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FACUTLY SENATE EXECUTIVE COMMITTEE

Tuesday February 22, 2011

3:00 - 4:33 p.m.

Champ Hall

Agenda

- 3:00 Call to Order**.....Vince Wickwar
Approval of Minutes January 18, 2011
- 3:05 Announcements**.....Vince Wickwar
- Next Brown Bag Lunch w/President Wednesday, March 23, 2011
- 3:10 University Business**.....Stan Albrecht, President
Raymond Coward, Provost
- 3:30 Information Items**
1. Budget and Faculty Welfare Committee Annual Report.....Rhonda Miller
 2. Academic Freedom and Tenure Committee Annual Report.....Richard Jenson
 3. BFW Survey.....Doug Jackson-Smith
- 3:50 New Business**
1. EPC Items.....Larry Smith
 2. PRPC Items.....Bob Parson
 - 402.10 - 402.12 "The Faculty Senate and Its Committees (Second Reading)
 - 401.4.2 (1) – Proposed change to Lecturer Ranks
 3. Section 405.11.4(1). Mike Parent made a motion at FS to send this back to PRPC through the Executive Committee with the following language, "external peer review (required of core faculty ranks only)" and that the last sentence be reconsidered.....Vince Wickwar
 4. One Year Renewal of USU-CEU Faculty Senate Apportionment.....Vince Wickwar
 5. How to proceed with code changes to integrate USU-CEU?.....Vince Wickwar
- 4:30 Adjournment**.....Vince Wickwar

FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

JANUARY 18, 2011 3:00 P.M.

Champ Hall Conference Room

Present: Vincent Wickwar (Chair), Scott Bates (for Renee Galliher), Steve Burr, Byron Burnham, Doug Jackson-Smith, Glenn McEvoy, Pam Miller, Nick Morrison, Mike Parent, Flora Shrode, Nathan Straight, Blake Tullis, Dave Wallace, Ralph Whitesides, President Stan Albrecht (Ex-Officio) (excused), Provost Ray Coward (Ex-Officio), Ed Heath (Past President), Joan Kleinke (Exec. Sec.), Marilyn Bloxham (Assistant) **Guests:** Jennifer Duncan, Nat Frazer, Brent Miller, Bob Parson, Larry Smith, Eric Worthen.

Vincent Wickwar called the meeting to order at 3:00 p.m.

Approval of Minutes

Glenn McEvoy made a motion to approve the minutes of December 13, 2010. Motion was seconded by Ed Heath and the motion passed unanimously.

University Business - President Albrecht and Provost Coward.

All the regional campus advisory boards met with President Albrecht in Park City earlier in the day. President Albrecht is very pleased with the leadership and accomplishments of the regional campuses. Budget issues continue to be a concern for higher education nationwide. The President cautioned the FSEC members to not be discouraged at the beginning of the legislative session, as he is confident that the final budget will not be what is initially proposed in the legislature. There will be several issues that will impact USU during the legislative session and the President will keep the Faculty Senate updated on them.

Announcements – Vince Wickwar.

The next Brown Bag Lunch with the President will be Tuesday, January 25, 2011 from 12:30 – 1:30 pm in Champ Hall.

Information Items

What USU Is Doing About Air Quality - Nat Frazer The issue of air quality in Cache Valley was raised in the November Faculty Forum. Nat Frazer is Chair of USU Sustainability Council. The Sustainability Council has released a USU Climate Action Plan, but due to the length of the report only pages 7-11 were discussed. Forty-four percent of emissions on campus are due to student and faculty commuting, this percentage includes air travel. Air travel was factored in by using travel authorization records in the USU Travel Office. All data calculations are for USU as a whole and are not confined to the Logan campus. The real issue of air quality comes down to individual decisions. There is a lot that individuals can do, e.g.: cut commuting, use the bus system, use Aggie Blue Bikes etc. The University has a "no idling policy" and is working with the Logan City Council to adopt an even stronger policy for the city. The next step would be to launch an educational campaign on campus. A study on the use of refrigeration units on campus is being conducted by a group of students. They want to determine the annual power consumption costs and see if there would be savings in electrical costs and carbon emissions if the units were replaced with more energy efficient models.

Byron Burnham made a motion made to place this report on the March Faculty Senate Agenda as an information item. The motion was seconded by Dave Wallace and the motion passed.

Research Council Annual Report – Brent Miller This will be Brent Miller's final presentation to the Executive Committee as he is stepping down in July 2011 for a sabbatical leave. Brent highlighted a few of the major items covered this year including the \$200 million goal for external research funding. Each college dean was consulted and individual college goals were rolled into the \$200 million for the entire university. USU seed funding programs have been reworked over the last couple of years and Jeff Broadbent is directly responsible for this program with representatives from each college. Last year, \$254,000 was directly spent on seed grants. Proposals coming from these grants led to 9.2 million in external funding. This proved to be a good investment. The Proposal Writing Institute is in its second year, working with about a dozen faculty for one week in the

summer. Undergraduate research continues to be very active. The number of people involved in Research week continues to increase. Research week will be held in March and April this year. The Research Office is working more closely with Deans and Department Heads to review commercial research projects and help them make decisions on whether projects should move forward or not. This is being done because in some cases faculty have begun research projects when the funding was not completely in place, and then the expected funds did not come, thus creating a liability for the university.

Ed Heath made a motion to place the Research Report on the consent agenda, Nick Morrison seconded and the motion passed.

Bookstore Report – Eric Worthen/David Parkinson – Eric Worthen presented the annual Bookstore Report. The textbook adoption deadlines have been moved up considerably because of the Higher Education Opportunity Act (HEOA) of 2008. To satisfy this federal law, course books now have to be chosen and listed approximately six months in advance.

The URL for this act is at:

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=110_cong_public_laws&docid=f:publ315.110.pdf

The Registrar's Office has held up listing some courses in Banner until the textbook information becomes available. The Bookstore and Registrar are cooperating to find a way to make the courses available in Banner sooner. The Bookstore has changed the way they shelve textbooks. The new system places books alphabetically by author, rather than by course. This saves shelf space so that books used in multiple courses only require one shelf location rather than several. There are kiosks near the entrance where students can print their required textbooks alphabetically by author and progress through the store in order, ending at the check stands. Once the students have learned and understood the system, it seems to work well. There is a continued effort to coordinate with RCDE and CEU. The backpack racks outside the store have been eliminated in part due to reports of theft of items off the racks.

A motion to place the report on the agenda as a consent item was made by Ed Heath and seconded by Nick Morrison. Motion passed.

Old Business

Tenure-Review Timetable – Ed Heath. This proposal is intended to strengthen the promotion and tenure review process by having reviews in the 2nd and 4th years instead of the 3rd year. The 2nd year review would make it easier to filter out questionable candidates. It may be extra work for some administrators. This proposal comes out of the NWCCU recommendation to improve the evaluative role of the tenure advisory committee. Ralph Whitesides indicated that the feedback from his department has been very negative and there is the perception that this would be much more work for the candidate. Feedback from the Deans is that they would like it codified so that they would be able to write letters to the candidates earlier in the process. Many Deans are having regular pre-tenure reviews with faculty. However, verbal exchanges are not always mutually understood. This proposal could leave the 4th year review later in the semester because the candidate will receive a terminal year regardless of the decision. Vince Wickwar said he would look into sending this to AFT and/or forming a special committee to explore this issue.

New Business

EPC Items – Larry Smith The Curriculum subcommittee and the EPC met on Thursday, January 13, 2011. Their agendas were brief. The curriculum subcommittee approved 40 requests for course actions and the Registrar John Mortensen presented a spreadsheet reflecting a common course list for USU and CEU. That list was approved. The Academic Standards Subcommittee recommended a language change for the general catalog that makes the requirements for a second bachelor's degrees explicit. In practice students were held to requirements that did not appear in writing in the catalog. Student's first bachelors degree must come from a regionally-accredited college/university or an international college/university from an institution listed in a database approved by the Office of International Students and Scholars. The policy change also included what needs to be done if the students have not satisfied the requirements for Communications and Quantitative Literacy from their first bachelors degree. The General Education Subcommittee also dealt with a course approval and a syllabus approval.

A motion was made by Glenn McEvoy to place this report on the Consent Agenda, the motion was seconded by Ed Heath. The motion passed.

FDDE Funding Proposal for HERI Faculty Survey – Jennifer Duncan. FDDE has been looking into ways to carry out its charge. As part of this, the committee had discussed several options for collecting data from faculty. FDDE would like to survey the faculty using the national HERI Faculty Survey instrument, as had been done three times previously, along with an additional 20 questions added that are USU specific. This was brought forward now because of the timing of the next HERI Survey. Vice Provost Flores-Niemann suggested to the FDDE committee that the proposal be taken to Vice President James Morales for funding by a grant from the Diversity Council. Jennifer asked the FSEC for their endorsement to take the proposal to the James Morales council. Provost Coward questioned whether past USU response rates for the HERI survey elicited accurate data. The response rate in 2004 was 46.2% and in 2008 it was 32.8%. Doug Jackson-Smith suggested doing an in-house survey instead. After some discussion of the issues, Steve Burr suggested that it be put on the agenda as New Business and let the Senate discuss the response rates.

Glenn McEvoy moved to put the item on the agenda as New Business, Ed Heath seconded and the motion passed.

Glenn McEvoy moved to support the idea that FDDE pursue a survey to gather data that would be helpful in making decisions. Ed Heath seconded and the motion passed.

[After a subsequent meeting of Jennifer Duncan, Vince Wickwar, Vice Provost Flores-Niemann, and Provost Coward, it was concluded that the low response rate to the HERI Survey and the incompatibility of USU with the group of participating colleges and universities made it unclear what would be gained by participation in the survey. It would perhaps be better to consider mining the data already available in the Analysis, Assessment, and Accreditation office. Therefore this item was not included on the final agenda for the February 7, Faculty Senate meeting.]

PRPC Items Section 402.10 - 402.12 – Bob Parson. The proposed changes in this section are mostly the result of the Code Review Committee's (the Kras Committee's) feedback from three years ago. They do not address the changes necessary for integrating USU-CEU, which are being reviewed by a separate committee. A significant update in 402.10 (3) had the phrase "Ballotting shall be by mail" replaced by "Voting shall be by email, paper, or electronic ballot". Glenn McEvoy questioned a portion of section 402.12.1 (2). Members of the Faculty Senate Executive Committee include ex-officio members (the Provost and the President). Do these ex-officio members have a vote? That is up to the organization, and this section of the code explicitly says that they do have the vote. In addition, there was discussion about how to speed up the code review process in PRPC and whether to combine the Kras Committee's suggestions with the USU-CEU Code Committee's suggestions or whether to suspend work on the former until those from the latter had been examined. Other ideas for speeding up the process were solicited.

Glenn McEvoy moved to place these code changes as an Action Item for a first reading on the Senate Agenda and Doug Jackson-Smith seconded. The motion passed unanimously.

Adjournment

Vincent Wickwar asked for a motion to adjourn the meeting. The meeting adjourned at 5:04 p.m.

Minutes Submitted by: Joan Kleinke, Faculty Senate Executive Secretary, 797-1776

Budget and Faculty Welfare Committee Report

Charge:

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the university budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, 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.

Committee Members:

Rhonda Miller, Chair, Agriculture
Alan Stephens Agriculture
Jon Gudmundson, Arts
Charles Salzberg, Education and Human Services
Ed Reeve, Engineering
Timothy Wolters, Humanities and Social Sciences
Robert Schmidt, Natural Resources
Stephen Bialkowski, Science
Joanne Rouché, Extension
Dave Woolstnhulme, RCDE
Steve Sturgeon, Libraries
Ilka Nemere, Senate
Doug Jackson-Smith, Senate
Scott Bates, Senate

Meeting Dates:

September 27, 2010
October 29, 2010
November 12, 2010
December 13, 2010
January 19, 2011

Outline of Meeting Facts and Discussions:

At the September meeting, the BFW Committee prioritized issues that should be addressed. The top two issues identified were: 1) benefit representation and input, especially health care; and 2) the limited role the BFW Committee over the past several years. Health care has been the primary focus to date. Meetings with members from the Professional Employees Association and the Classified Employees Association identified similar concerns regarding health care. A Benefits Advisory Committee (BAC) has been established with two members from the BFW Committee representing faculty. The first meeting was held on January 28, 2011. In addition, the BFW Committee has expressed

their desire to be more involved and has been meeting with either Provost Coward or President Albrecht on a regular basis.

Issues:

The BFW Committee is still working on becoming more involved in all areas under our purview.

Supporting Materials:

The agenda and minutes from each meeting are attached.

Budget and Faculty Welfare Committee September Meeting

Location: Champ Hall
Date: September 27, 2010
Time: 10:00 to 12:00 (noon)

Members Present: Scott Bates, Steven Bialkowski, Doug Jackson-Smith, Jon Gudmundson, Rhonda Miller, Ilka Nemere, Ed Reeve, Joanne Roueche, Chuck Salzberg, Robert Schmidt, Alan Stephens, Steve Sturgeon

Agenda

Introductions
Update (Summer School) – Provost Coward
Role of BFW Committee
ADVS 2+2 Program
Issues forwarded by faculty
Issues to be addressed by BFW Committee
Meeting Dates
Other

Action Items

- Graduate Program Review
 - Animal, Dairy and Veterinary Sciences (ADVS) 2+2 Veterinary Program with Washington State University.

The ADVS 2+2 Veterinary Program was approved by email. Motion made by Robert Schmidt and seconded by Doug Jackson-Smith to ratify approval of the ADVS 2+2 Vet Program. Motion passed.

Discussion Items

- Summer School Update by Provost Coward and James Morales. Summer School enrollment is declining. Changes proposed include adjustments in the dates for the summer sessions and standardizing bell times. Economic incentives are also being examined. Motion made by Alan Stephens and seconded by Ed Reeve to support the summer school changes being proposed. Motion passed.
- Role of the BFW Committee. Discussion on the issues that the BFW committee should address according to faculty code versus what issues are brought to the BFW.
- Issues forwarded by faculty. Concerns brought forward by faculty generally center on our health care benefits. Some specific issues include the Mental Health Parity Exemption, and the selection of Unum as the provider for the voluntary, supplemental benefit accident and critical illness insurance programs.
- Meeting Dates. Doodle polls will be used to schedule meeting dates.

Meeting adjourned.

Budget and Faculty Welfare Committee October Meeting

Location: Champ Hall
Date: October 29, 2010
Time: 10:00 to 12:00 (noon)

Members Present: Scott Bates, Steven Bialkowski, Doug Jackson-Smith, Ed Reeve, Rhonda Miller, Ilka Nemere, Joanne Roueche, Robert Schmidt, Alan Stephens, Dave Woolstenhulme

Agenda

Meeting Minutes - none

Program Reviews

- MS Financial Economics
- MS in Economics & Statistics

Faculty Forum

Health Care Changes (BrandE Faupell)

- Mental Health Parity
- Voluntary Insurance

Other

Action Items

- Graduate Program Reviews
 - ⇒ Master of Science in Financial Economics
 - ⇒ Master of Science in Economics & Statistics

Motion made by Robert Schmidt and seconded by Ilka Nemere to approve both the MS in Financial Economics and the MS in Economics & Statistics programs. Motion passed.

Discussion Items

- Faculty Forum November 1, 2010. Scott Bates will present the introductory comments on health care.
- Health Care Changes (BrandE Faupell). Discussion on impending changes and process for determination of benefits. Employee Benefits Committee has two faculty representatives and meets approximately two times per year.

Meeting Adjourned.

Budget and Faculty Welfare Committee November Meeting

Location: Champ Hall
Date: November 12, 2010
Time: 3:15 – 5:00 p.m.

Members Present: Scott Bates, Jon Gudmundson, Doug Jackson-Smith, Rhonda Miller, Ilka Nemere, Ed Reeve, Chuck Salzberg, Alan Stephens, Steve Sturgeon

Agenda

Update by Provost Coward
Approval of Minutes
Salary Increases
Benefits Survey Assistance
Faculty Forum Update
Next Steps for Health Benefits Input

Action Items

- Motion made by Alan Stephens and seconded by Ed Reeve to approve the September and October minutes with correction noted (Steve Sturgeon present for September meeting).
- Graduate Program Review -- None
- Benefits Survey Assistance - Students in the School of Business will be sending out surveys covering "Benefits Knowledge & Interest" and "Health Wellness". BrandE Faupell requesting assistance from BFW in getting information on the surveys out to the faculty and encouraging them to respond. BFW felt that having two groups sending out survey requests could be confusing. Decision made to leave this survey to the students. BFW could potentially follow-up with a more in-depth survey later if warranted.

Discussion Items

- Update by Provost Coward - Letter from President on state revenues. Salary increases this year are unlikely. Discussion on various "pots" of money and how the dollars are allocated. Freshman class has increased 54% over the past five years.
- Faculty Forum Update - Faculty Forum relatively sedate. Not much discussion.
- Next Steps for Health Benefits Input - Discussion on what can be done to get more input in our health care decisions. Invite Vince Wickwar to next meeting to discuss in more detail.

Meeting adjourned.

Budget and Faculty Welfare Committee December Meeting

Location: Champ Hall

Date: December 13, 2010

Time: 10:00 a.m. – 12:00 (noon)

Members Present: Scott Bates, Steven Bialkowski, Jon Gudmundson, Doug Jackson-Smith, Rhonda Miller, Ilka Nemere, Ed Reeve, Joanne Roueche, Chuck Salzberg, Robert Schmidt, Alan Stephens, Steve Sturgeon, Dave Woolstenhulme

Guests Present: Deb McGill, *Classified Employees Association (CEA)*
Lisa Leishman, *Professional Employees Association (PEA)*

Agenda Items

Approval of Minutes

Program Approvals:

- HPER proposal
- Global Communication proposal

Updates:

- Benefits Survey Presentation - December 15th, School of Business - 9th floor
- EBC Meeting update
- Common Hour - status

Benefits Discussion with PEA and CEA

Other

Action Items

- Approval of Minutes: Motion made by Ed Reeve and seconded by Alan Stephens to approve the November minutes. Motion passed.
- Program Approvals: Motion made by Ed Reeve and seconded by Robert Schmidt to approve the HPER proposal. Motion passed.
- Motion made by Ed Reeve and seconded by Robert Schmidt to approve the Global Communication proposal. Motion passed.
- Motion made by Robert Schmidt and seconded by Stephen Bialkowski to forward the following resolution to Faculty Senate Executive Committee. Motion passed unanimously.

Resolution

The faculty senate requests the reestablishment of a formal USU Employee Benefits Board (EBB). This board should provide an opportunity for:

- (1) discussion and feedback from all employee groups about significant changes (as determined by the EBB) to employee benefits in advance of their formal recommendation for adoption;
- (2) formal approval of significant change (as determined by the EBB) to benefit policies and programs prior to their adoption by the University.

To ensure adequate training and experience, we suggest that the 3 major employee groups each appoint 3 representatives to this board on 3-year rotating terms to represent the diverse interests of our employees. As representatives are selected, each employee group should work to ensure adequate representation of the interests of non-Logan based employees.

Discussion Items

- Student Benefits Survey Presentation scheduled for December 15th, School of Business, 9th floor.
- Common hour is being examined by other groups.
- Continued discussion on health benefits and our desire for representation. Professional and Classified Employee Associations also would like representation. Resolution developed. Doug Jackson-Smith will take this to the Faculty Senate Executive Committee.

Meeting adjourned.

Budget and Faculty Welfare Committee January Meeting

Location: Champ Hall
Date: January 19, 2011
Time: 1:40 – 3:30 p.m.

Members Present: Scott Bates, Steven Bialkowski, Jon Gudmundson, Doug Jackson-Smith, Rhonda Miller, Ilka Nemere, Ed Reeve, Joanne Roueche, Chuck Salzberg, Robert Schmidt, Alan Stephens, Steve Sturgeon, Dave Woolstenhulme

Agenda

Benefits Resolution Update with Vince Wickwar, Ed Heath, Glen McEvoy
Next Steps for Health Benefits Input
Budget Update with President Albrecht

Action Items

- Committee drafted base survey questions gathering input on benefits and compensation. Alan Stephens and Doug Jackson-Smith to fine-tune survey questions and send to the committee. Committee members to send to faculty in their college/unit.

Discussion Items

- Benefits Resolution – Meeting with Vince Wickwar, Ed Heath, and Glen McEvoy. The benefits resolution will be tabled while an alternate route for getting meaningful input is pursued. Representatives from the Faculty Senate, Budget and Faculty Welfare Committee, Professional Employees Association, and Classified Employees Association will meet with Vice-President Dave Cowley to request more meaningful input. Rhonda Miller and Alan Stephens will represent the Budget and Faculty Welfare Committee at this meeting.
- Budget Update by President Albrecht. Legislative process is just beginning. Compensation is undetermined.

Meeting adjourned.

ACADEMIC FREEDOM & TENURE COMMITTEE REPORT
2010-11
Prepared by Richard Jenson, Chair

INTRODUCTION

Under **USU Policy 402.12.3** the Academic Freedom and Tenure Committee is defined as “an administrative body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the University. In relation to these matters, the committee may hear both complaints initiated by the University against a faculty member and grievance petitions brought by a faculty member.”

AFT Committee Members 2010-2011

James Barnhill, Scott Budge, Nick Eastmond, Britt Fagerheim, Sandi Gillam, Richard Jenson, Lynn Jemison Keisker, David Peak, Craig Petersen, Peggy Petrzela, Aaron Roggia, Helga Van Miegroet, and Ralph Whitesides

OUTLINE OF MEETING FACTS AND DISCUSSIONS

AFT Committee Meeting, October 28, 2010

The committee reviewed the report from the 2009-10 AFT Committee in which a number of issues were encountered during the course of hearing six faculty grievances. Among the items addressed was the possible need for a faculty advocate to assist a grievant in navigating the grievance process. Discussion centered on whether the AFT chair and committee should assume this role or whether the AFT should merely facilitate a fair and expeditious hearing. The committee raised the question of possibly utilizing university mediation as another alternative to the grievance process. An assignment was given for a committee member to investigate and report back at the next AFT meeting. Another issue the committee decided to address is the criteria for pre-tenure termination. The interest in this issue stemmed from one of the grievance hearings from 2009-10 in which a candidate was terminated just prior to the sixth year tenure and promotion committee meeting. The committee discussed code amendments to clarify the requirements for external letter solicitations and also the timing and delivery of evaluation letters to candidates at each level of review. Assignments were made to draft clarifying language for possible code amendments.

Grievance Pre-Hearing, December 7, 2010

The only grievance filed thus far during the 2010-11 academic year involved the grievance filed by a full professor against his department head and members of his post-tenure quinquennial review committee alleging code violations in the conduct of the

review. This pre-hearing was held as outlined in the faculty code in an attempt to stipulate facts, obtain potential witness lists, and establish documentary evidence to be presented. The candidate made an amendment to his grievance and the pre-hearing was continued and subsequently rescheduled for February 9th.

AFT Committee Meeting, January 24, 2011

The committee heard reports from three committee members who were given assignments from the October 28th meeting. The report back on the USU mediation process concluded that mediation was not likely to be a satisfactory alternative to the grievance process. Two committee members shared proposals to amend the faculty code in three areas: (1) 407.72 regarding the criteria for terminating a candidate prior to the final tenure and promotion committee meeting; (2) 405.7.1(3) regarding the clarification of the timing and responsibility for delivery of evaluation letters; and (3) 405.7.2 regarding solicitation of external peer reviewers. Additional feedback on the proposals was provided by the AFT committee and assignments were extended to finalize the proposals at the next AFT meeting on February 22, 2011.

Grievance Pre-Hearing, February 9, 2011 (scheduled)

This is a continuation of the December 7th prehearing.

AFT Committee Meeting, February 22, 2011 (scheduled)

This AFT Committee meeting has been scheduled to finalize the proposals to amend the sections of the Policy Manual (see ISSUES in the following section).

ISSUES

The 2010-11 AFT Committee has elected to pursue possible amendments to the Policy Manual to address several concerns raised during the previous year. During that year six grievance hearings were convened and a number of issues were identified in the AFT Annual Report. The issues and code sections currently being examined by the AFT Committee include:

- 405.7.1(3) Correction to code references with respect to reasons for non-renewal.
- 407.7.2 Proposal to require a written record of reasons for non-renewal and the communication of such reasons to the faculty.
- 405.7 Proposal to clarify language and responsibilities with respect to the delivery of evaluation letters to the candidate.
- 405.7.2 Proposal to clarify language in the code governing the submission of supplementary materials by the candidate prior to the meeting of the University promotion and tenure committee.

- 405.7.2 Proposal to amend sections in the code governing the solicitation of external review letters.

RECOMMENDATIONS OR ACTIONS NEEDED BEFORE WORK CAN CONTINUE

None.

SUPPORTING MATERIALS

Minutes, AFT Committee Meeting, October 28, 2010

Minutes, AFT Committee Meeting, January 24, 2011

Utah State University
Academic Freedom and Tenure Committee (AFT)
Minutes – October 28, 2010

In attendance: Richard Jenson, Lynn Jemison Keisker, Nick Eastmond, Helga Van Miegroet, David Peak, James Barnhill, Aaron Roggia, Ralph Whitesides.

- The meeting was called to order at 1:35 PM by AFT Chair Richard Jenson
- The committee reviewed Policy Manual section 402.12.3 describing the jurisdiction, duties, membership, and officers of the AFT committee.
- The committee reviewed the 2010 AFT Committee Report that listed 13 issues that last year's committee encountered in hearing 6 grievances. The current committee spent most of this meeting addressing three of these issues.
 - One issue addressed the possible need for an “advocate” with strong knowledge of the faculty code who could advise faculty members on the grievance process. A concern was raised that an advocate might be placed in a difficult position if he or she actually advised a potential grievant to pursue or not to pursue a grievance. Another avenue was suggested that involved the possible use of university mediation if the grievance involved an issue which might be negotiated (would not be appropriate in cases involving the denial of tenure). It was suggested that a major problem is that faculty are not familiar with the code and need to be educated on the provisions concerning faculty evaluation and tenure. Another suggestion was to continue to have the AFT chair explain the grievance process to the potential grievant and also rely on the grievance pre-hearing to screen out grievances that appear to have no merit. The committee tabled further discussion of this issue in order to first get information about the USU mediation process. An assignment was given to Nick Eastmond to investigate this and report back to the committee.
 - The 2010 AFT Committee raised concerns that Policy 407.7.2 (Reasons for non-renewal) was vague on the criteria for pre-tenure termination. Helga Van Miegroet was given the assignment to explore some possible wording changes that might address such concerns.
 - The 2010 AFT Committee also raised concerns about the lack of clarity in the code with respect to the delivery of promotion and tenure evaluation letters (TAC, DH, Deans) to candidates. At issue is whether such evaluation letters should be delivered to the candidate prior to the transfer of the binder to the central promotion and tenure committee (Policy 405.7.2(2)-(4)). David Peak was assigned to lead an e-mail dialogue on this issue among the current AFT committee.
 - All committee members were assigned to review the 2010 AFT report once again in order to consider other issues that might be given priority status during 2010-11.
- The committee discussed the appropriateness of AFT hearing panels requesting access to outside review letters in special cases. The general consensus was that the committee should not pursue this because of confidentiality (concerning the outside reviewers) and also to avoid becoming involved in the re-interpretation of the letters.
- The committee chair invited AFT members to communicate their interest in serving as AFT vice chair.

- One grievance has been filed so far during 2010-11. A grievance panel is currently being assembled from among the AFT committee.
- The meeting was adjourned at 3:00 PM.

Respectfully submitted by Richard Jenson.

Utah State University
Academic Freedom and Tenure Committee (AFT)
Minutes – January 24, 2011

In attendance: Scott Budge, Nick Eastmond, Sandi Gillam, Richard Jenson, David Peak, Craig Petersen, Aaron Roggia, Helga Van Miegroet, and Ralph Whitesides

- The meeting was called to order at 2:35 PM by AFT Chair Richard Jenson
- Richard Jenson gave an update on the grievance hearing currently before the AFT. A concern was raised that the process was not following the schedule prescribed in the code. Richard explained that part of the delay was due to an amendment to the grievance that added three additional respondents. Two respondents had not yet provided responses. Richard expected that the grievance would proceed sometime during February.
- David Peak introduced a proposal to clean up and clarify code paragraphs 405.7(2-5). Some of the changes addressed style and consistency in the wording and switched from passive to active voice. The substantive changes clarified the delivery of evaluation letters to the candidate from the various levels of the promotion and tenure process. The new wording specified who would deliver the letter and when it would be delivered.
- David Peak also proposed changes in the code governing the solicitation of external reviews. His proposed changes would require that the initial reviewer solicitation list be expanded to six (the required number of returned letters remains at four) with at least half of the potential reviewers from the candidate's. David suggested that this addresses the problem of failing to have four reviewers returned from the initial solicitation. There were concerns from some AFT Committee members that increasing the original solicitation to six may create waste in the process due to the imposition on reviewers who may not be necessary.
- Scott Budge raised the issue of using external review letters from research collaborators noting that the code does not restrict this. Nevertheless, the central promotion and tenure committee has communicated a doctrine of "arms length" although it is not codified. Because of a relatively small research community in some cases, candidates may need, or find it advantageous to use collaborators as outside reviewers. However, it will be necessary in such cases to provide a context when they are used. Scott Budge was assigned to explore some wording that might be added to the code to address this situation.
- David Peak proposed a code amendment to allow any candidate to provide supplementary binder documentation to the Provost one week prior to the meeting of the central committee. The current process, which is not codified, does not invite all candidates to provide such supplementary documentation. David will refine wording for final AFT Committee approval.
- Helga Van Miegroet presented a proposal to amend code sections 405.7.1(3) and 407.7.7.2. The issue she raises is the administrative prerogative to terminate a candidate prior to the final tenure and promotion committee review. She proposes that 405.7.1(3) reference the reasons for non-renewal [407.7.2] and that an administrator be required to present a clear written record to the faculty demonstrating reasons for non-renewal. Because little time was left for discussion, Helga requested that the AFT Committee provide her input so that this issue can be finalized at the Feb 22 meeting.
- Nick reported back on the USU mediation program. Larry Smith told him that there was not a big demand for mediation (perhaps one every two years). However, BrandE

Faupell felt the program had value, but that training would have to be kept current. Nick concluded that the mediation program was probably not an alternative for any of the types of faculty grievances typically heard by the AFT hearing panels. Mediation would appear to be better suited for settling communication gaps and not addressing code violations.

- The next meeting of the AFT meeting was scheduled for February 22 at 2:30 (location to be announced).
- The meeting was adjourned at 3:40 PM.

Respectfully submitted by Richard Jenson.

**Report from the Educational Policies Committee
January 18, 2011**

Submitted by L. Smith, EPC Chair, on February 15, 2011

The Educational Policies Committee met on February 3, 2011. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page¹.

During the February 3 meeting of the Educational Policies Committee, the following actions were taken:

1. Approval of the report from the Curriculum Subcommittee meeting of February 3, 2011 which included the following notable actions:
 - The Curriculum Subcommittee approved 30 requests for course actions.
 - The request from the Caine College of the Arts and the Jon M. Huntsman School of Business to offer a jointly sponsored interdisciplinary program entitled *Certificate in Design Thinking for Innovation* was approved pending revisions.
 - The request from the Department of Special Education and Rehabilitation to offer a *Certificate of Proficiency in Rehabilitation Counseling* was approved pending revisions.
 - The requests from the Department of Health, Physical Education and Recreation to offer a Plan B option for the MS Health and Human Movement Exercise Science Specialization, Health Education Specialization and the Sports Medicine Specialization was approved pending revisions.
2. There was no January meeting of the Academic Standards Subcommittee to report on.
3. Approval of the report of the General Education Subcommittee meeting of January 18, 2011. Actions of note:
 - The following General Education syllabi were approved:

USU 1340 for Adam Beh

1. <http://www.usu.edu/fsenate/epc/archives/index.html>



POLICY MANUAL

FACULTY

Number 402

Subject: The Faculty Senate and Its Committees

Effective Date: July 1, 1997

Revision Dates: November 16, 2001; April 29, 2002; January 12, 2007; April 30, 2007, March 6, 2009.

Date of Last Revision: August 13, 2010

402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.9.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

402.2 AUTHORITY OF THE SENATE

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.9. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

The Senate shall also have the following powers: (1) To receive and consider reports from any faculty committee, and from any council, department, division, administrative officer, library, or college; and to take appropriate action. (2) To consider matters of professional interest and faculty welfare and to make recommendations to the President of the University and other administrative officers. (3) To propose to the President amendments or additions to these policies.

2.1 Senate Power of Internal Governance; Referral of Matters to the President

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the President of the University

and, in appropriate cases, to the Board of Trustees.

2.2 The President, University Administrators, and Board of Trustees

The Senate is an advisory body to the President of the University. While the Senate votes on policy and procedural issues, including but not limited to policy and procedural issues in these policies, these actions and recommendations cannot be implemented without the approval of the President of the University. The Board of Trustees advises the President of the University and approves or disapproves any policy or procedural change. Approval or disapproval of Senate actions, whether by the President of the University or by the Board of Trustees, shall be reported back to the President of the Senate by the President of the University, or a designee, in a timely manner following the Senate action. When Senate actions receive final approval, it is the responsibility of University administrators and administrative bodies to implement the action.

2.3 Senator's Handbook

Each senator shall receive a current Senator's Handbook which explains briefly the role and operation of the Senate. The Handbook will include: (1) provisions of this policy pertinent to Senate proceedings, rules, and membership; (2) a simplified statement of the Rules of Order; and (3) rules for calling meetings. The Senate Executive Secretary must ensure that each newly elected Senator receives a Handbook no later than the September meeting of the Senate.

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 Membership

The Senate shall be composed of the following members: (1) Fifty-five faculty members elected by and from faculty members eligible to vote in Senate elections (see policy 401.6.3(2)(d)); (2) the President and the Provost of the University or their designees; (3) eight appointees of the President of the University who shall be vice presidents and/or deans, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the four chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, and the Faculty Diversity, Development and Equity Committee, if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Academic Senate President or a designee, and the Graduate Student Senate (GSS) President or a designee.

With the exception of faculty holding special or emeritus appointments, any member of the faculty who is not designated as a presidential appointee is eligible for election to the Senate.

3.2 Alternates for Elected Members

Senate members are expected to attend its meetings regularly. In cases of unavoidable absence, including sabbatical leave, professional development leave, and unpaid leaves of absence, Senators will arrange for an elected alternate senator to attend in their place. (see policy 402.10.2) The alternate shall have full voting rights.

Senators must notify the Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If an absent senator fails to arrange for a substitute more than once during an academic year, then that senators' position will be considered vacant (see policy 402.3.4). Senators are considered absent whenever they are replaced by designated alternates (see policy 402.3.4).

3.3 Term

Faculty members elected to the Senate shall serve three-year terms or, as provided in policy 402.3.4, complete the three-year term vacated by a faculty member. Terms shall begin July 1 following elections and may be re-elected once, after which a faculty member is ineligible to stand for election for one year. The term of office for student members of the Senate shall be one year and shall coincide with the term of ASUSU and GSS officers. The term of office for presidential appointees shall be one year and shall begin July 1. A presidential appointee can be reappointed to consecutive terms, up to a maximum of six years, after which the appointee is ineligible for appointment for one year.

3.4 Vacancies

A senate seat shall be declared vacant if a senator (1) resigns, (2) is terminated, (3) goes on extended medical leave, (4) will otherwise be unavailable for more than half of the academic year, (5) misses more than one regularly scheduled meeting during an academic year without arranging for an alternate, or (6) misses four regularly scheduled senate meetings during any one academic year, or misses more than one regularly scheduled meeting even when an alternate is arranged. The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. For vacancies an alternate elected senator will be appointed by the affected Dean or Vice President to fill the seat in accordance with policies 402.3.2 and 402.10.1. For vacancies among Presidential appointees, the President shall appoint a new Senator within 30 days.

402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 Records

The records of the Senate shall be kept by an executive secretary for the use of the members of the faculty, the President of the University, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the President of the University, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are published in campus media within an appropriate time frame and included in the Senate records.

4.2 Agenda and Minutes

(1) Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate. A copy of the agenda must be sent to each senator at least five days before regularly scheduled meetings.

(2) Faculty petition to place matter on the agenda.

Any 25 faculty members may petition the Senate to obtain consideration of any matter within the Senate's authority. The petition shall be presented in writing to any Senate member, who shall then give notice of the petition to the Senate or to its Executive Committee. The Executive Committee shall place the matter raised in the petition on the agenda of the next regularly scheduled Senate meeting or, at the discretion of the Senate President, on the agenda of a special meeting called in accordance with the provisions of policy 402.6.2.

(3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall provide each academic unit, for public posting, a copy of the agenda of the next meeting, without attachments, and minutes of the prior Senate meeting.

(4) Publicizing and publication of recommended changes in policies or procedures.

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other University policies or procedures are publicized in a timely manner to the campus and reported to campus news media.

4.3 Order of Business

Except as otherwise provided by the Senate, its order of business shall be: call to order (quorum), approval of minutes, announcements, university business, information items, consent agenda, key issues and action items, new business, and old business.

402.5 PARLIAMENTARY PROCEDURE

All actions of the Senate shall be in accordance with the most recent edition of Robert's

Rules of Order.

402.6 MEETINGS; QUORUM

6.1 Scheduled Meetings

Regularly scheduled meetings of the Senate shall be held on the first Monday of the month at 3:00 PM from September through May unless otherwise specified by the Senate.

6.2 Special Meetings

Special meetings shall be held at the call of the Senate President or upon petition of any 10 senators. The petition must be written, must state the purpose of the special meeting, and must be submitted to the Senate President. Upon receipt of the petition, the Senate President must call a special meeting within 12 working days. Senators shall receive at least five days notice of the special meeting and its agenda unless a majority of them waives that notice prior to or at the meeting.

6.3 Quorum and Voting

A majority of the members of the Senate shall constitute a quorum for the conduct of Senate business. All actions or recommendations of the Senate shall be by majority vote of the members and alternates present. Voting shall be by secret ballot upon passage of a motion to that effect.

6.4 Meetings with Constituencies

The elected senators should hold a meeting each semester with their constituencies to answer questions and discuss Senate business. A senior senator in each college, in Extension, Regional Campuses, and the Library will call and chair the meeting.

402.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT

7.1 Duties of the Senate President

The Senate President shall preside over and conduct meetings of the Senate and its Executive Committee and the Faculty Forum and its Executive Committee. The Senate President shall see that Senate actions are accurately recorded and that all actions approved are implemented or forwarded as appropriate.

7.2 Duties of the Senate President-Elect

The Senate President-Elect shall perform the functions and duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

7.3 Duties of the Immediate Past President

The immediate past president shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one year immediately following his/her term as Senate President. The immediate past Senate President shall also serve as a member of the Senate Handbook Committee (see policy 402.12.10).

7.4 Eligibility and Term

The Senate President-Elect/President shall be elected annually from and by elected Senate members, as provided in policy 402.10.3, to serve for a three-year, non-renewable term. During the first year he/she shall serve as the Senate President-Elect, during the second year shall be the Senate President, and during the third year shall serve as Past President.

Any elected senator who is completing or has completed one year of a faculty Senate term is eligible to serve as President-Elect/President, subject to the following exceptions: Senators who are completing their terms are not eligible, unless they have been re-elected to the Senate for an additional term. The election of the Senate President-Elect/President is understood to be an extension of that individual's term in the Senate for the number of years necessary to fulfill a term as Senate President. If an extended term is necessary for the new Senate President, then the individual so chosen will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college will be unaffected.

402.8 SENATE EXECUTIVE SECRETARY

An Executive Secretary of the Senate shall be appointed by the President of the University. See policy 401.10. The duties of the Executive Secretary are: (1) Under the direction of the Senate President, to prepare agenda for all meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (2) Under the direction of the Senate President, to keep minutes of the meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (3) To distribute copies of both agenda and minutes. (4) To forward actions, policies, and reports of the Senate to the President of the University. (5) To gather items and data that the Executive Committee may present at Senate meetings. (6) To prepare and present, at the September and March Senate meetings, an accounting of the implementation or non-implementation of motions passed by the Senate. (7) To apprise Senate committees of items which the Senate has requested that they study. (8) To maintain an archive of the minutes of each meeting of the Senate and its Executive Committee, the Faculty Forum and its Executive Committee, and the Senate committees. (9) To keep university faculty informed of the action of the proposed business of the Senate by publicizing the Senate agenda, Senate actions, and the results of Senate elections as provided in policy 402.4.2(3). (10) To provide yearly each senator with a copy of the Senator's Handbook (policy 402.2.3).

402.9. FACULTY FORUM

9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the four chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, and Faculty Diversity, Development and Equity Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the President of the University, the Provost, the presidential appointees, deans and department heads, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum. During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

9.2 Meetings; Agenda; Notice

The Faculty Forum shall convene at and in lieu of the regularly scheduled November meeting of the Senate. This annual scheduled meeting of the Faculty Forum will be open to all faculty members to attend and speak, with the exception of those excluded by policy 402.9.1.

Additional special meetings may be held by the call of the Faculty Forum President, or upon the written request of a majority of the Faculty Forum Executive Committee, or upon the written petition of 10 members of the Faculty Forum, or upon the written petition of 25 resident faculty members. Special meetings of the Faculty Forum will be scheduled, whenever possible, within two weeks after receipt of the petition(s) by the Faculty Forum President. Business at special meetings of the Faculty Forum will be conducted by Faculty Forum members. The Faculty Forum Executive Committee will set the agenda for the November meeting and other Faculty Forum meetings. The agenda will include all items raised by the petition(s), together with items deemed pertinent by the Executive Committee. The minutes and agenda for all Faculty Forum meetings shall be distributed in accordance with policy 402.4.2(3). Notice of the November Faculty Forum meeting will be given in the October Senate meeting and in appropriate campus news media.

9.3 Officers and Executive Committee of the Faculty Forum

(1) Officers.

The Senate President shall preside over and conduct meetings of the Faculty Forum and its Executive Committee. The Senate President-Elect shall serve as the President-Elect of both, and shall perform the duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to

perform in the Senate President's stead.

(2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the 11 elected faculty members on the Senate Executive Committee (policy 402.12.2).

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, Extension, Regional Campuses, and the Libraries. Apportionment shall be in proportion to the number of tenured and tenure-eligible faculty in each college, in Extension, Regional Campuses, and in the Libraries. The minimum representation from each of these academic units shall be one.

10.2 Election of Faculty Members to the Senate

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

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by colleges, Extension, Regional Campuses, 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 and alternates. 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 and alternates in Senate elections. Voting shall be by email, paper, or electronic ballot. ~~Balloting shall be by mail~~ within each college, Extension, Regional Campuses, and the Libraries.

Comment [L1]: To reflect current organizational structure, the term directors should be changed to vice presidents, as suggested by PRPC last year.

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Comment [L2]: The differentiation between resident and non-resident faculty was eliminated by PRPC last year.

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(4) Verification and notice of election results.

The colleges, Extension, Regional Campuses, 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. Election results shall be made public.

10.3 Elections within the Senate

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

402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

11.1 Purpose; Reporting

The Senate appoints and discontinues such standing and ad hoc committees as it deems necessary to carry out its duties.

The Senate establishes advisory committees to study and to make reports and recommendations to it on matters under faculty jurisdiction and to carry out the decisions of the Senate relating to its functions and responsibilities. Senate committees receive their authority from the Senate and shall report their work and make their recommendations to the Senate. No Senate committee may alter the reports or the recommendations of another Senate committee.

11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees; see policy 401.6.3(2) (d) for limitations.

Unless governed by committee procedures otherwise stipulated, non-Senators of Senate standing committees are elected at the same time and according to the same procedures that elect Senators (see policy 402.10.2). Terms shall be three years and shall begin July 1 following elections and are renewable once, after which a faculty member is ineligible to stand for election for one year. Terms shall be staggered so that approximately 1/3 of them expire annually.

A vacancy shall be declared among the elected committee members if that member resigns, is terminated, goes on extended medical leave, or has more than three unexcused absences from regularly scheduled committee meetings during an academic year. If a vacancy occurs, then a replacement will be appointed. The Senate Committee on Committees will appoint seats vacated by representatives of the Faculty Senate and Deans will appoint seats vacated by representatives of the Colleges.

Appointed members of Senate standing committees are chosen from the elected membership of the Senate; the Committee on Committees prepares a slate of nominations for approval by the Senate at its May meeting. Terms shall be two or three years, as stated below for a particular committee, and shall be renewable once. Terms shall be staggered. Vacancies will be filled upon recommendation to the Senate by the Committee on Committees.

11.3 Senate Committee Procedures

(1) Committee action; meetings; quorum; majority and minority reports.

Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see policy 402.12.6(1)). Committee work shall be accomplished as a body. Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee. A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

Comment [L3]: TF 27 asked: "What is a routine action?" PRPC feels it is adequately defined in section 402.12.6(1)), and requires no further clarification..

(2) Committee minutes.

Minutes shall be taken at all committee meetings and a copy shall be filed with the Senate Executive Secretary as part of the Senate records. The minutes shall include copies of all forms, statements, and reports which are presented to the Senate for action.

(3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually.

Comment [L4]: TF 28 asked: "When? Last meeting or first? Recommend the last." PRPC suggests that the FS Handbook recommend the last meeting, but that in the interest of flexibility, let this language stand as is

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee

(1) Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas;
- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;

- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and
- (g) compile the Senator's Handbook and oversee its reproduction and distribution.

(2) Membership.

The Senate Executive Committee shall consist of the following ~~14~~ 17 members:

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- (a) the Senate President;
- (b) the President Elect of the Senate;
- (c) immediate Past President
- (d) ~~nine~~ eleven elected faculty senators, representing each of the ~~seven~~ eight colleges, Extension, Regional Campuses, and Libraries;
- (e) the President of the University and Provost, who shall serve as ex-officio members;
- (f) a senator nominated by the President from the presidential appointees and confirmed by the Senate ~~elected by the Senate from the presidential appointees of the Senate.~~

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All members have a vote.

(3) Eligibility; election; term.

Any elected senator who is completing or has completed one year of a Senate term is eligible to serve on the Executive Committee, subject to the following exceptions: (1) Senators with only one year remaining in their terms; and (2) Senators who are completing their terms, unless they have been re-elected to the Senate for an additional, successive term.

The election of Executive Committee members shall be conducted each spring following the election of new members to the Senate. Elections shall be by separate caucus of faculty senators within each college, the Library, Regional Campuses, and Extension. Caucuses shall be held within one week following the April meeting of the Senate.

A faculty senator elected to the Executive Committee shall serve for a two-year term, renewable (reelected) once.

(4) Joint meeting of new and old Executive Committees.

Newly elected Executive Committee members will attend the April meeting of the old Executive Committee.

(5) Meetings; Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate.

(6) Reports and recommendations of other Senate committees.

The Executive Committee will place reports and recommendations of other Senate committees on the Senate agenda without alteration.

12.2 Committee on Committees

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

The Committee on Committees shall consist of three (3) elected faculty senators. They are elected according to the same procedures, at the same time, and with the same eligibility restrictions that govern election of the Senate President Elect. See policy 402.10.3 and 7.3. Members of the Committee on Committees serve two-year terms. They elect a chair from within their membership.

12.3 Academic Freedom and Tenure Committee

(1) Duties.

(a) Jurisdiction as an administrative hearing body. The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the University. In relation to these matters, the committee may hear both complaints initiated by the University against a faculty member and grievance petitions brought by a faculty member. (b) Procedural due process. Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.6.6(8)). The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee. (c) Policy revisions. The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction. (d) Review. The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

(2) Membership.

The Academic Freedom and Tenure Committee consists of the following ~~12~~ 13 members:

(a) ~~seven~~ 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

Comment [L5]: TF 31 asked: "Could this number be deleted? Numbers are restricting." PRPC concurs that numbers can be restricting, but often that is their purpose. PRPC recommends deleting this number – 55 – but allowing other numbers to stand. This will require periodic revision to sections containing numbers, as changes in academic organization evolves and Senate and Senate committees change, such as in this section, as well as above in section 402.12.1(2).

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electd by and from the faculty of Regional Campuses; (d) one faculty member elected by and from the faculty in the Libraries; and (e) three ~~faculty members appointed from the 55~~ elected faculty senators appointed by the Committee on Committees.

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(3) Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with policy 402.11.2. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2(4) and will serve three year terms; see also policy 402.11.2.

(4) Officers.

(a) Eligibility; election; term. No later than May 10 (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

(5) Supplemental appointments.

If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

(6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members ~~shall be appointed by the chair of the Academic Freedom and Tenure Committee~~ from the Academic Freedom and Tenure Committee, shall be appointed by the chair of that committee on a rotating basis, and the remaining member shall be an administrator who holds a faculty appointment appointed by the President of the University. ~~Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis.~~ All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the President of the University.

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Comment [L6]: PRPC believes the phrase rotating basis is self explanatory

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12.4 Budget and Faculty Welfare Committee

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the university budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, 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.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5)(4).

Comment [L7]: As 402.12.3(5) concerns additional appointees to Hearing Panels, PRPC believes the parallel with AFTC should end with (4).

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12.5 Professional Responsibilities and Procedures Committee

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation and revision of Section 400 in University Policies and Procedures, ~~revision and implementation of this policy, and the composition and revision of the Faculty Senate Handbook. Needed Recommended revisions and implementation failures~~ shall be submitted to the Senate for its consideration.

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Comment [L8]: If the intention here is for PRPC to advise the Senate regarding the content of the Faculty Senate Handbook, then PRPC believes that is an appropriate request. Otherwise, PRPC believes it is beyond the scope of its responsibilities to revise and compose the Faculty Senate Handbook. That is under the purview of the Senate Handbook Committee (402.12.10) PRPC believes the insertion of the word "Senate" into this section, made March 13, 2008 is mistaken. The original language referred only to the Faculty Handbook, an outdated reference to the Faculty Code.

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The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5)(4).

12.6 Educational Policies Committee

(1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for University designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.

The Educational Policies Committee consists of the Provost or designee; one faculty representative from each college; one faculty representative from Regional Campuses; one faculty representative from Extension; one faculty representative from the Libraries; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected ASUSU student government, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2.

(3) Term of members.

The term of office for faculty members on the Educational Policies Committee shall be in accordance with policy 402.11.2. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers.

(4) Chair.

The Provost or his/her designated representative shall serve as chair of the Educational Policies Committee. The Committee will elect a vice chair from its members to serve in the absence of the chair. The chair or his/her designee will report to the Senate on the committee's actions.

(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 seven chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Regional Campuses, Extension, 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.

(6) General Education Subcommittee.

The General Education Subcommittee formulates and reviews policy with respect to general education. The subcommittee shall consist of three faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the University. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair

Comment [L9]: Comment TF 12 asked whether or not the Libraries should have representation of the Curriculum Subcommittee. Librarians intimate that although not directly involved in setting the curriculum, issues involving the curriculum often originate in the subcommittee, and in order for the Library to adequately meet the resource needs of curricular changes it is important that they maintain this seat.

annually.

(7) Academic Standards Subcommittee.

The Academic Standards Subcommittee (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. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.

12.7 Faculty Evaluation Committee

The Faculty Evaluation Committee shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Professor and Advisor of the Year. The committee shall consist of one faculty representative from each college, one faculty representative from Extension, one faculty member from Regional Campuses, one faculty representative from the Libraries, two student officers from the ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually.

12.8 Faculty Diversity, Development, and Equity Committee

The duties of the Faculty Diversity, Development, and Equity Committee are to collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; report on the status of faculty development, mentoring, diversity, and equity; and make recommendations for implementation.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Diversity, Development, and Equity Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3~~(5)~~. (4)

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12.9 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 elected members of the Executive Committee of the Senate (see policy 402.9).

12.10 Senate Handbook Committee

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3) with final approval by the Senate Executive Committee (policy 402.12.1). This committee consists of three members appointed from the Senate, one of whom is the immediate past Senate President. Additional members may be appointed by the Committee on Committees. All members of this committee serve two year terms in accordance with policy 402.11.2 and 12.2(4).

402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following University councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4).

PRPC met on Monday afternoon, February 14, 2011. Vince Wickwar, Glenn McEvoy and Ed Heath joined the committee to explain more about the reasoning behind the proposed change to Section 401.4.2(1) that describes the Lecturer Ranks. PRPC discussed the proposed change and suggested a change to the language from the original proposal. These changes, which were unanimously approved by PRPC, are reflected below.

Present Version:

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.

Proposed Version:

Faculty members whose function is to teach remedial (0010-0990), lower division (1000-2990), or, on occasion, upper division (3000-4990) university courses, are appointed to one of the following titles: Lecturer, Senior Lecturer, or Principal Lecturer.

~~Under special circumstances, Lecturers who are uniquely qualified through education and/or experience may be assigned to teach courses 5000 and above if, after a full consultation, between the department head and the faculty of the department that grants the credit for the course collectively agree that it is in the best interests of the students, faculty and department. its faculty, and its students.~~

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**One-Year Renewal of USU-CEU Faculty Senate
(and Faculty Senate Executive Committee) Apportionment Proposal
with the Addition of Membership on Faculty Senate Standing Committees**

Last year the Faculty Senate (FS) approved the proposal given below. It gave USU-CEU three faculty senators and one executive committee member. It also allowed for annual extensions, thereby providing time for the Ad Hoc Committee to Recommend Code Changes to Integrate USU-CEU to make its recommendations and to have them approved by the FS. While the committee is making considerable progress, it seems prudent to renew this proposal for another year in case its recommendations are not approved by FS during the 2010-11 academic year. The existing code (Sections 402.3.3 & 4, 402.10) will extend to USU-CEU, meaning that the current senators and alternates will continue into the 2011-12 academic year. In addition, it would also be appropriate to extend the original proposal to have members of the faculty at USU-CEU elect members to the FS standing committees [AFT, BFW, EPC (and its Curriculum Subcommittee), FEC, FDDE, and PRPC], as is currently done by the faculty in the Academic Colleges, Extension, Libraries, and Regional Campuses. This extends the membership of these committees, as currently described in Section 402.12, to include USU-CEU. The logic for this extension in membership is the same as that used in the past to add representatives from the Regional Campuses.

USU/CEU Faculty Senate Apportionment Proposal

All Senators are well aware that a permanent change to our “faculty code” takes much time and attention. However, the recent Legislative action to merge USU and the College of Eastern Utah (CEU) has created an unusual challenge for our Faculty Senate. As of July 1, 2010, CEU faculty will become members of our USU faculty and, therefore, we feel a sense of obligation to have them represented in our Senate. Therefore, the following proposal is presented as a temporary solution that provides two advantages: (1) providing immediate representation for our new colleagues; while (2) affording us the time to be prudent and reflective on how our new colleagues will be integrated into our system of faculty governance.

It is proposed that 3 faculty senators represent CEU, as a unit. These senators shall be elected from the faculty, by faculty at CEU in accordance with election and eligibility rules of the USU Faculty Senate. One of the three shall be selected to serve on the Faculty Senate Executive Committee. Their term of service shall be from August 15, 2010 through June 30, 2011. It is our intention to consider and renew this temporary expansion of Senate membership annually until the recommendations of an ad-hoc committee can be permanently enacted in the University Policy Manual (Faculty Code). The ad hoc committee (with CEU representation) shall be formed and charged with investigating possible changes that would be needed in the code with regard to Faculty Senate apportionment. At this time, there are too many unanswered questions for us to move quickly with confidence and certainty. While answers to these questions will emerge in time, the Executive Committee of the Faculty Senate has concluded that it would be

prudent for us to adopt a temporary solution and, during that time, complete our background work to ensure that any permanent changes to the “faculty code” are well considered and position us for long-term success.

Again, this is a temporary solution in order for CEU to participate while permanent code changes are in process.