

Utah State University

DigitalCommons@USU

---

Faculty Senate & Faculty Senate Executive  
Committee

Faculty Senate

---

2-1-2016

## Faculty Senate Agenda, February 1, 2016

Utah State University

Follow this and additional works at: [https://digitalcommons.usu.edu/fs\\_fsexec](https://digitalcommons.usu.edu/fs_fsexec)

---

### Recommended Citation

Utah State University, "Faculty Senate Agenda, February 1, 2016" (2016). *Faculty Senate & Faculty Senate Executive Committee*. Paper 474.

[https://digitalcommons.usu.edu/fs\\_fsexec/474](https://digitalcommons.usu.edu/fs_fsexec/474)

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





## **FACULTY SENATE AGENDA**

February 1, 2016

3:00 – 4:30 P.M.

Merrill-Cazier Library, Room 154

---

### **Agenda**

---

- 3:00 Call to Order**.....Ronda Callister  
Approval of Minutes January 11, 2016
- 3:05 University Business**.....Stan Albrecht, President  
Noelle Cockett, Provost
- 3:20 Information Items**  
1. 403.3.1(11) Relatives in classes.....Ronda Callister  
2. 402.12 FS Committees proposed changes in committee size.....Ronda Callister
- 3:40 Reports**  
1. EPC Items for January 2016.....Larry Smith  
2. Academic Freedom and Tenure Committee Annual Report.....John Stevens
- 3:50 Unfinished Business**  
1. 405.12.1 Annual Review of Faculty (Second Reading).....Ronda Callister
- 4:00 New Business**  
1. 405.12.3 CFAC Policy (First Reading).....Ronda Callister
- 4:30 Adjournment**



**USU FACULTY SENATE  
MINUTES  
January 11, 2016  
Merrill-Cazier Library, Room 154**

**Call to Order**

Ronda Callister called the meeting to order at 3:00 pm. The minutes of December 7, 2015 were adopted.

**University Business – President Stan Albrecht, Noelle Cockett**

President Albrecht gave a very brief overview of possible upcoming legislative issues that would affect the University.

**Information Items**

**USUSA Academic Senate Charter Changes – Trevor Olsen.** The USUSA has added a monthly meeting with the Faculty Senate President to their charter. They believe this will create a more cohesive working relationship between the two organizations. This regular meeting will create the opportunity for both groups to discuss issues they are working on that might affect the other group and gather feedback and insight.

**401.4.2(4) Tabled by FSEC – Ronda Callister.** This proposal had to do with identifying federal and state cooperators in the code and was presented to the senate for a first reading. Due to conflicts and inability of the parties involved to come to a consensus on the issue, the item FSEC voted to table the discussion at this time.

**405.12.3 CFAC Policy coming in February – Ronda Callister.** The College Faculty Appeals Committee proposal that will go along with the post tenure review process changes has been delayed slightly. It will be presented at the February meeting.

**Reports**

**EPC December Report – Larry Smith.** Ed Reeve presented the report in Larry's absence. A notable item from the report is the creation of a Certificate of Proficiency for the Aggies Elevated Program. The program helps students with intellectual and developmental disabilities integrate into campus communities. A request from the Department of Health, Physical Education and Recreation to change the name of the Department to Kinesiology and Health Science due to a decrease in physical education and recreation majors, but an increase in Health Science majors was approved. Also, a request was from the Wildland Resources Department to offer a minor in Wildlife Science was approved.

**Council on Teacher Education – Francine Johnson.** Shelley Lindauer presented the report in Francine's absence. The college is still being affected by the change in LDS missionary age which is partially accounting for a decrease in student enrollment. Additional contributing factors include their national accrediting body increasing requirements for GPA and ACT and this will continue to be raised over the next couple of years; and the fact that this is an "off year" for the cohort programs.

**Scholarship Advisory Board – Taya Flores.** The reported GPA in the report is the cumulative GPA as of Spring.

## **New Business**

### **405.12.1 Annual Review of Faculty (First Reading) – Ronda Callister/Jerry Goodspeed.**

This proposal requires that the methods used by each department to review faculty are reviewed and approved by the faculty every three years. The question was raised about defining faculty in the proposal and who should be included.

A motion and second was made that faculty be defined as any voting member. The motion passed with one dissenting vote.

Discussion continued about how faculty is defined in other places in the code. It was suggested that section 401 be referenced in the proposal at the first place that faculty is mentioned. It was clarified that this proposal refers only to the process of how the review is conducted not the content of the review in order to allow the faculty to participate in the process guiding the annual review every year.

Further discussion continued about the annual review and whether or not the department head should be mentioned in this proposal. It was mentioned by a senator that the discussion was beginning to take on a larger scope than this specific proposal addresses.

A motion to approve the proposed code was made and seconded. The motion passed unanimously.

A motion to amend the proposal to reference 401.3 and 401.4 after the words “each department” was made by Doug Jackson-Smith and seconded. The motion passed unanimously.

## **Other Discussion**

Criteria for emails to all faculty. The Provost reviews all requests from groups who would like to send emails to all faculty on campus. She has been very strict in the past on what gets approved. She has asked that we discuss this as a senate and give her some feedback on the issue. Discussion in the FSEC meeting seemed to indicate that the paper mail was more of a problem and more wasteful than getting multiple emails. Some in the full senate agreed with this while others expressed a concern over too much spam in their inboxes, and that most of the email would not get read, only deleted. Concern was expressed that good information on services and events on campus go unnoticed and the faculty is uninformed. It was suggested that individual senders could be blocked if they were sending too much email. A suggestion was also made that perhaps a weekly email could go out with a list of all of the relevant issues for the week and links to find more information on them if the faculty were interested. This is similar to a newsletter that used to go to faculty on a regular basis in the past.

## **Adjournment**

The meeting adjourned at 4:25 pm.

# RELATIVES IN THE CLASSROOM

## 405.3.3 Standards of Conduct - Responsibilities to the Institution

- (1) Faculty members conduct themselves in an open, fair, civil, and humane manner both in general and when making decisions or recommendations concerning admissions, employment, promotion, retention, tenure, and other professional matters. Faculty members do not harass or discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, or marital or parental status; the presence of any sensory, physical or mental disability or handicap; or for any other reason impermissible under applicable constitutional or statutory provisions.
- (2) Faculty members should discourage relatives (as defined by 392.2.2) from taking their classes, if alternatives are available. If this is unavoidable (due to required coursework in a student's chosen major), then a department head or supervisor should arrange an independent evaluation of the student's work. While this option may not be possible for all student work such as work that requires being in class regularly to access all contributions, efforts should be made to avoid perceptions of unfair treatment.

## Faculty Senate Committee Change Proposal 402.12

A tremendous amount of faculty time is used on committee service. Listed below are the committees that are staffed by faculty senate. Some of these Faculty Senate committees would function much better if they were smaller.

	Current # of Faculty	Prop. Req	Current # Fac	Proposed # Senators
#Senators				
Faculty Senate Executive Committee (nc)	15	15	15	15
Committee on Committees (nc)	3	3	3	3
Academic Freedom and Tenure	15	12	3	3
Benefits and Faculty Welfare	15	12	3	3
Faculty Evaluation Committee (nc)	12	12	0	3
PRPC (Change to all 7 senators)	15	7	3	7
Faculty Development Diversity & Equity	15	7	3	3
Educational Policy (No senators)	<u>13</u>	<u>13</u>	<u>0</u>	<u>3</u>
	103	81	30	37

Proposed: **22 fewer faculty committee assignments**

Most committees require representation of one person from each of the following units:

1. Caine College of the Arts
2. College of Agriculture and Applied Sciences
3. College of Engineering
4. College of Humanities and Social Sciences
5. College of Science
6. Emma Eccles Jones College of Education & Human Services
7. Jon M. Huntsman School of Business
8. S.J. & Jessie E. Quinney College of Natural Resources
9. Libraries
10. Extension
11. Regional Campuses
12. USU-Eastern

Other Committees Staffed by the Senate's Committee on Committees (but not required to be senators):

1. Athletic Council - 3 men & 3 women
  2. Facilities Naming Committee - 2
  3. Calendar Committee - 4
  4. Graduate Council - 1
  5. Honorary Degrees & Awards Screening Committee – 3
  6. Honors Program Advisory Board - 1
  7. Research Council - 1
  8. Parking/Transportation Advisory Committee – 2
  9. Department Teaching Excellence Award Committee - 2
  10. University Assessment Coordinating Council - 2
  11. Student Conduct Hearing Board - 4
- Total Committee Assignments: 32 Faculty

Most of these committee assignments are currently required by Faculty Code. No changes are proposed at this time in these non-Senate committees, although this is something to assess in the future.

#### 402.12 SENATE STANDING COMMITTEES & PROPOSED CHANGES

12.1 (2) Executive Committee (FSEC) – One member from each of the 12 units, plus the FS President, President-Elect, Past President - a total of 15. NO CHANGE

12.2 (2) Committee on Committees – 3 senators, NO CHANGE

12.3(2) **Academic Freedom & Tenure Committee** AFT – Currently has 15 members, one member from each of the 12 units, plus three faculty senators. **CHANGE** to having three senators each represent their units for a total of 12 members.

12.4(2) Benefits and Faculty Welfare (BFW) same as AFT in 402.12.3(2) (**No code change required.**) BFW has been and will continue under this proposal to be constituted the same way as AFT is now with 12 members each representing their units including three senators who also represent their units.

12.5(2) **Professional Responsibilities and Procedures Committee** (PRPC). Reduce from 15 to **7 members from different units**. Representation from every unit is not critical for drafting code. The large size is unwieldy and difficult to get enough responses to reach a quorum. This committee is an integral part of the senate and should have all 7 members drawn from current faculty senators so that they have an understanding of what the issues are and what the goals of the senate are when they write policy.

12.6(2) **Educational Policy Committee** (EPC) – Not appointed by Faculty Senate – Thirteen faculty members, one from each unit, plus one from Graduate Council. EPC currently

has NO SENATORS and is a standing committee of the senate. **CHANGE – three of these members who represent their units should also be senators.**

12.7(2) Faculty Evaluation Committee (FEC) – No senators currently required or needed. It selects winners for three faculty awards and some years may review and provide feedback on the Faculty teaching evaluation processes. – have 12 members each represent one of the 12 units. The chair and other members thought this wide representation was necessary both for credibility and to have members that understood excellence in different disciplines. These are decisions largely separate from Faculty Senate. The chair acts as a liaison to the senate as an ex officio member. **Three of these members should also be Faculty Senators.**

12.8(2) **Faculty Diversity, Development and Equity (FDDE)** Collect data, identify best practices, provide feedback on recruitment, retention, advancement practices that promote diversity and equity. **Reduce membership to 7 members each from different units.** Retain three members of Faculty Senate on this committee.

**Suggestion: Always with one each from the two largest colleges – Education and CHaSS. Also those who are not located on the Logan campus should be guaranteed some representation. Between Extension, Regional Campuses and USU Eastern there should be one member. The other four members should come from and rotate between other colleges.**



## FACULTY SENATE STANDING COMMITTEES

EXCERPTS FROM FACULTY CODE/SENATE HANDBOOK

Faculty Senate Executive Comrn				
last updated 4/6/2015				
College	2015-2016	2016-2017	2017-2018	Faculty Senate Executive Committee (2-year terms; see USU Policy 402.12.1)
President	Ronda Callister	Lindsey Shirley		
President-Elect	Lindsey Shirley			<b>The Senate Executive Committee</b> shall consist of the following 14 members: (a) the Senate President; (b) the Vice President of the Senate; (c) ten elected faculty senators, representing each of the colleges, Cooperative Extension, Regional Campus and Distance Education, and Libraries; (d) the President of the University and Provost, who shall serve as ex-officio members; (e) one senator elected by the Senate from the presidential appointees of the Senate.  A faculty senator elected to the Executive Committee shall serve for a <u>two-year term</u> , renewable once.
Past-President	Doug Jackson-Smith	Ronda Callister	Lindsey Shirley	
Agriculture/ Applied Sciences	Jeanette Norton (2)			
Business	<b>Vijay Kannan</b>	Vijay Kannan		
CCA	Dan Murphy			
CHaSS	Charles Waugh			
Education & Human Services	<b>Kimberly Lott</b>	Kimberly Lott		
Engineering	<b>Paul Barr</b>	Paul Barr		
Natural Resources	Robert Schmidt (2)			
Science	Vince Wickwar (2)			
Libraries	<b>Britt Fagerheim</b>	Britt Fagerheim		
Extension	Mike Pace			
Regional Campuses	<b>Dennis Garner</b>	Dennis Garner		
USU Eastern	<b>Betty Hassell</b>	Betty Hassell		
elected Presidential Appointee	Mark McLellan			
Ex-Officio, USU President	Stan Albrecht			
Ex-Officio, USU Provost	Noelle Cockett			
Committee on Committees (2-year terms; see USU Policy 402.12.2)				
	2015-2016	2016-2017	2017-2018	<b>The Committee on Committees</b> 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 and President-Elect. See policy 402.10.3 and 7.3. Members of the Committee on Committees serve <u>three-year terms</u> . They elect a chair from within their membership. <u>Elected from the faculty</u>
Senate	Leslie Brott	Leslie Brott		
Senate	<b>David Brown</b>	David Brown	David Brown	
Senate	Sheri Haderlie (Chair)			
Academic Freedom and Tenure Committee (see USU Policy 402.12.3)				
College	2015-2016	2016-2017	2017-2018	Academic Freedom and Tenure Committee (see USU Policy 402.12.3)
Agriculture/Applied Sciences	<b>Grant Cardon (2)</b>	Grant Cardon (2)	Grant Cardon (2)	

Business	<b>Kathy Chudoba (2)</b>	Kathy Chudoba (2)	Kathy Chudoba (2)	The Academic Freedom and Tenure Committee consists of the following 13 members: (a) seven faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Cooperative Extension; (c) one faculty member elected by and from the faculty in the Libraries; and (d) one faculty member elected by and from Regional Campuses and Distance Education, and (e) three faculty members appointed from the 55 elected faculty senators by the Committee on Committees. <b>Elected from faculty in each college and represented group. Three appointments from Faculty senators.</b>
CCA	Bruce Duerden	Bruce Duerden		
CHaSS	Cathy Bullock			
Education & Human Services	Troy Beckert	Troy Beckert		
Engineering	Kurt Becker			
Natural Resources	Peter Adler			
Science	Farrell Edwards	Farrell Edwards		
Libraries	Becky Thoms			
Extension	<b>Sterling Banks</b>	Sterling Banks	Sterling Banks	
Regional Campuses	Susan Talley	Susan Talley		
USU Eastern	Anthony Lott (2)	Anthony Lott (2)		
Senate	<b>Jiming Jin</b>	Jiming Jin	Jiming Jin	
Senate	<b>Suzie Jones</b>	Suzie Jones	Suzie Jones	
Senate	<b>John Stevens (2) (Chair)</b>	John Stevens (2)	John Stevens (2)	
Senate 1-yr supplemental if needed				
Senate 1-yr supplemental if needed				
Senate 1-yr supplemental if needed				
Senate 1-yr supplemental if needed				
<b>Budget and Faculty Welfare Committee</b> (see USU Policy 402.12.4)				
<b>College</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>Budget and Faculty Welfare Committee (see USU Policy 402.12.4)</b>  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). <b>Elected from faculty in each college and represented group. Three appointments from Faculty senators.</b>
Agriculture/Applied Sciences	Michael Pate	Michael Pate		
Business	Alan Stephens (2)			
CCA	Leslie Timmons			
CHaSS	Diane Calloway-Graham, <b>Chair</b>			
Education & Human Services	<b>Dale Wagner (2)</b>	Dale Wagner (2)	Dale Wagner (2)	
Engineering	<b>Koushik Chakraborty</b>	Koushik Chakraborty	Koushik Chakraborty	
Natural Resources	Chris Monz	Chris Monz		
Science	Stephen Bialkowski (2)			
Libraries	Carol Kochan (2)	Carol Kochan (2)		
Extension	Shawn Olsen (this sem only)			
Regional Campuses	Rich Etchberger			
USU Eastern	Mike Kava	Mike Kava		
Senate	<b>Lisa Gabbert</b>	Lisa Gabbert	Lis Gabbert	
Senate	<b>Scott Henrie</b>	Scott Henrie	Scott Henrie	
Senate	<b>Ralph Meyer</b>	Ralph Meyer	Ralph Meyer	

Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)				
College	2015-2016	2016-2017	2017-2018	<b>Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)</b>  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). <b>Elected from faculty in each college and represented group. Three appointments from Faculty senators.</b>
Agriculture/Applied Sciences	Heidi Wengreen (2)	Heidi Wengreen (2)	Hedid Wengreen (2)	
Business	Dan Holland	Dan Holland		
CCA	Chris Gauthier			
CHaSS	Terry Peak			
Education & Human Services	Bob Morgan	Bob Morgan		
Engineering	Heng-Da Cheng	Heng-Da Cheng	Heng-Da Cheng	
Natural Resources	Terry Messmer			
Science	Ian Anderson (2)			
Libraries	Jennifer Duncan	Jennifer Duncan		
Extension	Jerry Goodspeed (2) (Chair)	Jerry Goodspeed (2)		
Regional Campuses	Nikole Eyre			
USU Eastern	Steve Nelson	Steve Nelson		
Senate	Arthur Caplan	Arthur Caplan	Arthur Caplan	
Senate	John Gilbert	John Gilbert	John Gilbert	
Senate				
Educational Policies Committee (see USU Policy 402.12.6)				Educational Policies (Committee Poicy 402.12.5)
College	2015-2016	2016-2017	2017-2018	The Educational Policies Committee consists of the Provost; one faculty representative from each college; one faculty representative from Regional Campuses and Distance Education; one faculty representative from the Libraries; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, and 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. <b>(3 year terms) Elected from each college and reprented faculty group; Other representative appointed from their associated groups.</b>  1-year term 1-year term
Provost Office	Larry Smith, Chair			
Agriculture & Applied Sciences	Ed Reeve			
Business	Kelly Fadel			
CCA	Kevin Olson			
CHaSS	Eddy Berry (2)	Eddy Berry (2)		
Education & Human Services	Jared Schultz	Jared Scholtz		
Engineering	Sanghamitra Roy	Sanghamitra Roy	Sanghmitra Roy	
Natural Resources	Karen Mock (2)	Karen Mock (2)	Karen Mock (2)	
Science	Dan Coster	Dan Coster	Dan Coster	
Regional Campuses	Nathan Straight	Nathan Straight		
USU Eastern	Russell Goodrich	Russell Goodrich		
Libraries	Kacy Lundstrom			
Graduate Council (faculty)	Scott DeBerard			
USU/SA President	Trevor Olsen			
USU/SA Executive Vice President	Thomas Buttars			
USU/SA Graduate Studies VP	Ty Aller			
Curriculum subcomm. Chair	Ed Reeve			
Gen Ed subcomm. Chair	Dawn Kirby			

Acad Stds subcomm. Chair	Scott Bates			1-year term
Registrar (ex officio)	Roland Squire			
Staff, Secretary	Michele Hillard			
Curriculum Subcommittee of EPC (see USU Policy 402.12.6(5))				
College	2015-2016	2016-2017	2017-2018	2007-2008 Roland Squire, Registrar's Office
Agriculture/Applied Sci. curric. comm. chair	Edward Reeve, Chair			2007-2008 Cathy Gerber, Registrar's Office
Business curric. comm. chair	Frank Caliendo			Curriculum Subcommittee of EPC (see USU Policy 402.12.6(5))  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 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.
CCA curric. Comm.chair	Nicholas Morrison			
CHaSS curric. Comm. Chair	Dawn Kirby			
Ed. & H. S. curric. comm. chair	Scott Hundaker			
Engineering curric. comm. chair	Dean Adams			
Nat. Res. curric. comm. chair	Karen Mock			
Science curric. comm. chair	Richard Mueller			
Libraries	Kacy Lundstrom			
Regional Campuses	Nathan Straight			
USU Eastern	Betty Hassell			
Gen. Ed. Subcomm. Chair, Ex Off.	Dawn Kirby			
AS Subcommittee Chair, Ex-Off.	Scott Bates			
Graduate Council				
USU/SA Executive Vice President	Thomas Buttars			
USU/SA Graduate Studies Senator	Ty Aller			
USU/SA President	Trevor Olsen			
Staff (non-voting members):				
Registrar's Office	Roland Squire			
Provost's Office (Secretary)	Michele Hillard			
General Education Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(6))				
College	2015-2016	2016-2017	2017-2018	General Education Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(6))
Chair	Dawn Kirby			
Agriculture/Applied Sciences	Lee Rickords			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
Business	TBD			
CCA	Laura Gelfand			
CHaSS	Dawn Kirby			
Education & Human Services	Shelley Lindauer			
Engineering	Dean Adams			
Natural Resources	Karen Mock			

Science	Dick Mueller			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 annually.
Libraries	Kacy Lundstrom			
Regional Campuses & Distance Ed.	Robert Mueller			
USU Eastern	Melanie Nelson			
Provost Office	Larry Smith			
USU/SA Officer	Trevor Olsen			
American Institutions	Dan McInerney			
Communications Lit./Intensive	Brock Dethier			
Creative Arts	Cindy Dewey			
Humanities	Brian McCuskey			
Life & Physical Sciences	Ryan Dupont			
Quantitative Literacy/Intensive	Dan Coster			
Social Sciences	Eddy Berry			
English (Ex-Officio)	Brock Dethier			
Student Services (Ex-Officio)	John Mortensen			
Connections	Harrison Kleiner			
University Advising (Ex-Officio)	Stephanie Hamblin			
HASS Advising Center (Ex-Officio)	Mary Leavitt			
Honors (Ex-Officio)	Kristine Miller			
Academic Standards Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(7))				
College	2015-2016	2016-2017	2017-2018	Academic Standards Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(7))  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 <u>two-year terms</u> 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.
Agriculture/Applied Sciences				
Business				
CCA				
CHaSS	Dawn Kirby			
Educ. & Human Services	Scott Bates, Chair			
Engineering	Thomas Fronk			
Natural Resources	Karen Mock			
Science				
Libraries				
RCDE	Nathan Straight			
USU/SA	Trevor Olsen			
Provost Office				
Registrar's Office	Roland Squire/Marci Smith			
Advising & Transfer Services	Taylor Adams			
Secretary	Deidri Nielson			

Faculty Evaluation Committee (see USU Policy 402.12.7)				
College	2015-2016	2016-2017	2017-2018	<b>Faculty Evaluation Committee (see USU Policy 402.12.7)</b>  The committee shall consist of one faculty representative from each college, one faculty representative from Cooperative Extension, one faculty representative from Regional Campuses and Distance Education, 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. <b>three year terms</b> The committee will elect a chair from its members. <b>Elected from each college; Student reps according to position.</b>
Agriculture/Applied Sciences	<b>Clay Isom</b>	Clay Isom	Clay Isom	
Business	<b>Nate Washburn</b>	Nate Washburn	Nate Washburn	
CCA	Raymond Veon	Raymond Veon		
CHaSS	Cacilda Rego	Cacilda Rego		
Education & Human Services	Kit Mohr			
Engineering	<b>Curtis Dyreson</b>	Curtis Dyreson	Curtis Dyreson	
Natural Resources	Mary Conner	Mary Connor		
Science	Tom Lachmar (2) (Chair)	Tom Lachmar (2)		
Libraries	<b>Dory Cochran</b>	Dory Cochran	Dory Cochran	
Extension	Jeff Banks (2)			
Regional Campuses	<b>Scott Allred</b>	Scott Allred	Scott Allred	
USU Eastern	Elias Perez	Elias Perez		
USU/SA Executive Vice President	Thomas Buttars			
USU/SA Student Advocate	Ashley Waddoups			
USU/SA Graduate Studies Senator	Ty Aller			
Faculty Diversity, Development, and Equity Committee (see USU Policy 402.12.8)				<b>Faculty Diversity, Development, and Equity Committee</b>
College	2015-2016	2016-2017	2017-2018	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.  <b>End of start-up terms (07+) were determined by Committee</b>  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). <b>Elected from faculty in each college and represented group. Three appointments from Faculty senators.</b>
Agriculture/Applied Sciences	Man-Keun Kim (2)	Man-Keun Kim (2)		
Business	Robert (Bob) Mills			
CCA	Nancy Hills			
CHaSS	Jim Rogers	Jim Rogers		
Education & Human Services	Cinthya Saavedra (Chair)	Cinthya Saavedra		
Engineering	Reyhan Baktur	Reyhan Baktur		
Natural Resources	<b>Helga Van Miegroet (2)</b>	Helga Van Miegroet (2)	Helga Van Miegroet (2)	
Science	Nancy Huntly			
Libraries	Anne Hedrich	Anne Hedrich		
Regional Campuses	Christopher Johnson			
USU Eastern	Jennifer Truschka (2)	Jennifer Truschka (2)		
Extension	<b>Justen Smith</b>	Justen Smith	Justen Smith	
Senate	Britt Fagerheim	Britt Fagerheim		
Senate	Martha Archuleta	Martha Archuleta		
Senate	Juan Villalba	Juan Villalba		



<b>Excutive Committee of the Faculty Forum</b> (see USU Policy 402.12.9 was 12.8)				<b>Excutive Committee of the Faculty Forum</b> (see USU Policy 402.12.9 was 12.8)
The membership of this committee shall consist of the 11 elected members of the Executive Committee of the Senate (see policy 402.9).				
<b>Senate Handbook Committee</b> (2-year terms; see USU Policy 402.12.10 was 12.9)				<b>Senate Handbook Committee</b> (2-year terms; see USU Policy 402.12.10 was 12.9)
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	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). <b>Three appointments from the FS, one is the immediate past Senate President and one is the current president.</b>
Immediate Past Senate President	Doug Jackson-Smith	Ronda Callister		
Senate President	Ronda Callister	Lindsey Shirley		
Senate President-Elect	Lindsey Shirley			
<b>UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY SENATE REPRESENTATION</b> (see both 105.2 and 402.12.13)				
<b>Athletic Council</b> (see USU Policy 105.2.1(2))				<b>Athletic Council</b> (see USU Policy 105.2.1(2))
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	The Athletic Council advises the President with respect to the athletic program. Six faculty members, three men and three women with academic rank are elected by the Senate for terms of three years, with terms staggered so that two retire each year.
3 men faculty reps	Paul Barr	Paul Barr		
appt'd. by Senate	<b>Kevin Olson</b>	Kevin Olson	Kevin Olson	
<b>3-year staggered terms</b>	Scott Bernhardt	Scott Bernhardt		
3 women faculty reps	Caroline Lavoie	Caroline Lavoie		
appt'd. by Senate	<b>Jennifer Roark</b>	Jennifer Roark	Jennifer Roark	
<b>3-year staggered terms</b>	<b>Becki Lawver</b>	Becki Lawver	Becki Lawver	
<b>Bookstore Committee (dissolved)</b>				<b>Bookstore Committee (dissolved)</b>
2 faculty reps apptd by Senate	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	The Committee includes two faculty appointed by the Senate for two year terms. The committee is chaired by one of the two faculty members. Two faculty appointed from the FS. <b>This committee was dissolved in 2014.</b>
<b>2-year staggered terms</b>				
<b>Calendar Committee</b>				<b>Calendar Committee</b>
4 faculty reps apptd by Senate Pres.	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	Membership on the committee includes four faculty appointed by the president of the Faculty Senate for three-year terms. Four faculty appointed by the President of the FS
<b>3 year term</b>	Marv Halling	Marv Halling		
	<b>Courtney Flint</b>	Courtney Flint	Courtney Flint	
	Ted Evans	Ted Evans		
<b>Facilities Naming Committee</b>				<b>Facilities Naming Committee</b>
2 faculty reps appt'd by Senate Pres.	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	The committee membership includes two faculty appointed by the President of the Senate. <b>Two faculty members appointed by the</b>

(2-year terms seem implied)	Marie Walsh			President of the Senate. <u>Two faculty members appointed by the President of the FS</u>
	Catalin Buhusi			
<b>Graduate Council</b> (see USU Policy 105.2.1(6))				<b>Graduate Council (see USU Policy 105.2.1(6))</b>
<b>1, 2, and 4 year terms</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<p>The Graduate Council consists of: (1) the Dean for the School of Graduate Studies; (2) the Dean of Information and Learning Resources; (3) one faculty member from each of the colleges of the University [elected, in a manner consistent with policy 402.10.2]; (4) one representative from the Faculty Senate; and (5) two graduate students. <u>All college faculty representatives serve four-year terms, with two elected each year.</u> The <u>Faculty Senate representative is nominated by the Faculty Senate for a two-year term.</u></p> <p>The Dean of the School of Graduate Studies chairs the council and rules on all exceptions or adjustments to policy [regarding graduate students] by and with the advice of the council.</p>
Dean of Graduate Studies, Chair	Mark McLellan			
Library (Dean of Inform. & Learning Res.)				
Agriculture/Applied Sciences 4-year term	Abby Benninghoff (16)			
Arts 4-year term	Christopher Terry	Christopher Terry	Christopher Terry	
Business 4-year term	Konrad Lee	Konrad Lee	Konrad Lee	
Education & Human Services	Louis Nadelson	Louis Nadelson	Louis Nadelson	
Engineering 4-year term	David Geller (16)			
CHaSS 4-year term	Rick Krannich (16)			
Natural Resources 4-year term	Johan Du Toit	John Du Toit	John Du Toit	
Science 4-year term	<b>Michelle Baker (2)</b>	Michelle Baker (2)	Michelle Baker (2)	
Senate <b>2 year term</b>	<b>Keri Holt</b>	Keri Holt		
USU/SA Graduate Studies Senator	Ty Aller			
USU/SA Director of Research				
USU/SA Dir. Graduate Campus Affairs				
GS representative 1-year term	Scott Bates			
GS representative 1-year term	Steve Beck			
GS representative 1-year term	Jeff Broadbent			
GS representative 1-year term	Richard Inouye			
GS representative 1-year term	Ryan Olsen			
<b>Honorary Degrees and Awards Screening Committee</b>				<b>Honorary Degrees and Awards Screening Committee</b>
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<p>A Senate vote is required for this committee (per Trustees Policies &amp; Procedures). The <u>Faculty Senate nominates a slate of seven candidates and votes for three. The top three names are sent to the president of the University. From this slate, one is appointed each year for a total of three faculty members representing the Faculty Senate. The term of office is three years.</u></p>
7 senate candidates of which	<b>Ben Blau</b>			
the Senate votes 3 nominees	<b>Ken Holt</b>			
from which President appoints 1.	Shannon Peterson			
<b>3-year staggered terms</b>				
<b>Honors Program Advisory Board</b>				<b>Honors Program Advisory Board</b> - The board is composed of representatives from the colleges, the Faculty Senate, Research, the Provost's Office, and the Honors student body. Terms are annual but renewable.
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	
1 Senate Rep appointed <b>1 year terms (renewable)</b>	<b>Julie Gast</b>			
<b>Parking / Transportation Advisory Committee</b>				<b>Parking/Transportation Committee</b> - Two faculty members are appointed by the President of the Senate to serve on this committee.
2 faculty reps apptd by Senate	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	
	Tony Lowry	Tony Lowry		



	Robert Schmidt	Robert Schmidt		
<b>Research Council</b> (see USU Policy 105.2.1(8))				<b>Research Council (see USU Policy 105.2.1(8))</b>
1 faculty rep appt'd. by Senate	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	The VP for Research has invited 1 senate rep who per 105.2.1(8) must be approved by the Senate.
2-year terms are traditional	Ryan Moeller			
<b>Department Teaching Excellence Award Committee</b>				<b>Department Teaching Excellence Award Committee</b>
2 senators appt'd. by Senate	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	... appointed by the Provost ... to review department documentation in support of learning excellence. ... Two representatives from the faculty senate ... will be asked to serve for a two-year term ... staggered to ensure consistency of the review process across annual review cycles.
for 2-year terms	<b>Robert Mueller</b>	Robert Mueller		
	David Brown			
<b>University Assessment Coordinating Council</b> (see USU Policy 105.2.1(9))				<b>University Assessment Coordinating Council (see USU Policy 105.2.1(9))</b>
2 senators appt'd. by Senate	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	Membership of the Council: The permanent membership of the University Assessment Coordinating Council consists of (1) ... (9) two faculty senate members appointed by the Faculty Senate; (10) on faculty member appointed by the Provost; (11) the Provost (ex officio); (12) an Assistant Provost (ex officio); (13) members of the Office of Analysis, Assessment, & Accreditation (ex officio).
	Dennis Garner			
	Xiaojun Qi			
No Senate representation is required but committee reports are scheduled from the following:				
<b>Council on Teacher Education</b> (see USU Policy 105.2.1(3))				
<b>University Libraries Advisory Council</b> (see USU Policy 105.2.1(7))				
<b>University Scheduling Committee</b>				
The following doesn't have reporting but needs faculty members (not nec. Senators)				
<b>Student Conduct Hearing Board</b>				
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	
staggered two- and four- year terms	Jeffrey Dew			
	Lindsey Shirley			
	<b>Pam Martin</b>	Pam Martin	Pam Martin	
	<b>John Seiter</b>	John Seiter	John Seiter	

## **Report from the Educational Policies Committee January 19, 2016**

The Educational Policies Committee met on January 14, 2016. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page.

During the January 14, 2016 meeting of the Educational Policies Committee, the following actions were taken.

1. Approval of the report from the Curriculum Subcommittee meeting of January 14, 2016 which included the following notable actions:
  - The Curriculum Subcommittee approved 54 requests for course actions.
  - A request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to restructure its current specialization within the Psychology PhD program in Professional Scientific Psychology to two separate specializations 1) combined Clinical/Counseling Psychology and 2) School Psychology was approved.
  - A request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to utilize the existing MEd degree in Psychology but with a specialization as an en route degree for students in the School Psychology EdS program was approved.
  - A request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to suspend admissions in the Master of Science in Bioregional Planning was approved.
  - A request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to rename the Master of Science and PhD in Human Dimensions of Ecosystem Science and Management to Environment and Society was approved.
  - A request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to discontinue the Bachelor of Science degree in Geography Teaching was approved.
2. There was no December meeting of the Academics Standards Subcommittee.
3. Approval of the report from the General Education Subcommittee meeting of December, 2015. Of note:

The following courses or syllabi were approved:

ARTH 3730 – The Documentary (CI)  
ENGL 4610 – Western American Literature (CI/DHA)  
ENVS 4700 – Communicating Sustainability (CI)

## **Academic Freedom and Tenure (AFT) Committee, Utah State University**

### **Report to the Faculty Senate for Calendar Year 2015 (Prepared January 2016)**

#### **AFT Committee Members** 2015-2016 (and year rotating off)

Agriculture / Applied Sciences	Grant Cardon (18)
Arts	Bruce Duerden (17)
Business	Kathy Chudoba (18)
Education & Human Services	Troy Beckert (17)
Engineering	Kurt Becker (18)
Humanities & Social Services	Cathy Bullock (16)
Natural Resources	Peter Adler (16)
Science	Farrell Edwards (17)
Libraries	Becky Thoms (16)
Extension	Sterling Banks (18)
Regional Campus & Distance Ed.	Susan Talley (17)
USU Eastern	Anthony Lott (17)
Senate	John Stevens (16; chair)
Senate	Suzie Jones (18)
Senate	Michael Lyons (17; vice chair)

#### **Summary of Committee Meetings**

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

#### **Main Actions by the AFT Committee**

1. In an effort to streamline and clarify the grievance process, in our December 2015 meeting, the AFT Committee voted to adopt a “Guidelines” document, and to require the use of certain forms for the filing of grievances and for the completion of prehearing conferences. These are all consistent with the USU Policy Manual, and have been influenced by experiences of current and former AFT committee members. These documents are included with this report, and are now posted on the AFT website, <http://www.usu.edu/fsenate/aft/>

2. Based on inquiries from potential grievants, the AFT Committee had several discussions in early 2015 on the “advisory” nature of tenure and promotion advisory committees (Policy Manual 405). In responding to future potential grievants (and also for the benefit of Faculty Senators reading this report), we will emphasize that, based on faculty code, these committees advise the department head, and not the faculty member. The following are a few key points from our discussions:
  - a. The role of these advisory committees is to evaluate the faculty member’s performance, not to help the faculty member be successful.
  - b. Nothing prevents a mentoring system in departments or colleges, but mentoring (which involves emotional investment and help for the faculty member) should be separate from these advisory committees (which involve only professional evaluation).
  - c. Promotion and tenure advisory committees should play no role in dossier preparation, since that conflicts with their later evaluative role. Faculty members can seek advice on dossier format, but must take responsibility for both format and content (see Policy Manual 405.6.3).
3. The AFT Committee was involved in a few proposed changes to and questions about the faculty code:
  - a. The AFT Committee previously initiated (in 2014) a proposal to require the reason(s) (of the three allowed by code) for non-renewal be stated in notices of non-renewal. The proposal was motivated by a desire to prevent non-renewed faculty from blindly alleging violations of academic freedom when no reason for non-renewal is given, and also by a sense of fairness and closure to the non-renewed faculty member. In essentially all notices of non-renewal, this code change would have only required the notice to include, without elaboration, the statement that the reason was unsatisfactory performance of the faculty member’s assigned role. This proposal was approved by the Faculty Senate, but did not pass the Executive Committee in spring 2015, apparently due to concerns it would invite grievances naming the president as a respondent. After quite a bit of discussion on revising the proposal, the AFT committee decided to table this issue for the time being.
  - b. In spring 2015, the AFT Committee provided feedback on proposed changes to the post-tenure review process, which were ultimately passed by the Faculty Senate in its final spring 2015 meeting.
  - c. In fall 2015, the AFT Committee provided feedback to Vince Wickwar on the proposed changes to section 406 of the faculty code, regarding program discontinuance, financial exigency, and financial crisis.
  - d. In fall 2015, the AFT Committee responded to a request from the Provost’s Office to consider situations where a potential (or even perceived) conflict of interest arises when a faculty member has a family

member in a class. We felt that it probably isn't a very common problem, but pointed to a few code sections that could be modified to address this if the Provost's Office feels it deserves more attention.

4. The AFT Committee chair responded to and met with several faculty members with questions about potential grievances. Only one faculty member filed a grievance, and this proceeded to a grievance hearing in fall 2015. In this case, the hearing panel found that the grievance was not valid.

Respectfully submitted,

John R. Stevens, as 2015-2016 AFT Chair  
Dept. of Mathematics and Statistics

# **Guidelines for Grievances (with Sanctions Timeline)**

**Academic Freedom and Tenure Committee  
Utah State University  
11 December 2015**

## **Introduction**

An important role of the Academic Freedom and Tenure (AFT) Committee at Utah State University is to hear both complaints initiated by the University against a faculty member (sanctions) and grievance petitions brought by a faculty member (grievances). In doing so, the AFT Committee acts as neither the faculty member's advocate nor their opponent, but ensures that faculty code is followed as it relates to the sanction and grievance process.

The purpose of this handbook is to highlight for faculty members and administrators the relevant issues and timelines associated with sanctions and grievances, with an emphasis on grievances. The contents of this handbook are based on faculty code (particularly Policy 407) and the experiences of AFT Committee members. Should any discrepancy be found between this handbook and the faculty code, the handbook defers to the faculty code.

## **Guidelines for Potential Grievants**

The grievant (faculty member filing a grievance) must use the AFT Committee's "Grievance Statement Filing Form".

Carefully read Policy 407 of the faculty code (<http://www.usu.edu/hr/htm/policies>), particularly Policy 407.5, which specifies that a faculty member may only grieve actions taken against them which involve one or more of the following:

- (i) arbitrary or capricious conduct
- (ii) violations of legal, constitutional, or statutory rights
- (iii) violations of faculty code or other adopted policies and procedures

In practice, all allegations involving (ii) are necessarily referred to the AA/EO Office (Policy 407.5.2). As a result, the AFT Committee most often responds to allegations of (i) or (iii).

The AFT Committee and its hearing panels are not empowered to intervene in disagreements between faculty members and supervisors. A faculty member's disagreement with an administrative decision (including non-renewal of appointment or denial of promotion) does not in and of itself constitute a valid grievance. Grounds for a valid grievance exist only in arbitrary or capricious conduct, or in a violation of the faculty code, when such conduct or such a violation materially affected the administrative decision. In other words, grievances are not for simply appealing an administrative decision.

The purpose of the grievance hearing is not for the grievant to discover new evidence, but to present evidence (as given in the grievance statement and as provided at the pre-hearing conference) for the hearing panel to consider. As such, a faculty member should only consider filing a grievance when they have the necessary evidence to support their grievance. The hearing itself is not an investigative tool, and should not be thought of as a court-like proceeding, but instead as an opportunity for faculty colleagues on the hearing panel to consider whether the evidence provided supports the grievance.

Faculty members seeking clarification about whether their situation might constitute a valid grievance may contact the AFT Committee chair, whose name should be current at <http://www.usu.edu/fsenate/aft/membership/>. In such preliminary discussions, the AFT Committee chair will not assess the truth of any allegations, and will not dissuade the faculty member from pursuing a grievance, but can clarify both the grievance timeline (visualized later in this handbook) and the necessary elements that must be included in a formal written notice of intent to grieve (Policy 407.5.1) and grievance statement (Policy 407.5.2; "Grievance Statement Filing Form").

### **Guidelines for Respondents**

A faculty member's grievance statement (Policy 407.5.2) must identify individuals who should respond to the grievance statement. These individuals are those alleged to being party to the grieved action taken against the faculty member. Policy 407.5.6(2) says, in part, "Compliance with such requests" [from the grievant or hearing panel to respond, to produce records, or to testify to the hearing panel] "is an obligation of employment of any university official or employee" [with some limited exceptions].

If any respondent named in a faculty member's grievance statement refuses to respond within the timeline specified (Policy 407.5.4), the hearing panel chair or AFT Committee chair should petition the respondent's supervisor(s) (department head, dean, or provost) as necessary to achieve the required response.

The initial response of the respondent(s) should concisely address the specific allegations found in the grievance statement, and may also include supporting documentary evidence.

### **Guidelines for AFT Committee Chair**

Prior to a faculty member formally giving their written notice of intent to grieve, they may contact the AFT Chair to inquire about the grievance process. The AFT Chair can use this time to help the faculty member understand Policy 407.5 and the guidelines included in this handbook, in particular helping them understand what would and would not constitute a grievable offense – without trying to assess the truth of specific allegations.

Once a faculty member formally gives their written notice of intent to grieve, and again when the grievance statement is filed (using the “Grievance Statement Filing Form”), the AFT Chair should inform the Provost’s Office.

### **Guidelines for Grievance Panel Chairs**

To be the chair is a very time consuming process! Be organized and conscious of timelines (see visual timeline later in this handbook), keep both parties in the loop, keep an email trail of everything from start to finish, be prepared for lots of questions from both parties (as this process is seldom used), make sure both parties see all documentation (transparency) and have a chance to respond, keep an electronic record of the Grievance Panel, and do not show bias for either party.

### **Prehearing Conference**

The AFT Chair, the Grievance Panel Chair, the grievant, and the respondents attend this conference. The AFT Chair must fill out the AFT Committee’s “Prehearing Conference Form” at this meeting. The purpose of the meeting is not to “try” the case, but to establish the following:

- What is the Grievance?
- What evidence is to be presented at the Grievance Hearing?
- Who will be the witnesses?
- What are the elements and relevant issues in the grievance statement that will go forward to the full grievance panel?
- What deviations are needed from the hearing schedule outline at the end of the “Prehearing Conference Form” to “make the hearing fair, effective, and expeditious”? (Policy 407.5.5)

The Grievance Hearing needs to be scheduled within 20 days of the Pre Hearing.



## **Grievance Hearing**

The Grievance Panel members, the grievant, the respondents, and the witnesses attend this conference. The grievant and the respondents may each have one advisor or counselor present. The following points will be helpful for the panel chair and members:

1. The schedule outline at the end of the AFT Committee's "Prehearing Conference Form" should be used to ensure fairness and consistency.
2. The hearing is not a legal proceeding and is not bound by strict rules of evidence. While the Policy Manual does mandate general requirements for the hearing, it does not provide specific procedures. This gives the hearing panel discretion in establishing procedure, so deviations from the schedule outline are allowed at the discretion of the hearing panel.
3. Schedule sufficient time for the hearing. Although some hearings only take a few hours, the hearing could go much longer. This can be difficult to find an entire day as there are many people involved. The outline at the end of the AFT Committee's "Prehearing Conference Form" should help estimate the needed time. The hearing can be prevented from running excessively long if all involved keep in mind the fact that the hearing itself is not an investigative tool, but instead is an opportunity for faculty colleagues on the hearing panel to consider whether the evidence provided by the grievant supports the grievance.
4. Before the hearing, complete the final assignments list at the end of the "Prehearing Conference Form".
5. At the hearing:
  - Be consistent in applying the set rules.
  - Record the entire hearing.
  - After each witness, give both sides a chance to question witnesses and give all panel members a chance to ask questions.

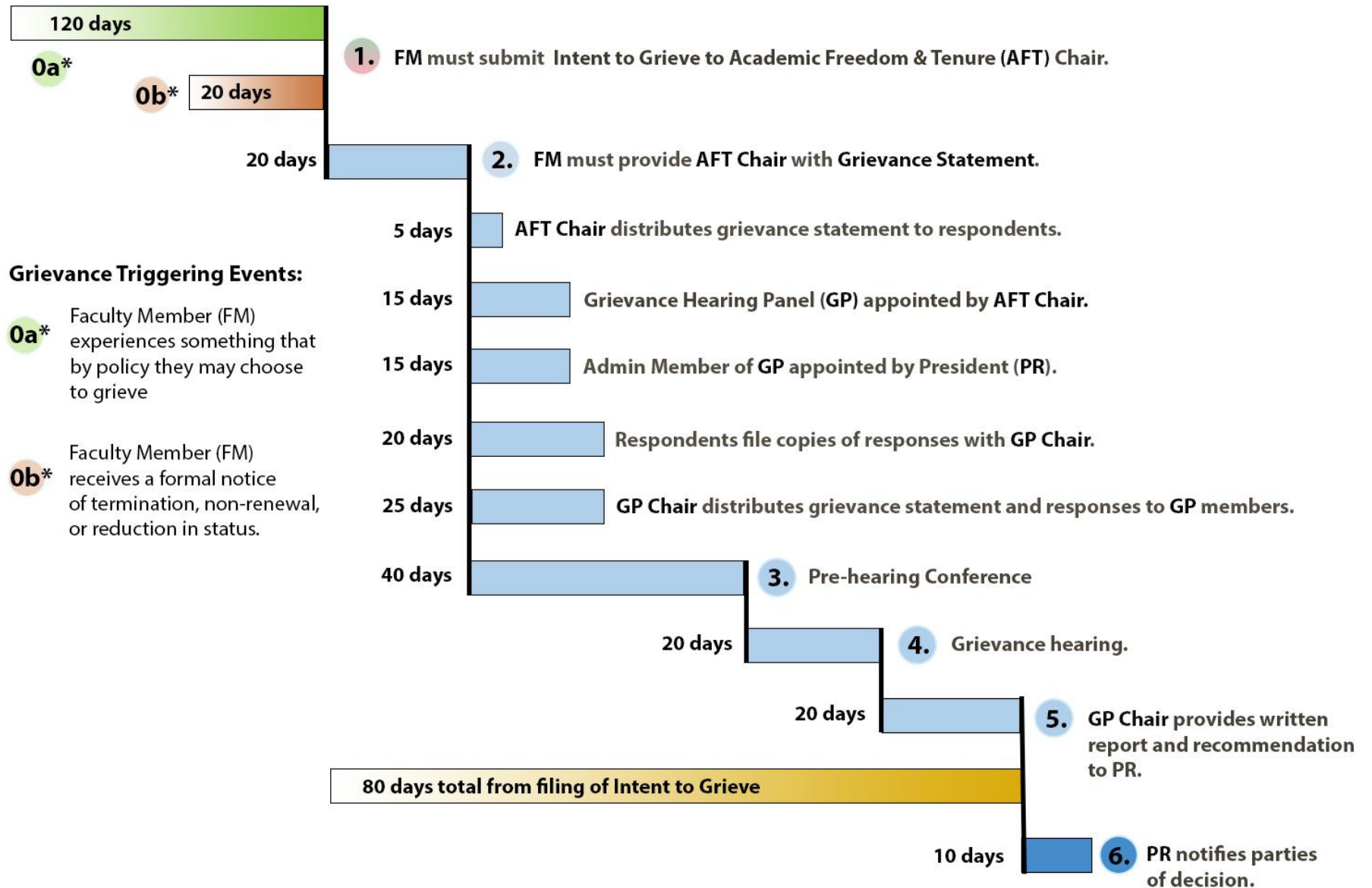
## **Grievance Hearing Panel Report**

The chair and hearing panel (AFT members) will create a report of the hearing outcome for the President. The chair will develop the first draft and other members make comments and changes.

# Grievance Hearing Panel Timeline

(calendar days, excluding USU employee holidays)

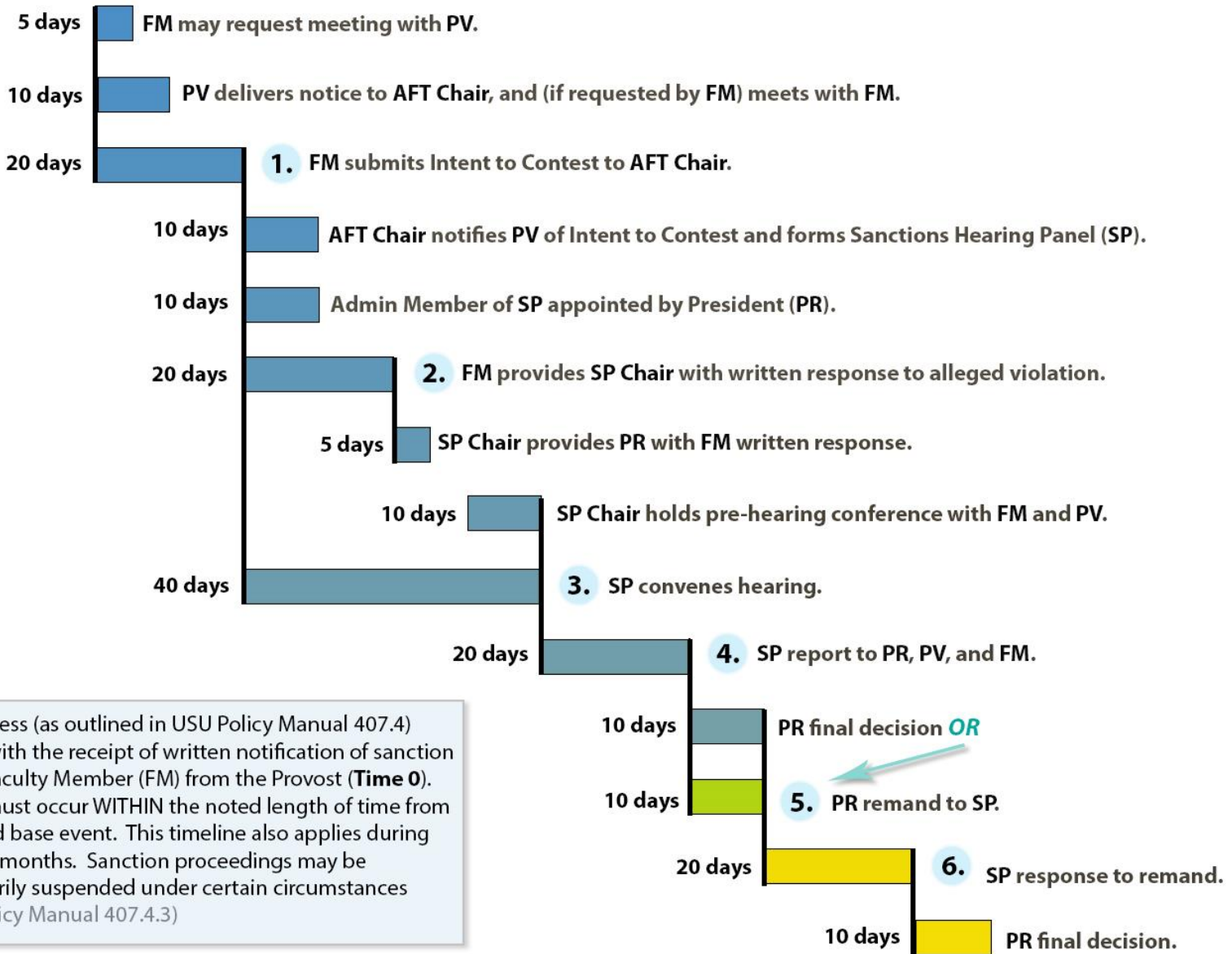
The grievance process begins with one of two possible events (0a and 0b). Events must occur WITHIN the noted length of time from indicated base events. This timeline also applies during summer months. Grievance proceedings may be temporarily suspended under certain circumstances. (USU Policy Manual 407.5.1)



# Sanctions Timeline

(calendar days, excluding USU employee holidays)

**0. Faculty member (FM) receives notice of intent to impose a sanction from Provost (PV).**



The process (as outlined in USU Policy Manual 407.4) begins with the receipt of written notification of sanction by the Faculty Member (FM) from the Provost (**Time 0**). Events must occur **WITHIN** the noted length of time from indicated base event. This timeline also applies during summer months. Sanction proceedings may be temporarily suspended under certain circumstances (USU Policy Manual 407.4.3)

**120 day maximum**

# Grievance Statement Filing Form

Academic Freedom and Tenure (AFT) Committee  
Utah State University

Note: This form (last updated 11 Dec. 2015) follows USU Policy 407.5.2 regarding the necessary elements of a valid grievance statement, and is required by the AFT Committee. Submission of this form to the chair of the AFT Committee must be preceded (within 20 days) by a written notice (may be email) of intent to grieve.

## 1. Grievant (faculty member filing grievance)

Name:	
Department(s):	
Email address:	

**2. Specific identification of grievance** (actions the grievant alleges were taken against them; select all that apply)

<input type="checkbox"/> Arbitrary or capricious conduct
<input type="checkbox"/> Violations of legal, constitutional, or statutory rights (immediate referral to AA/EO Office by AFT chair)
<input type="checkbox"/> Violations of USU code or other adopted policies and procedures (must specify section number(s) of violated code in #4 below)

**3. Respondent(s)** (USU employee(s) alleged to have taken the actions in #2 above, and who should respond to this grievance statement)

[illegible]

**4. Concise summary of the evidence** (explain how the evidence supports the allegations that the individual(s) in #3 above committed the grieved actions in #2 above)

**5. Supporting documentation** (list here; attach with form)

[illegible]

# Prehearing Conference Form

Academic Freedom and Tenure (AFT) Committee  
Utah State University

Note: This form (last updated 11 Dec. 2015) follows USU Policy 407.5.5 regarding the necessary results of a prehearing conference, and must be completed at the prehearing conference. Portions can be agreed to before the prehearing conference.

**1. Prehearing Conference Attendees** (others, including counsel, may be allowed to observe but not participate, only at the discretion of (and subject to dismissal by) the AFT Committee Chair)

Grievant:	
AFT Committee Chair:	
Hearing Panel Chair:	
Respondent(s):	

**2. Issues to be examined at the hearing** (brief summary of specific allegations from grievance statement that will be addressed at the hearing; some allegations may be outside the scope of the grievance process – see #5 below)

--

**3. Witnesses** (including the grievant and respondent(s) – be sure to list those; only those other witnesses with a relevant purpose will be called)

[illegible]



**4. Documentary evidence for hearing / university records requested** (in addition to the grievance statement, supporting documentation submitted with the grievance statement, and response from respondent(s))

[illegible]

**5. Stipulation of facts to be agreed upon, and issues or allegations in grievance statement that will not be examined at the hearing**

**6. Names of advisors / counsels to attend hearing** (one allowed for each grievant and respondent, to advise respective party but not to argue case or question witnesses)

**7. Outline of hearing schedule** (“make the hearing fair, effective, and expeditious”)

- a. Written opening statements (up to 3 pages) – due 48 hours before hearing to panel chair, who will distribute to panel and other party; read aloud at the hearing at the discretion of each party (grievant first, followed by respondent(s))
- b. Each witness in #2 above will be questioned, in the following order, by:
  - i. Grievant
  - ii. Respondent(s)
  - iii. Panel(Each witness will therefore be present for up to three times the time specified in #3 above.) The order of witnesses during the hearing will be arranged by the panel chair based on best availability.
- c. After all witnesses are questioned, then for each issue in #2 above, the panel will ask any final clarifying questions. Anticipated total time required:
- d. Written closing statements (up to 3 pages) – due 48 hours after hearing to panel chair, who will distribute to panel and other party, before panel deliberation

**8. Final assignments for panel chair, between pre-hearing conference and hearing**

- Send copy of this form to grievant, respondent(s), and panel
- Contact witnesses
- Arrange meeting room for hearing
- Arrange for hearing to be recorded
- Arrange and send out final schedule to all parties
- Receive and distribute opening statements
- Meet with panel to discuss grievance process and materials

## Existing Code

### 405.12 REVIEW OF FACULTY

#### 12.1 Annual Review of Faculty

Each department shall establish procedures by which all faculty shall be reviewed annually. This evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, this evaluation shall encompass a multi-year window of performance that covers a five-year span. Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position. The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.

## Proposed Code

#### 12.1 Annual Review of Faculty

~~Each~~ The faculty of each department (as defined in 401.3 and 401.4) shall establish procedures by which all faculty shall be reviewed annually. These procedures must shall be agreed upon by majority vote by of the department faculty at minimum once every three years. If the procedures do not pass the majority vote, the department faculty must establish new procedures before the next review. This- ~~The~~ evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, this evaluation shall encompass a multi-year window of performance that covers a five-year span. Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position. The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty

with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.

### 405.12.3 College Faculty Appeals Committee (CFAC)

The College Faculty Appeals Committee (CFAC) committee shall consist of five tenured faculty members, ~~with as broad of each representing different representation as possible across each representing~~ departments within the college or unit, where possible. Three members of the CFAC will constitute each appeals panel. participate in each appeal. Members of the CFAC serve three year staggered terms. Members may run for subsequent terms. The five members of the CFAC select a chair (and a co-chair, if desired). To fill vacancies After initial formation of in the the CFAC, the chair solicits nominations from across the college or unit and runs the election while striving to keep broad representation across departments.

Where mutual agreement on committee membership of the Peer Review Committee is required and cannot be reached on the PRC (405.12.2) makeup is required and department head and faculty member do not agree on committee membership, a College Faculty Appeals Committee (CFAC) shall decide membership. Either the faculty member and/or the department head (or equivalent) can initiate an appeal by written request to the CFAC chair. Each side submits a one page document listing their preferred choices for the committee membership, briefly outlining their concerns and suggestions regarding committee membership. rationale and, if desired, the willingness of each person to serve. Within three weeks of receiving the request for an appeal, a meeting shall be held, a decision made and delivered to both the faculty member and department head. At the meeting each side may present their rationale for their request. Neither the department head nor the faculty member is required to attend, but both shall have the opportunity to voice their request. A simple majority of the three CFAC decides the membership of the committee in question and the decision is binding.