Degree)

BFW concerns communicated, program has not passed Graduate Council

3) Masters degree in Anthropology with a specialization in Archaeology and Cultural Resource Management

Concerns communicated, review ongoing at Graduate Council

4) Master of Music degree (M.M.) with an emphasis in Piano Performance and Pedagogy

Concerns communicated, review ongoing at Graduate Council

Issues of Faculty Welfare Discussed

1) Faculty salary compression

Administration acknowledges this problem but it is difficult to correct without additional legislative support. There was some improvement in 2007 budget year. Equity and merit pay increases will continue to be used to retain high performers. Efforts are ongoing to document

status of salaries compared to salaries at peer institutions. There have been concerted efforts at several public universities to address this problem and BFW is assessing these proactive approaches for consideration by the faculty senate.

2) Conflict of Interest Policy on Textbooks

The faculty is required to be self-policing of potential conflicts of interest. BFW Chair will communicate with compliance office (Mr. Russ Price) about changes in Conflict of Interest Form 1. This would add the \$500 level as a screening device but not an absolute limit.

Suggested wording for COI form 1 question #4

4. In university courses you teach or for which you have direct responsibility, do you require the use of a textbook or course materials which you have authored or compiled, and from which you receive significant royalty or other sales proceeds? (For this purpose “significant” means royalties and/or proceeds that annually exceed \$500).

Yes _____ No _____

3) Suggest change in scheduling on grievance review (continuance during academic breaks)

BFW does not recommend changes to current policy due to creating situations in which faculty on 9-month appointments would be required to serve on committees during academic breaks. While continuance of committee function may be encouraged, changing the code to require work through break periods was not judged to be in the best interest of faculty serving on these committees.

4) Request for availability of group supplemental medical insurance for retirees

BFW has expressed this concern through Employee Benefits Advisory Board, the HR staff has taken this matter under consideration and progress is being made in assessing options and offerings from various providers.

Recommendations or actions needed:

1) Conflicts of Interest Textbook and course materials policy

BFW suggested changes to wording on COI forms, any further overall policy change should be brought before FS for their review.

2) BFW supports the requests of faculty to have available for purchase group supplemental coverage for retirees. BFW encourages HR to continue to move forward on this issue as it is of considerable interest to USU faculty to have a program in place as soon as possible. BFW will be monitoring the progress on this issue closely.

3) Budgetary priorities

BFW requests an annual meeting with the administration to review USU budgetary priorities before the legislative session begins. This issue was not adequately discussed this year.

4) Faculty Salary Compression

BFW will research proactive approaches taken by peer institutions and report on findings to the faculty senate early fall 2008.

Report from the Educational Policies Committee
February 7, 2008

The Educational Policies Committee met on February 7, 2008. Minutes of the meeting are posted on the Educational Policies Committee web page and are available for review by the members of the Faculty Senate and other interested parties at <http://www.usu.edu/fsenate/epc/index.html>.

The Educational Policies Committee, after careful review, recommends approval of the following by the Faculty Senate:

- 1) Request from the Department of Sociology, Social Work and Anthropology to offer a Master of Science in Anthropology with a specialization in Archeology and Cultural Resource Management.
- 2) Request from the Department of History to offer a Latin Teaching Minor.
- 3) Several new courses were approved. These may be reviewed in the minutes of the Curriculum Subcommittee of the Educational Policies Committee, which are posted on the Curriculum Subcommittee website.

402.10 SENATE ELECTIONS

10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the colleges, Cooperative Extension, Regional Campuses and Distance Education, and the Libraries. Apportionment shall be in proportion to the number of tenured and tenure-eligible faculty in each college, in Cooperative Extension, Regional Campuses and Distance Education, and in the Libraries. The minimum representation from each of these academic units shall be one.

For purposes of Faculty Senate elections and apportionment, USU faculty members with joint or multiple academic affiliations will only be counted in one unit. For example, faculty members on the Logan campus with appointments or affiliations with more than one academic unit will be counted in the academic department that administers their tenure. In a similar manner, faculty members on the regional campuses will be aggregated and counted into a single category (referred to as the Regional Campus and Distance Education unit) and will not be counted in the Logan campus academic departments to which they are affiliated. Any questions or disputes about where a faculty member is counted will be adjudicated by the Executive Committee of the Faculty Senate.

10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to deans and directors.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by colleges, Cooperative Extension, Regional Campuses and Distance Education, and the Libraries. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during the spring semester of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate deans and directors of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate deans and directors shall communicate by memorandum with their resident faculty members eligible to vote in Senate elections (see policy 401.6.2 for limitations) for the purpose of nominating Senate candidates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates in Senate elections in the academic unit in

which they are apportioned. Balloting shall be by mail within each college, Cooperative Extension, Regional Campuses and Distance Education, and the Libraries ~~(-see policy 402.10.1).~~

(4) Verification and notice of election results.

The colleges, Cooperative Extension, Regional Campuses and Distance Education and the Libraries must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at its regularly scheduled April meeting. All election results shall be made public.

10.3 Elections within the Senate

Nominations for the offices of Senate President and President Elect shall occur from the floor during the April Senate meeting. Elections shall be by secret ballot completed prior to the May meeting.

Number 407

Subject: Academic Due Process: Sanctions and Hearing Procedures

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407.7 NONRENEWAL

7.1 Definition of NonRenewal

Nonrenewal is the ending of employment of tenure-eligible or term appointment faculty, other than by dismissal (policy 407.2.1(5)) or by termination (policy 406.2.3(2)). When nonrenewal occurs at the end of the pretenure probationary period for tenure-eligible faculty (policy 405.1.4), it is a denial of tenure.

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7.2 Reasons for NonRenewal

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

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7.3 Notice of NonRenewal

(1) Delivery of notice.

The President or the President's designee shall prepare written notice of non-renewal and shall deliver the notice personally to the faculty member, or shall have the notice delivered by certified mail, return receipt requested. If the notice is thus mailed, it is deemed effective for all purposes.

(2) Notification schedule.

For tenure-eligible faculty appointments non-renewal must first be preceded by the following minimum notice (Table 407.7.3): (a) not later than March 1 for first-year and second-year appointees; (b) not later than December 15 for third-year appointees; (c) no later than January 29 prior to the issuance of a terminal year appointment for fourth-year and fifth-year appointees, except in the case of denial of tenure (see Section 407.7.1), where minimum notice shall be not later than April 15.

Table 407.7.3 Notification schedule for nonrenewal of tenure-eligible faculty appointments on a normal pre-tenure probationary period.

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**There is an early schedule for annual review and recommendation for renewal for third-year appointees.

For term appointment commencing at times other than the beginning of the academic year, notice of non-renewal must be no later than: (a) 60 days prior to the end of the first year of service; (b) 130 days prior to the end of the second year of service; or (c) 30 days prior to the issuance of a terminal year appointment after two or more years of service.

7.4 Procedures

(1) Statement of reasons for nonrenewal.

Reasons for nonrenewal may be stated in the notice of nonrenewal, at the President's discretion.

(2) Conference.

At the faculty member's request, a conference to discuss the nonrenewal shall occur between department head or supervisor and faculty member who received notice of nonrenewal within 5 days of receipt of the notice of nonrenewal.

(3) Review by higher administrative level.

At the faculty member's request, the nonrenewal and relevant documentation shall be reviewed in conference with the faculty member at the next higher level outside the academic unit within 15 days of the notice of nonrenewal. Unless specifically requested by the faculty member, this conference shall not include the department head or supervisor.

405.6 TENURE, PROMOTION AND REVIEW: GENERAL PROCEDURES

6.1 Role Statement and Role Assignment

A role statement will be prepared by the department head or supervisor, agreed upon between the department head or supervisor and the faculty member at the time he or she accepts an appointment, and approved by the director (where applicable) or dean. The role statement shall include percentages for each area of professional service (404.1.2). These percentages will define the relative weight to be given to performance in each of the different areas of professional service. Role statements serve two primary functions. First, the faculty member can gauge his or her expenditure of time and energy relative to the various roles the faculty member is asked to perform in the University. Second, role statements provide the medium by which the assigned duties of the faculty member are described and by which administrators and evaluation committees can judge and counsel a faculty member with regard to his or her allocation of effort. During the search process, the department head or supervisor will discuss with each candidate his or her prospective role in the academic unit as defined by the role statement.

The role statement shall be reviewed, signed and dated annually by the faculty member and department head or supervisor and dean, director, or vice provost, and revised as needed. Any subsequent revision may be initiated by either the faculty member or the department head or supervisor. Any revision of the role statement should be mutually agreed to by the faculty member and department head or supervisor and approved by the director (where applicable) or dean. If agreement cannot be reached, individual department, college, and/or University appeal or hearing procedures should be used to resolve disagreements before transmitting revised role statements to P/T committees. A copy of the role statement, and any later revisions, will be provided to the faculty member, the department head or supervisor, director (where applicable), the dean, vice president, the Provost, and the members of the tenure and/or promotion advisory committee.

The faculty member's role assignment provides for the detailed implementation of the professional services of the faculty member described in the role statement. During the annual review, the role assignment may be adjusted within the parameters of the role statement. Major changes in the role assignment may prompt review and revision of the role statement.

6.2 Advisory Committees

(1) Tenure advisory committee.

For each new tenure-eligible faculty member who is appointed, the faculty member's department head or supervisor shall, in consultation with the faculty member and with the approval of the director (where applicable), dean, or vice president appoint a tenure advisory committee. All tenure advisory committees will be appointed during the faculty member's first semester of service. The committee shall consist of at least five members, at least one of whom is from outside the academic unit. The department head or supervisor will designate the chair of the committee. The dean of the college will appoint

a tenure advisory committee for department heads appointed without tenure in academic departments. The Provost will appoint a tenure advisory committee for directors, deans, or vice presidents (where applicable) appointed without tenure.

The tenure advisory committee members shall be tenured and hold rank higher than that held by the faculty member under consideration unless that faculty member is an untenured full professor, Extension professor, librarian, or Extension agent. If there are fewer than five faculty members in the academic unit with higher rank than the candidate, then the department head or supervisor shall, in consultation with the director (where applicable), dean, or vice president, complete the membership of the committee with faculty of related academic units. The department head or supervisor of the candidate shall not serve on tenure advisory committees, and no committee member may be a department head or supervisor of any other member of the committee. The appointing authority for each committee shall fill vacancies on the committee as they occur. In consultation with the faculty member and the director (where applicable), dean, or vice president, the department head or supervisor may replace members of the tenure advisory committee. The candidate may request replacement of committee members subject to the approval of the department head or supervisor, the director (where applicable), and the dean, or vice president.

The role of the tenure advisory committee is to assist the faculty member in the achievement of tenure through appropriate counsel and advisement and to render judgment that the faculty member has or has not attained the criteria for tenure.

Concurrently, the tenure advisory committee has a responsibility to recommend the nonrenewal of the appointment of a faculty member who is not, in the judgment of the committee, progressing satisfactorily toward tenure. To these ends, the tenure advisory committee shall counsel and advise and thereafter make an annual recommendation with respect to the continuation of the appointment of the faculty member. Such a recommendation will be: 1) to renew the appointment; 2) to nonrenew the appointment (407.2.1(5)) prior to the end of the probationary period; 3) to award tenure; or 4) to deny tenure, that is, to nonrenew the appointment (407.2.1(5)) at the end of the probationary period.

(2) Promotion advisory committee.

When a faculty member without tenure is to be considered for promotion, the tenure advisory committee shall also serve as a promotion advisory committee. The term of this committee shall expire when the faculty member is awarded tenure.

Following tenure, if a faculty member so desires, he or she may request in writing to the department head or supervisor that a promotion advisory committee be formed and meet with the faculty member. This shall be done by the department head in consultation with the faculty member and the director (where applicable), dean, vice provost or vice president within 30 days of receipt of the written request. The promotion advisory committee must be formed by February 15th of the third year following tenure and it is recommended that the informational meeting outlined in 405.8.2(1) above be held at this time.

If the promotion advisory committee meets for the first time in the fifth year post tenure, this committee would also perform the functions of the post-tenure review committee. If this committee has met prior to the fifth year then this committee or a three member subcommittee may form the post-tenure review committee and carry out the Quinquennial Review of Tenured Faculty 405.12.2.

The promotion advisory committee shall be composed of at least five faculty members who have tenure and higher rank than does the faculty member. The department head or supervisor shall appoint a chair other than him or herself. Normally, two academic unit members of higher rank who have served on the candidate's tenure advisory committee shall be appointed to the promotion advisory committee, and at least one member shall be chosen from outside the academic unit. If there are fewer than four faculty members in the academic unit with higher rank than the candidate, then the department head or supervisor shall, in consultation with the director (where applicable), dean, or vice president complete the membership of the committee with faculty of related academic units. Department heads and supervisors of the candidate shall not serve on promotion advisory committees, and no committee member may be a department head or supervisor of any other member of the committee. The appointing authority for each committee shall fill vacancies on the committee as they occur. In consultation with the faculty member and the director (where applicable), dean, or vice president, the department head or supervisor may replace members of the promotion advisory committee. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the director (where applicable), dean, or vice president. When a department head or supervisor is being considered for promotion, the director (where applicable), the appropriate dean, or vice president shall appoint the promotion advisory committee; when a director (where applicable), dean, or vice president is being considered, the Provost shall appoint the promotion advisory committee. When a faculty member with tenure wishes to be considered for promotion, at the request of the candidate for promotion the department head or supervisor shall, by February 15 of the Spring Semester six months prior to that consideration, convene the promotion advisory committee to meet with the candidate.

(3) Review committee for tenured faculty.

The review committee shall consist of at least three tenured faculty members who hold rank equal to or greater than the faculty member being reviewed. The committee shall be appointed by the department head or supervisor in consultation with the faculty member and the director (where applicable), dean, or vice president and shall include at least one member from outside the academic unit. Department heads and supervisors of the faculty member being reviewed shall not serve on this committee, and no committee member may be a department head or supervisor of any other member of the committee (see 405.12(2)).

6.3 Candidate's File

The candidate is responsible for keeping his or her professional file current and complete.

This file is the primary source of information for the tenure and/or promotion advisory committee. The file should include thorough documentation of teaching, research/creative endeavor, librarianship, service, and/or extension effort, in accord with the role assignment.

Other materials that provide information or data of consequence to the formal review of the candidate should be added to the candidate's file as supplementary material before the tenure advisory committee's annual meeting. The candidate is entitled to review this supplementary material upon request, with the exception of peer review letters. If a candidate wishes to comment on any item in this supplementary material, the candidate's written comment must be added prior to the annual meeting of the tenure advisory committee.

6.4 University Records: Access

A faculty member has the right to examine, upon request, University records maintained or retrievable under his or her name or identifying number.

University records maintained or retrievable under a faculty member's name or identifying number shall be open to inspection only by the President and administrative officers or persons to whom the President delegates in writing the power to inspect such records. Other persons shall not be permitted to examine such records except as required by law.

6.5 Ombudspersons

All Colleges, Extension, and the Libraries will appoint ombudspersons to serve in the Promotion, Tenure, and Post-Tenure Review processes. Ombudspersons will be tenured faculty members (as defined in section 401.2.1) and elected or appointed in their respective colleges. The Provost's office will develop and implement a plan for the ombudsperson program that defines the election or appointment process, the terms of office, the training, and the implementation of the ombudsperson program.

An ombudsperson must be present at all meetings of a promotion committee or a tenure committee. Ombudspersons must receive adequate advance notice of a committee meeting from the chairperson.

For post-tenure quinquennial review meetings and for meetings held between either the department head or supervisor and the tenure, promotion, or review candidate to review the committee's evaluation and recommendation, the candidate or department head or supervisor may request the presence of an ombudsperson.

The ombudsperson is responsible for ensuring that the rights of the candidate and the University are protected and that due process is followed according to the Faculty Code. Ombudspersons shall not judge or assess the candidate, and therefore is not a member of the promotion, tenure, or review committee, or a supervisor of the candidate.

Ombudspersons who observe a violation of due process during a committee meeting

should immediately intervene to identify the violation. Committee reports shall be submitted to the department head or supervisor only if they include the ombudsperson's signed statement that due process has been followed.

If the ombudsperson cannot sign such a statement, then the ombudspersons shall report irregularities to the department head or supervisor and the dean or other administrator. After conferring with the ombudsperson, the department head, supervisor, dean or other administrator will determine what, if any, actions should be taken.

405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS

7.1 Annual Event

(1) Meetings of the tenure advisory committee.

An initial meeting of the committee shall be held to acquaint the candidate with the members, to discuss the professional plans of the candidate, to review the role statement, and to initiate an annual review of the candidate's progress. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5. All tenure advisory committee members shall participate interactively in all committee meetings, either physically or by voice conferencing, at the appointed date and time. Ombudspersons must be present in person, with the exception of meetings for fieldbased Extension faculty, when they may participate by voice conferencing.

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

After the initial meeting, the tenure advisory committee shall meet with the candidate at least annually and review the candidate's file and supplementary material to evaluate progress toward tenure. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5. The committee will submit, each year, a written report to the department head or supervisor. This report shall be submitted by December 1 for first-year and second-year appointees, by October 26 for third-year appointees, and by December 1 during subsequent years (see Table 405.1.4). Except in the year in which the tenure decision must be made, the report shall include an evaluation of the candidate's progress toward tenure and identify areas for improvement in the candidate's performance as necessary. **The report shall also contain a recommendation regarding the renewal or nonrenewal of the appointment (405.6.2(1); 407.7).** Copies of all reports signed by the committee members shall be provided to the candidate, the department head, or supervisor and the director (where applicable), the dean, or vice president. A copy shall be placed in the candidate's file.

(3) Evaluation and recommendation by the department head or supervisor.

The department head or supervisor shall, after receiving the tenure advisory committee report, meet annually with the candidate to review fulfillment of the role statement and the role assignment and evaluate progress toward tenure. For meetings held between either the department head or supervisor and the candidate to review the committee's evaluation and recommendation, the candidate or department head or supervisor may

request the presence of an ombudsperson in accordance with policy 405.6.5. Subsequently, the department head or supervisor shall submit in writing to the director (where applicable), dean, or associate or assistant vice president of extension an evaluation of the candidate indicating where satisfactory progress is being made and where improvement is needed. The department head or supervisor may recommend the nonrenewal of the appointment of the faculty member. This report shall be submitted by December 18 for first-year and second-year appointees, by November 10 for third-year appointees, and by December 18 during subsequent years. Copies will be provided to the candidate and the tenure advisory committee. A copy shall be placed in the candidate's file.