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FACULTY SENATE EXECUTIVE COMMITTEE

February 16, 2016

3:00 – 4:30 p.m.

Champ Hall

Agenda

- 3:00 Call to Order**.....Ronda Callister
Approval of Minutes January 19, 2016
- 3:05 University Business**.....Noelle Cockett, Provost
- 3:15 Information Items**
1. PTR Edits.....Ronda Callister/Larry Smith
 2. 402.12.7(1) Name change to Undergraduate Faculty Advisory of the Year award and FEC Recommendations on IDEA.....Tom Lachmar
 3. Athletics Council membership 105.2.1(2).....Ronda Callister
 4. Open Access Policy 586.1.....Mark McLellan
 5. Sexual Harassment Code Revisions Policy 339.....Stacey Sturgeon & Krystin Deschamps
- 3:50 Reports**
1. EPC Items for February.....Larry Smith
 2. Budget and Faculty Welfare Committee.....Diane Calloway-Graham
 3. Faculty Diversity, Development and Equity Committee.....Cinthya Saavedra
- 4:05 Unfinished Business**
1. 405.12.3 CFAC Policy (Second Reading).....Ronda Callister
- 4:10 New Business**
1. 405.6.2 (2) and 405.8.2 PAC (First Reading).....Ronda Callister/Jerry Goodspeed
- 4:30 Adjournment**

FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

January 19, 2016 3:00 P.M.

Champ Hall Conference Room

Present: Ronda Callister (Chair), Paul Barr, Britt Fagerheim, Dennis Garner, Betty Hassell (excused, Scott Henrie sub), Vijay Kannan, Kimberly Lott, Mark McLellan, Dan Murphy, Jeanette Norton, Michael Pace, Robert Schmidt, Charles Waugh, Vincent Wickwar, Lindsey Shirley (President Elect), Doug Jackson-Smith (Past President), President Stan Albrecht (Ex-Officio) (Excused), Provost Noelle Cockett (Ex-Officio), Joan Kleinke (Exec. Sec.), Marilyn Atkinson (Assistant) **Guests:** John Stevens, Larry Smith

Ronda Callister called the meeting to order at 3:00 p.m.

Approval of Minutes

The minutes of December 14, 2015 were adopted with one correction. A request included in the EPC report regarding a new minor offered by the Wildland Resources Department incorrectly referred to as a minor in Wildland Science instead of Wildlife Science.

University Business - President Albrecht and Provost Cockett.

President Albrecht was not in attendance. Provost Cockett has met with the Gen Ed Subcommittee regarding changes in the USU course prefix. USU will be offering a discount again this year on Summer courses by making the cost of the first credit equal to the cost of subsequent credits. This proved very successful last year in increasing enrollments, however, the increase was largest for online courses. This year they will advertise the discount with the slogan "Take More, Save More". There will be a workshop held tomorrow for all Deans, Department Heads and Business managers to introduce the new budget model which gives ongoing dollars to departments for enrollment regardless of delivery method.

Information Items

403.3.1(11) Relatives in classes – Ronda Callister. Ronda presented code language regarding situations where there are close relatives to the instructor in a course. Comments from committee members included a concern that there is only one type of relationship being addressed, that of a close family member, when there are many other relationships that could also cause concern. The idea was expressed that perhaps this is more of a best practices item rather than needing to be codified. The idea that this relationship needs to be addressed above others is that it is similar to nepotism in a workplace and there are laws that regulate it there. Noelle Cockett suggested that the HR definition of close relative be inserted to clarify which relationships this is referring to.

Doug Jackson-Smith moved to put the item on the agenda as amended. A second was received and the motion passed with one dissenting vote.

402.12 FS Committees proposed changes in committee size – Ronda Callister. The proposed changes cut the faculty committee assignments by 23. Noelle asked that extension and USUE evaluate the committee list to determine which committees they feel strongly need to have their consistent representation. It was suggested that three senators be added to the FEC committee. It was also suggested that we need to include the full list of units when presenting this to the Faculty Senate so that they have a reference point for the discussion.

Robert Schmidt moved to put the item on the agenda as in Information Item to be sent to PRPC as amended. Vince Wickwar seconded the motion and the motion passed unanimously.

Reports

EPC Items for January – Larry Smith. The General Education committee has had discussions about changing the USU course prefixed, however it has not yet advanced to be an actionable item. The December meeting of the Academic Standards Committee lacked a quorum so no business was conducted. The Curriculum Subcommittee

examined five short form R401 requests. Among them, a request from Psychology to restructure their PhD program to include two separate specializations; Counseling Psychology and School Psychology. Environment and Society presented a proposal to discontinue the BS degree in Geology Teaching and to also rename the MS and PhD degrees in Human Dimensions Ecosystems and Science Management to Environment & Society. ENVS will no longer participate in the MS Bioregional Planning Program and LAEP will now administer the program completely.

Robert Schmidt made a motion to place the report on the agenda and Mark McClellan seconded. The motion passed unanimously.

Budget and Faculty Welfare – Diane Calloway-Graham. Diane was not in attendance at this meeting. The report was not presented and will be postponed to the February meeting.

Academic Freedom and Tenure Committee – John Stevens. The committee has created a guidelines document to help grievant and potential grievant better understand the process and the timeline. They also have voted to require the use of a short form to file a faculty grievance, not to make the process more difficult but to help clarify the process. They have also discussed the nature of the Tenure Advisory Committee and determined that, consistent with the faculty code, the role of the T&P Advisory Committee is to mentor the Department Head, not the faculty in the process.

A motion to put this report on the agenda was made by Robert Schmidt and seconded by Vijay Kannan. The motion passed.

Unfinished Business

405.12.1 Annual Review of Faculty (Second Reading) – Ronda Callister. There was a brief discussion about providing more information to the full Senate on this issue as the discussion in the last senate meeting seemed a little unsettled.

Motion to place the item on the agenda for a second reading was made by Doug Jackson-Smith and seconded by Charles Waugh. The motion passed.

New Business

405.12.3 CFAC Policy (First Reading) – Jerry Goodspeed/Ronda Callister. This proposal creates the committee with five members. Three of those five members would constitute the appeals panel when necessary. The FSEC discussion suggested a few wording changes for clarity, such as the addition of the phrase “Department Head or equivalent” to avoid confusion in units that do not have a Department Head position. It was also suggested that the committee be made up of faculty representing different departments within the college or unit where possible.

A motion to put the item on the agenda as amended as a first reading was made by Mark McClellan and Vijay Kannan seconded. The motion passed.

Adjournment

The meeting adjourned at 4:20 p.m.

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

SUMMARY OF PROPOSED EDITORIAL CHANGES TO PTR & PDP CODE

SECTION 12.2 Post-Tenure Review of Tenured Faculty

- CHANGE 1** **Line 42: PROPOSE TO DELETE “or post-tenure decision”.**
It is not clear we need this clause – should be sufficient to just say the ‘year after the tenure decision’
- CHANGE 2** **Line 52: PROPOSE TO DELETE “To fulfill this requirement, and”...**
It is not obvious to everyone what ‘this requirement’ refers to, the action does not depend on the clause, and it seems nothing would be lost by cutting it.
- CHANGE 3** **Line 58: PROPOSE NEW WORDING FOR WARNING LETTER**
Reword the language to be used to in the formal warning letter. The previous text was felt to be too cumbersome and possibly a slight typo would be used as a source of unnecessary future grievances. The replacement text simply says to note in the letter that ‘this letter serves as the formal warning’ without going into as much detail.
- CHANGE 4** **Line 64: REPLACE the word ‘request’ with ‘notify the faculty member’**
It is not clear that a ‘request’ is being made at this stage. Rather, the notification should initiate the process of forming a Peer Review Committee. It was also not clear to whom the request should be made (or who should be notified). The proposal is to have the department notify the faculty member.
- CHANGE 5** **Line 64: SET DEADLINE: Require departmental notification to be made by March 1st.**
All departmental annual reviews will need to be completed before the due date to notify individual faculty that they are not meeting expectations. March 1st is a reasonable deadline for departments to finish their annual review process. The original code change did not identify the deadline/date by which a department has to notify the faculty member of the results of a negative post-tenure review. This is early enough to allow a PRC to be formed and conduct its work. Currently there is a 2 week deadline to form the PRC, followed by a 3 week period to get the PRC materials, and 4 weeks for the PRC to conduct its review and hold a meeting. (9 weeks total). Below we propose speeding up the process by reducing the allowable for PRC to review submitted materials and specify a new maximum time to allow for the PRC to issue their final written review to the faculty member, department head, etc.
- CHANGE 6** **Line 65: ADD WORD “will” to make it clear that this will happen.**

CHANGE 7**Line 68: ADD THE WORDS “independent of the annual review process”**

There was significant concern that people might read this paragraph as an ‘option’ to the process described in the preceding paragraph. It was never the intent of the FS to use the ‘optional’ PRC meeting as an alternative to (or response to) a formal departmentally-initiated PRC review. Adding this new phrase will make it less likely that future administrators or faculty will try to link these two processes. We might also clarify in a procedures document that our intent was not to encourage faculty to request a PRC after a warning letter to preempt the departmental formal decision the following year. Also – this voluntarily-created PRC would not have the power to initiate a PDP (because they would not have the depth of information that they might be provided in the event of a formally-triggered PRC review.

CHANGE 8**Line 68: DELETE THE WORD “optionally”**

Again – this seemed to be a reference to an optional/alternative to the normal process described previous paragraph (not our intent). Deleting the word does not seem to alter the intended original meaning of the sentence.

CHANGE 9**Line 103: REDUCE MAXIMUM TIME UNTIL PRC ACTUALLY HOLDS A MEETING from 4 to 2 weeks**

Since members of the PRC will have advanced notice that this material is coming, we believe that the committee should meet within 2 weeks of receiving the materials. This enables the process to more easily get resolved in the spring semester (depending on how fast other steps move).

CHANGE 10**Line 110: ADD PHRASE: “Within two weeks of meeting, and...” to start of sentence**

It seems helpful to establish a deadline to ensure that the process move in a timely and efficient manner (in order to get the process possibly done from start to finish before faculty go off contract May 15th). Two weeks seems like a reasonable amount of time after the PRC meeting for them to draft their written findings. This was not specified in the code we passed in spring 2015.

CHANGE 11**Line 119: REPLACE PHRASE “no further action shall be required” WITH “no professional development plan shall be initiated”.**

The phrase ‘no further action’ is vague and sweeping, and may not be meaningful in the event of a positive PRC review. What we know is that no PDP should be initiated if the PRC does not concur with the department about the faculty member’s post-tenure performance.

SECTION 12.3 Professional Development Plan

The changes above (section 12.2; changes #1-#11) are designed to clarify in code things that were either discussed and are consistent with the intent of changes made in the original PTR code reform passed by the faculty senate in 2015.

The material below (Section 12.3, Changes #12-#19) provides new suggestions for improving the PDP process and for clarifying the role of the PRC. The original PTR proposal we passed in 2015 did not change from current practices and the faculty senate has not yet debated or provided guidance on how to improve the PDP process. The changes below reflect input from various people and could provide an attempt to use this moment to clarify and potentially improve the PDP process.

- | | |
|------------------|---|
| CHANGE 12 | Line 129: ADD SUBSECTION NUMBERS (also affects lines 152 and 160) |
| CHANGE 13 | Line 136: INSERT NEW TEXT instructing what to do if there is no mutual agreement.
<i>Suggested insertion parallels text and appeals process used for disagreement about formation of PRC. Relies on CFAC.</i> |
| CHANGE 14 | Line 142: DELETE REFERENCE TO POLICY 405.12.2 here.
<i>The referenced section covers the post tenure review process, not the PDP. The focus of this review should be only on the content of the PDP.</i> |
| CHANGE 15 | Line 143: DELETE EXTRA WORDS
<i>The words “of the” were accidentally duplicated in final code text passed last year.</i> |
| CHANGE 16 | Line 144: SET TIME LIMIT FOR PRC REVIEW OF PDP
<i>Insert text to provide a time limit for PRC review of the PDP. 3 weeks seems reasonable timeframe, especially if they are given advance notice.</i> |
| CHANGE 17 | Line 145: DELETE REDUNDANT TEXT AND COMBINE SENTENCES
<i>Process isn’t changed, just easier to understand.</i> |
| CHANGE 18 | Line 148: INSERT TEXT TO CLARIFY WHAT HAPPENS TO PRC REPORT
<i>Original code is ambiguous about what is to be done with the PRC feedback/report on a draft PDP. Our sense is that its purpose is to help inform the process of reaching mutual agreement on PDP content between the faculty member and department head/supervisor, so we crafted a brief clause to make this clear.</i> |
| CHANGE 19 | Line 149: SPLIT INTO TWO SENTENCES
<i>Because text was getting long – split this into 2 sentences.</i> |

405.12 REVIEW OF FACULTY

There are is one additional review of faculty performance other than those used for tenure-eligible faculty and for promotion. This annual review shall be used for evaluation of faculty for salary adjustments, for term appointment renewal, and for post-tenure review of tenured faculty.

Tenure (see Section 405.1) is a means to certain ends, specifically: freedom of teaching, research and other academic endeavors, and a sufficient degree of economic security to make the profession attractive to men and women of ability. Academic freedom and economic security for faculty are indispensable to the success of a university in fulfilling its obligation to students and to society. With tenure comes professional responsibility, the obligation conscientiously and competently to devote one's energies and skills to the teaching, research, extension, and service missions of the university. A central dimension of academic freedom is the exercise of professional judgment in such matters. The intent of post-tenure review is to support the principles of academic freedom and tenure through the provision of effective evaluation, useful feedback, appropriate intervention, and timely and affirmative assistance to ensure that every faculty member continues to experience professional development and accomplishment during the various phases of his or her career. Useful feedback should include recognition to those faculty who have demonstrated high or improved performance. It is also the intent of this policy to acknowledge that there will be different expectations in different disciplines and changing expectations at different stages of faculty careers.

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

12.2 Post-Tenure Review of Tenured Faculty

Beginning the year after a faculty member's tenure-~~or post-tenure decision~~, the annual review process (405.12.1) shall also provide formal assessment on the post-tenure performance of tenured faculty. The review will be discipline and role specific, as appropriate to evaluate post-tenure performance. The basic standard for post-tenure review shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position as specified in the role statement. It is the intent of this policy to

Comment [DJ1]: CHANGE 1:

PROPOSE TO DELETE "or post-tenure decision"

Not clear we need this clause – should be sufficient to just say the 'year after the tenure decision'

48 acknowledge that there will be different expectations in different disciplines and changing
49 expectations at different stages of faculty careers. The criteria for the award of tenure or promotion
50 to the most senior ranks shall not be employed for the review of the tenured faculty.

51
52 | ~~To fulfill this requirement, and b~~ Beginning no earlier than 5 years after a faculty member is
53 promoted or awarded tenure, the department head or supervisor will be required in writing to
54 indicate as part of the annual review letter whether or not the faculty member is meeting the formal
55 standard for post-tenure review outlined above. If a department is concerned that a faculty member
56 is not meeting the post-tenure review standards, the department head or supervisor must indicate
57 this concern with regards to post-tenure performance initially by providing a formal written warning
58 to the faculty member. ~~To serve as the formal written warning this purpose, this~~ letter must include
59 a sentence stating: "Consider this letter a formal warning as per code 405.12.2 The department is
60 concerned that, if performance does not improve, the department is likely to request the formation
61 of a Peer Review Committee (PRC) to conduct a review of post tenure performance" as outlined
62 below. If in the next annual review after issuing a formal written warning the department again
63 determines that the faculty member is not meeting the post-tenure review standard, the department
64 head or supervisor must formally notify the faculty member request in writing by March 1st that a
65 Peer Review Committee (PRC) will be formed to provide an independent evaluation of whether the
66 faculty member has met the post-tenure review standard.

67
68 | Independent of the annual review process, a tenured faculty member may optionally request the
69 formation of a PRC to provide feedback on post-tenure performance, but such a request may not be
70 made more than once every five years nor earlier than five years after being promoted in rank or
71 granted tenure. The PRC will meet and review materials related to the 5-year performance of the
72 faculty member. The PRC role in this case is only to provide post-tenure performance feedback in
73 writing to the faculty member requesting the review.

74
75 The PRC shall consist of at least three tenured faculty members who hold rank equal to or greater
76 than the faculty member being reviewed, and shall be formed by mutual agreement of the
77 department head or supervisor, and the faculty member being reviewed. The PRC must include at
78 least one member from outside the academic unit of the faculty member being reviewed. If there are
79 fewer than two faculty members in the academic unit with equal to or higher rank than the
80 candidate, the committee members may be selected from faculty of related academic units.
81 Department heads and supervisors of the faculty member being reviewed, and any other faculty
82 members formally involved in the departmental annual review decision that triggered the review,
83 shall not serve on the PRC without the faculty members consent, and no committee member may be
84 a department head or supervisor of any other member of the PRC. An administrator may only be
85 appointed to the PRC with the approval of the faculty member under consideration.

86
87 If mutual agreement about membership for the PRC cannot be reached within 2 weeks, the college
88 faculty appeals committee (CFAC) will be asked to form the PRC. If a CFAC does not exist,
89 individual department, college, and/or University appeal or hearing procedures should be used to
90 resolve disagreements.

91
92 To carry out its review, the PRC shall be provided with a copy of the documentation used by the
93 department to evaluate the five-year performance of the faculty member in question. The
94 documentation provided to the PRC shall at a minimum contain: the department head or
95 supervisor's negative annual evaluation letter of the faculty member (405.12.1) and the warning

Comment [DJ2]: CHANGE 2

PROPOSE TO DELETE "To fulfill this requirement, and"...

It is not obvious to everyone what 'this requirement' refers to, the action does not depend on the clause, and it seems nothing would be lost by cutting it.

Comment [DJ3]: CHANGE 3: Reworded the language to be used to in the formal warning letter. The previous text was felt to be too cumbersome and possibly a slight typo would be used as a source of unnecessary future grievances. The replacement text simply says to note in the letter that 'this letter serves as the formal warning' without going into as much detail.

Comment [DJ4]: CHANGE 4: replace the word 'request' with 'notify the faculty member'

It is not clear that a 'request' is being made at this stage. Rather, the notification should initiate the process of forming a Peer Review Committee.

It was also not clear to whom the request should be made (or who should be notified). The proposal is to have the department notify the faculty member

Comment [DJ5]: CHANGE 5: require departmental notification to be made by March 1st.

All departmental annual reviews will need to be completed before the due date to notify individual faculty that they are not meeting expectations. March 1st is a reasonable deadline for departments to finish their annual review process. The ...

Comment [DJ6]: CHANGE 6: add word 'will' to make it clear that this will happen.

Comment [DJ7]: CHANGE 7: Add the words "independent of the annual review process"

There was significant concern that people might read this paragraph as an 'option' to the process described in the preceding paragraph. It was never the intent of the ...

Comment [DJ8]: CHANGE 8: delete the word 'optionally'

Again - this seemed to be a reference to an optional/alternative to the previous paragraph. Deleting the word does not seem to alter the intended original meaning of the sentence.

96 letter that led to the forming of the PRC; the previous five annual written evaluations; the faculty
97 member's current role statement and curriculum vitae; other professional materials deemed
98 necessary by the faculty member; and any professional development plan in place. The PRC may
99 also receive a written statement from the department head or supervisor citing the reasons for
100 determining that the faculty member is not meeting the post-tenure review standard, as well as a
101 written statement from the faculty member under post-tenure review, outlining his or her response
102 to the department head or supervisor's negative post-tenure evaluation. These materials should be
103 provided to the PRC within 3 weeks of the appointment of the committee. Within 4-2 weeks after
104 receiving these materials, the PRC shall meet to discuss their evaluation of the faculty member's
105 post-tenure performance. At this meeting, the faculty member should be allowed to make oral
106 presentations to the committee. For any meeting held between the faculty member, the department
107 head or supervisor, and/or the PRC for the purposes of post-tenure performance review an
108 ombudsperson may be requested by the faculty member, the department head or supervisor, and/or
109 the PRC in accordance with policy 405.6.5.

111 Within two weeks of meeting and Upon completion of its review, the PRC shall submit its written
112 findings outlining the PRC's decision and rationale for determining whether the faculty member in
113 question is, or is not, discharging conscientiously and with professional competence the duties
114 appropriately associated with his or her position, as specified in the role statement. This written
115 report shall be provided to the faculty member in question, and to the department head or supervisor
116 who shall forward a copy to the academic dean or vice president for extension, and, where
117 appropriate, chancellor or regional campus dean. If the PRC determines that the faculty member is
118 meeting the standard for post-tenure performance, a written summary of the reasons for their
119 decision shall be provided to the faculty member, department head, and appropriate academic dean,
120 vice-president for extension, regional campus dean, or chancellor, and no further action shall be
121 required professional development plan (PDP) shall be initiated. If the PRC agrees with the
122 recommendation of the department that the faculty member in question is not meeting the standard
123 for post-tenure performance, a professional development plan shall be initiated as outlined in policy
124 405.12.3.

126 If a PRC is formed at the request of a faculty member, and not because of a formal negative
127 departmental evaluation, it shall be formed according to procedures outlined above.

129 12.3 Professional Development Plan

131 (1) A determination by a Peer Review Committee (PRC) that a faculty member is not discharging
132 conscientiously and with professional competence the duties appropriately associated with his
133 or her position as specified in their role statement shall lead to the negotiation of a professional
134 development plan to help the tenured faculty member more fully meet role expectations. The
135 plan shall respect academic freedom and professional self-direction, and shall permit
136 subsequent alteration. The professional development plan shall be mutually agreed to and
137 signed by the faculty member and the department head or supervisor, and approved by the
138 academic dean or vice president for extension, and, where appropriate, the chancellor or
139 regional campus dean. If mutual agreement about content of the PDP cannot be reached within
140 2 weeks, the college faculty appeals committee (CFAC) or other appropriate department,
141 college, and/or University appeal or hearing procedures should be used to resolve
142 disagreements.

Comment [DJ9]: CHANGE 9: Delete "4" and replace with "2" - Reduce this time to 2 weeks. Since members of the PRC will have advanced notice that this material is coming, we believe that the committee should meet within 2 weeks of receiving the materials. This enables the process to nearly always get resolved in the spring semester (depending on how fast other steps move).

Comment [DJ10]: CHANGE 10: Add "Within two weeks of meeting, and"

It seems helpful to establish a deadline to ensure that the process move in a timely and efficient manner (in order to get the process done from start to finish before faculty go off contract May 15th). Two weeks seems like a reasonable amount of time after the PRC meeting for them to draft their written findings. This was not specified in the code we passed in spring 2015.

Comment [DJ11]: CHANGE 11: Replace the phrase "no further action shall be required" with "no professional development plan shall be initiated"

The phrase 'no further action' is vague and sweeping, and may not be meaningful in the event of a positive PRC review.

What we know is that no PDP should be initiated if the PRC does not concur with the department about the faculty member's post-tenure performance.

Comment [DJ12]: THE CHANGES ABOVE (Sections 12.1 and 12.2 and Changes 1-11) ARE DESIGNED TO CLARIFY IN CODE THINGS THAT WERE EITHER DISCUSSED AND ARE CONSISTENT WITH THE INTENT OF CHANGES MADE IN THE ORIGINAL PTR CODE REFORM PASSED BY THE FACULTY SENATE IN 2015.

THE MATERIAL BELOW (Section 12.3, Changes 12-19)) PROVIDES NEW SUGGESTIONS FOR IMPROVING THE PDP PROCESS AND FOR CLARIFYING THE ROLE OF THE PRC. THE ORIGINAL PTR PROPOSAL DID NOT CHANGE FROM CURRENT PRACTICES AND THE FACULTY SENATE HAS NOT YET DEBATED OR PROVIDED GUIDANCE ON HOW TO IMPROVE THE PDP PROCESS. THE

Comment [DJ13]: CHANGE 12: Add subsection numbers

Comment [DJ14]: CHANGE 13: Insert text instructing what to do if there is no mutual agreement. Suggested insertion parallels text used for formation of PRC.

At the request of the faculty member, department head or supervisor, the professional development plan may be reviewed by the PRC, who shall conduct an in-depth evaluation, as described in policy 405.12.2, including an analysis of the of the goals or outcomes, or any other features of the professional development plan. The PRC shall complete their review within 3 weeks. Upon completion of its review, the PRC shall submit its written findings outlining the PRC's decision and rationale for determining whether the professional development plan is appropriate. This written report shall be provided to the faculty member in question, and to the department head or supervisor for their use in negotiating a mutually acceptable plan. A who shall forward a copy of their written findings shall also be forwarded to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean.

(2) The professional development plan should include elements which: (i) identify the faculty member's specific strengths and weaknesses (if any), and relate these to the allocation of effort assigned in the role statement; (ii) define specific goals or outcomes needed to remedy the identified deficiencies; (iii) outline the activities that are necessary to achieve the needed outcomes; (iv) set appropriate time lines for implementing and monitoring the activities and achieving the outcomes; (v) indicate appropriate criteria for progress reviews and the evaluation of outcomes; and (vi) identify any institutional commitments in the plan.

(3) The faculty member shall meet with the department head or supervisor, at times indicated as appropriate in the professional development plan, to monitor progress toward accomplishment of the goals or outcomes included in the plan. The department head or supervisor shall, at the conclusion of the professional development plan, evaluate the fulfillment of the goals or outcomes described in the plan, in terms of the criteria established by the plan. The department head or supervisor shall meet with the faculty member to review this analysis and subsequently, the department head or supervisor shall provide a written report of this review to the faculty member. A copy of this written report shall also be forwarded to the PRC members, the academic dean or vice president for extension and, where appropriate, the chancellor or regional campus dean. For meetings held between either the department head or supervisor and faculty member to discuss the report, the faculty member or department head or supervisor may request the presence of an ombudsperson in accordance with policy 405.6.5. At the request of the faculty member, department head, or supervisor, this report may be reviewed by the PRC, who shall conduct an in-depth evaluation as described in 405.12.2, including an analysis of the fulfillment of the goals or outcomes, or any other features included in the professional development plan. Upon completion of its review, the PRC shall submit a written report of its findings to the faculty member, to the chancellor or campus dean, and to the academic dean or vice president for extension.

Comment [DJ15]: CHANGE 14: Delete reference to policy 405.12.2 here.

The referenced section covers the post tenure review process, not the PDP. The focus of this review should be only on the content of the PDP.

Comment [DJ16]: CHANGE 15: Delete extra words (somehow kept in final text last spring)

Comment [DJ17]: CHANGE 16: Insert text to provide a time limit for PRC review of the PDP. 3 weeks seems reasonable.

Comment [DJ18]: CHANGE 17: delete redundant text and combine sentences.

Comment [DJ19]: CHANGE 18: insert text to clarify what is to be done with the PRC report on the draft PDP. Our sense is that its purpose is to help inform the process of reaching mutual agreement on PDP content between the faculty member and department head/supervisor.

Comment [DJ20]: CHANGE 19: Because previous sentence was getting long, split this off to a separate sentence.

402.12.7(1) Faculty Evaluation Committee (FEC)

Current Code

(1) Duties

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Eldon J. Gardner Teacher of the Year, Undergraduate Faculty Advisor of the Year, and Faculty University Service Award.

Proposed Changes to this Code

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Eldon J. Gardner Teacher of the Year, Undergraduate Faculty ~~Advisor~~ Mentor of the Year, and Faculty University Service Award.

**Faculty Evaluation Committee Recommendations for IDEA Evaluation Instrument
Presented to the Faculty Senate Executive Committee, February 16, 2016**

Last spring (2015), the FEC circulated a survey among teaching faculty and department heads concerning the merits and shortcomings of the IDEA evaluation instrument. Last semester (fall 2015), the FEC examined the results of the survey. The FEC also met with Michael Torrens to discuss the IDEA instrument and possible recommendations for improving its use. Based on the results of the IDEA survey and the meeting with Michael Torrens, the FEC came up with the following list of recommendations.

- 1) The IDEA evaluations appear to be most effectively implemented at the department level. Consequently, the committee recommends that department heads be more intimately involved and pro-active in implementing them.
- 2) The evaluations should continue to be conducted using the current on-line method. However, departments should consider customizing response time windows individually, switching off the e-mail reminders, and/or creating class assignments in Canvas for students to complete the evaluations.
- 3) Individual departments that offer technical courses should consider developing and adopting a customized evaluation instrument that is more appropriate for evaluating their faculty.
- 4) The IDEA evaluations should not be conducted for courses with too few students enrolled in them. Not only are the data not statistically meaningful, but it is difficult to preserve anonymity in such classes. The recommended threshold number of students in a class is five.
- 5) Department heads should be reminded to weigh the IDEA student evaluations between 30% and 50% when evaluating the quality of teaching by individual faculty members.
- 6) Untenured faculty should be encouraged to use the long form if they wish to receive information that may be useful in improving their teaching.
- 7) Finally, the members of the FEC are of the opinion that the IDEA evaluations are more valuable in assessing departments and/or programs as a whole rather than individual faculty members. If there are consistent comments for improving multiple courses taught by various faculty members, then it is recommended that the department head or program manager implement measures for making such improvements.

USU Policy Manual General
105.2.1(2)

(2) Athletics Council.

The Athletics Council advises the President with respect to the athletics program. The duties of the council are to: (1) help maintain an athletics program compatible with the best academic interests of the University; (2) assure compliance with the rules of the appropriate conferences, the National Collegiate Athletic Association (NCAA), and the University athletic code; (3) review and recommend to the President and the Board of Trustees all intercollegiate athletics budgets; and (4) recommend policies and procedures for all aspects of the intercollegiate program.

(a) Membership of the council. The Athletics Council is composed of: (1) the President, as a nonvoting member; (2) the Executive Vice President and Provost; (3) the Executive Senior Vice Provost; (4) the Vice President for Business and Finance; (5) the Executive Director Budget and Planning; (6) the Vice President for Student Services; (7) the Vice President and Director of Athletics, Deputy Director of Athletics, and two Associate Directors, selected so that both the men's and women's athletic programs are represented; (8) the head of the Department of Health, Physical Education and Recreation; (9) a representative of the Alumni Council; (10) the USUSA President; (11) the USUSA Athletic Vice President; (12) four students, two men and two women, nominated by USU Athletics and ratified by the USUSA Executive Council; (13) six faculty members, three men and three women, to be appointed by the faculty senate for terms of three years, renewable once, the terms to be staggered so that two retire each year; (14) the NCAA Faculty Athletics Representative; and (15) when appropriate, the NCAA Faculty Athletics Representative-elect.

(b) Chair of the council. The Athletics Council is chaired by one of the six elected faculty members of the council or by the NCAA Faculty Athletics Representative. The chair is elected or reelected annually by a simple majority of the entire council. The vice chair is also chosen from the six elected faculty members or the NCAA Faculty Athletics Representative and is elected or reelected annually by a simple majority of the entire council. In decisions of the council, the chair exercises a vote only in the event of a tie.

(c) NCAA **Faculty Athletics Representative**. The NCAA **Faculty Athletics Representative** is a tenured or tenure-eligible faculty member and serves a four-year term, renewable; renewals are by the same process as initial appointment. He or she is nominated by a committee composed of the President, the six **appointed** faculty members, and the **six** student members of the council, and is ratified by the Faculty Senate. Unless the office is vacated prematurely, the NCAA **Faculty Athletics Representative** is ratified one year in advance of taking office. If the office is vacated prematurely, the nomination process begins again.

Policy Manual General

Number 586

Subject: Open Access to Scholarly Articles

Applies To: University Employees

Date of Origin: May 30, 2012

586.1 POLICY

In harmony with the institutional mission of serving the public through learning, discovery, and engagement, Utah State University is committed to the widest dissemination of employees' scholarly articles, including utilizing new technologies to facilitate the open sharing of their scholarly articles.

Additionally, the University recognizes that United States copyright law, in conformance with its constitutional foundation, grants special and exclusive, but limited rights to authors as an incentive to create and distribute their works. These rights are limited to insure that they do not impose an undue obstacle to education and the free exchange of ideas.

586.2 REFERENCES

Copyright Law of the U.S.: Title 17 of the United States Code

Policy #327- Intellectual Property, Copyright and Scholarly Works

586.3 DEFINITIONS

Institutional Repository (IR) - is an online resource for collecting, preserving, and disseminating the intellectual output of an institution. It also provides online journal and conference hosting as well as access to personal web pages.

Open Access -The open dissemination of scholarly articles, without price barriers, through the Internet, as a means to reach an author's widest possible audience.

Scholarly Articles – Articles that describe the fruits of a scholar's research that he/she gives to the world for the sake of inquiry and knowledge without the expectation of payment.

586.4 PROVISIONS

4.1 Rights and Waivers

All employees during their employment with the University grant to the University a nonexclusive license to exercise any and all rights under copyright relating to each of

their scholarly articles, in any medium, provided that the articles are not sold for profit, and to authorize others to do the same. These articles will also be deposited in the University's Open Access Institutional Repository to ensure the widest possible dissemination. The nonexclusive license will be waived at the sole discretion of the author, **except in cases where a funder mandate requires article deposit**, and will be administered on behalf of the Provost's Office by the Library.

For procedures see <http://digitalcommons.usu.edu/oadc/1/>.

586.5 RESPONSIBILITY

5.1 Employees

Responsible for compliance with all applicable laws and policies.

5.2 Merrill-Cazier Library Scholarly Communications Office

Responsible for the coordination of the IR to provide open access to scholarly works, research, reports, publications, and courses produced by Utah State University faculty, staff, students, and others.

Responsible for distributing waivers of Utah State University's nonexclusive license to scholarly articles at the sole discretion of the author, on an article by article basis.

Email: ScholarlyCommunications@USU.edu.

Budget and Faculty Welfare Committee Fall 2015 Summary Report

Diane Calloway-Graham, Chair (16) Sociology, Social Work, & Anthropology
Michael Pate (17) Agriculture/Applied Sciences
Alan Stephens (16) Business
Leslie Timmons (16) CCA
Dale Wagner (18) Education & Human Services
Koushik Chakraborty (18) Engineering
Chris Monz (17) Natural Resources
Stephen Bialkowski (16) Natural Resources
Carol Kochan (17) Business
Joanne Roueche (16) Extension
Rich Etchberger (16) Regional Campuses
Mike Kava (17) USU Eastern

This report covers the activities of the BFW committee for the Fall 2015.
Meetings: October 7, 2015 (in-person); November 3, 2015 (e-mail communication)
Diane Calloway-Graham was asked to serve as chair starting Fall 2015. Recently Joanne Roueche informed the committee that her will be retirement is set for January 15, 2016 and Dr. Ken White will be appointing a replacement.

Facts and Discussions:

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance 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. ([Policy 402.12.4](#))

Main Items discussed at the BFW meeting for Fall 2015 include:

- Review of Financial Issues Documents (financial crisis and financial exigency) – Vincent Wickwar and Rhonda Callister attended in order to facilitate an understanding of the most recent documents surrounding policy and procedures for financial crisis and financial exigency. Discussion centered on how to react to budget cuts quickly and the consultation pieces of the policy as represented in the flow chart created.
- Review of the Health & Safety Policy – Mark McLellan attended our meeting and shared with us the policy for resetting our thinking about how we ensure safety and improve safety on campus among students, faculty, and employees. He explained that the context for resetting our thinking about how to ensure safety was regarding an accident at ULCA in 2008. We discussed the structure and responsibilities, which now contain a broader umbrella for improving safety on campus among students, faculty, and employees.
- Ronda Callister, Faculty Senate President discussed the reducing of faculty senate committee sizes. She wanted us to be aware that service work obligations

have increased and there are twice as many assignments as faculty senators available to fulfill them. The current term for faculty senators is 3 years.

- Follow-up review of Health & Safety Policy – Jeff presented USU's draft safety policy to the Faculty Senate Executive Committee for discussion on Monday, November 2, 2015. He received feedback that the policy is still more lab centric than they would like it. Jeff requested that the BFW committee give more feedback as the policy has had several changes since our meeting October 7, 2015 when we initially reviewed it and gave feedback. We elicited feedback via e-mail regarding how to make the policy more inclusive.

The BFW Meeting held February 27, 2015 included the following topics for discussion.

- Discussion of the code revision produced by the PRPC for changes in Section 405 of the code regarding Post Tenure Review. Two issues were addressed: (1) whether the code revision written by PRPC follows the direction given to PRPC, and (2) an evaluation of the code revision in contrast to the current code or the current code with modifications. The consensus to those attending the meeting is that the proposed code change is not in the best interests of the faculty. There was a memo sent to the FSEC on March 16, 2015 summarizing the two issues considered by the BFW.

The BFW held three meetings in Fall 2014 on September, 26, 2014; October 24, 2014; and December 3, 2014.

- Topics of discussion during the 09-26-14 meeting included the RCDE to RC change and the implication for college and department budgets and faculty compensation; reported mistreatment of the lecturer ranks with respect to ACA; a lively discussion on salary compression; and Post Tenure Review with respect to the Regents code.
- Topics of discussion during the 10-24-14 meeting included consideration of the RCDE to RC change and the implication for college and department budgets and in particular faculty compensation with a focus on creating a consistent salary and role statement model; the problem of salary compression and BFW's dissatisfaction with trusting administrators to do the right thing; and limits on class sizes as the University with the growing population of students and faculty time commitments.
- Topic of discussion during the 12-3-14 meeting focused on extra service compensation where Mark McCellan presented the work that he and his committee did on ESC to bring the policy in line with federal guidelines.

Respectfully submitted,

Diane Calloway-Graham, BFW Chair

**BFW Committee Meeting
Wednesday, October 7, 2015**

Attending: Diane Calloway-Graham, Ronda Callister, Koushik Chakraborty, Rich Etchberger, Carol Kochan, Mark McLellan, Chris Monz, Joanne Roueche, Leslie Timon, Dale Wagner, and Vincent Warwick.

- Introduction of Members
- Topics of Discussion
 - Discussion and review of revised **Financial Issues Documents** (financial crisis and financial exigency).
 - Vince Warwick discussed how the documents addressed budget cuts in reference to the process of reacting to these situations as quickly as possible.
 - There is also a consultation piece that is now addressed in the flow chart.
 - The BFW committee asked clarifying questions for future conversations surrounding financial issues.
 - Presentation and discussion of the revised **Health & Safety Policy**, which is on the faculty agenda for November 2015.
 - Mark McLellan presented this to the BFW committee. Action for the policy is set for the December faculty senate meeting.
 - The context for this policy is related to an accident at ULCA, which reset the thinking about how we ensure safety and improve safety on campus among students, faculty, and employees.
 - We reviewed the structure and responsibilities, which are encased in a larger umbrella.
 - It seems that classified employees are a larger concern to address in the document.
 - Discussion of reducing faculty senate committee sizes led by Faculty Senate President, Ronda Callister.
 - There are many service obligations on campus.
 - There are now twice as many assignments as faculty senators who stay in for a three-year term.
 - This will continue to be an ongoing dialog as ideas and solutions are being determined.

Memo: To FSEC

From: BFW

Date: March 16, 2015

Subject: Post Tenure Review

Members attending: Vicki Allan, Stephen Bialkowski, Rich Etchberger, Carol Kochan, Chris Monz, Ilka Nemere, Michael Pate, Christopher Skousen, Alan Stephens, Dale Wagner

The BFW committee met Friday February 27, 2015 to discuss the code revision produced by PRPC.

This memo is NOT to be considered the final statement of BFW regarding the proposal to change Section 405 of the code. We address two issues below: 1) whether the code revision written by PRPC follows the direction given to PRPC, and 2) an evaluation of the code revision in contrast to the current code or the current code with modifications.

Issue 1: Did PRPC do its job?

- BFW fully endorses the comments of John Stevens Chair of AFT. Professor Stevens states:

“Regarding context, it seems like the AFT, BFW, and FEC committees are being asked to verify that the proposed code changes accurately reflect the package that was sent from the faculty senate to PRPC. If we respond positively (or negatively), it could be incorrectly viewed as approval (or disapproval) of the content with respect to the committee's respective jurisdictions. For example, even if AFT unanimously felt that the proposed code changes would negatively affect academic freedom or the concept of tenure, but also unanimously conceded that the proposed code changes did accurately reflect the package PRPC was given, our response to this specific invitation could be interpreted (out of context) as unanimously positive.”

“Regarding jurisdiction, it really isn't within AFT jurisdiction to double-check that PRPC has done its job. Code says that AFT "will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure." Any review done by AFT should (and will) focus on those aspects alone. I'm a little concerned that if we do that, though, our response may be disregarded (or worse, misrepresented) since in your email you specifically say that you're not inviting

feedback on the content of the proposal, just how the draft "reflects the will of the senate."

- BFW for its part notes that our charge, in part, "is 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." Of particular note is the evaluation of other faculty benefits of which any diminution of faculty rights under the code are of particular concern. Thus as Professor Stevens notes: "it really isn't within BFW's jurisdiction to double-check that PRPC has done its job."
- With respect to the PRPC code revision we note that two issues should be addressed.
 - That for all meetings between a faculty member and a committee, an ombudsperson must be present.
 - If we are going to persist with the fiction that the "department" not the Department Head does the evaluations with respect to PTR then the "department" must meet as a body once per year to ensure PTR standards are understood and applied.
 - BFW agrees with AFT on items b and c of their response dated March 6, 2015

Issue 2: Evaluation of the code revision.

- The "will of the senate" is supposedly presented in the code revision, however as Professor Stevens notes: "That January faculty senate meeting was unnecessarily rushed and uncivil. Senators were interrupting, talking over others, and misusing rules of order (such as repeated inappropriate applications of "calling the question" to prematurely end discussion)."
 - The central issue with the January meeting was the one-sided nature of the presentation that dealt only with the proposal coming out of FSEC committee. That is, all the senate did was modify the proposal coming out of the FSEC and then pass it along "as the will of the senate". At that point PRPC's hands were tied. However, there was no effort to examine the existing code and make the same sort of revisions. It simply sat by itself as the unwanted step child, ignored and with no defense.
 - As has been provided to FSEC multiple times, it is possible to tweak the existing code, with little effort, which will eliminate the problems of administrative interference and keep a faculty right with the faculty. This solution has been largely ignored by FSEC.
- The proposal continues to transfer a faculty right to an administrator, i.e., the department head.

- The proposal makes special effort to remove the term Department Head and replace it with Department. While in theory it is the department that makes evaluation decisions, this is largely a fictional structure and it is, in fact, the DH that makes all evaluative decisions.

As one member of BFW observed, “in all reviews, evaluations and salary discussions, FACULTY have been taken out of the process and we are enabling one more cut to faculty input.”

- Given that DHs, who are hired by and subject to the deans of the colleges, it may be expected that DHs would be in favor of the code change. However, there is evidence that DHs are not in favor of such a change.
- The proposal continues to be punitive rather than collaborative and includes no incentives. Thus the proposal has a serious incentive misalignment problem.
- The proposal is unnecessarily complex.
 - The single benefit that has been identified for this proposal is that it will reduce faculty workload. That is, faculty will not have to meet every 5 years to collaboratively work with their colleagues.
 - As our very young charges would say “REALLY!” Are we willing to admit that we are too lazy or incompetent to fulfill our duty to the academic community and that instead we, the faculty, are willing to rely on administrators whose allegiance is to the administrative structure and not necessarily to the faculty.
 - Are we willing to forego the idea that “Faculty status and related matters, such as appointments, reappointments, nonrenewals of appointments, terminations, dismissals, reductions in status, promotions, and the granting of tenure are primarily a faculty responsibility?” (401.8.1(3))
- The consensus of those attending the BFW meeting on February 27 is that the proposed code change is not in the best interests of the faculty.

Faculty Diversity, Development and Equity Committee Annual Report Spring 2015

Charge:

The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) 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; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards and work/life balance for the faculty; (3) report on the status of faculty development, mentoring, diversity, and equity; and (4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

Committee Members: Jim Rogers; Helga Van Miegroet; Britt Fagerheim; Juan Villalba; Justen Smith; Christopher Johnson; Nancy Huntly; Man-Keun Kim; Jennifer Truschka; Anne Hedrich; Zsolt Ugray; Nancy Hills; Cinthya Saavedra-Chair.

Brief 2014 Summary

2014 Number of Female Faculty by Rank/Tenure

College	Availability (2009-2013)	Total Number Female faculty (percent of total)	Number of Non-tenure track female faculty	Number of Tenure track Female faculty (percent of TT faculty)	# Women Assistant Professor	# Women Associate Professor	# Women Full Professor
College Of Agriculture & Applied Sciences	35%	49 (32%)	17	32 (31%)	10	16	6
Caine College of the Arts	58%	20 (29%)	8	12 (23%)	2	8	2
Jon M Huntsman School of Business	32%	16 (21%)	8	8 (14%)	5	2	1
E Eccles Jones Coll of Ed & Hum Svs	68%	102 (61%)	34	68 (57%)	26	22	20
College Of Engineering	19%	16 (17%)	4	12 (15%)	6	6	0
College of Humanities and Social Science	57%	75 (46%)	21	54 (42%)	17	26	11
Quinney College of Natural Resources	36%	17 (32%)	5	12 (25%)	6	4	2
College Of Science	39%	36 (27%)	10	26 (24%)	10	9	7
Cooperative Extension	45%	25 (42%)	0	25 (42%)	9	13	3
Regional Campuses	--	31 (53%)	19	12 (50%)	7	4	1
Library	72%	13 (68%)	0	13 (68%)	5	7	1

2014: Non-White Faculty as a Percentage of total Faculty and Availabilities

College	Availability (2009-2013)	Non-White faculty (percent of total)	Tenure track Non-White faculty (percent of TT faculty)	Tenured Non-White faculty (percent of TT faculty)
College Of Agriculture & Applied Sciences	20.14%	7.97%	25.00%	6.67%
Caine College of the Arts	13.59%	6.67%	13.33%	6.25%
Jon M Huntsman School of Business	23.62%	4.41%	8.33%	5.26%
Eccles Jones College of Ed & Hum Svs	18.19%	8.11%	12.00%	8.97%
College Of Engineering	27.85%	28.24%	33.33%	30.36%
College of Humanities and Social Science	20.18%	8.90%	10.00%	7.53%
Quinney College of Natural Resources	17.20%	4.00%	0.00%	6.25%
College Of Science	22.49%	12.90%	16.67%	7.14%
Cooperative Extension	15.23%	1.69%	7.69%	0.00%
Regional Campuses		5.66%	7.69%	0.00%
Library	23.04%	0.00%	0.00%	0.00%

As outlined in previous annual report of FDDE, we report summary statistics on gender and race/ethnicity based on the Fall census data from the previous academic year (AY 2014-2015) obtained from the office of Analysis, Assessment, and Accreditation (AAA).

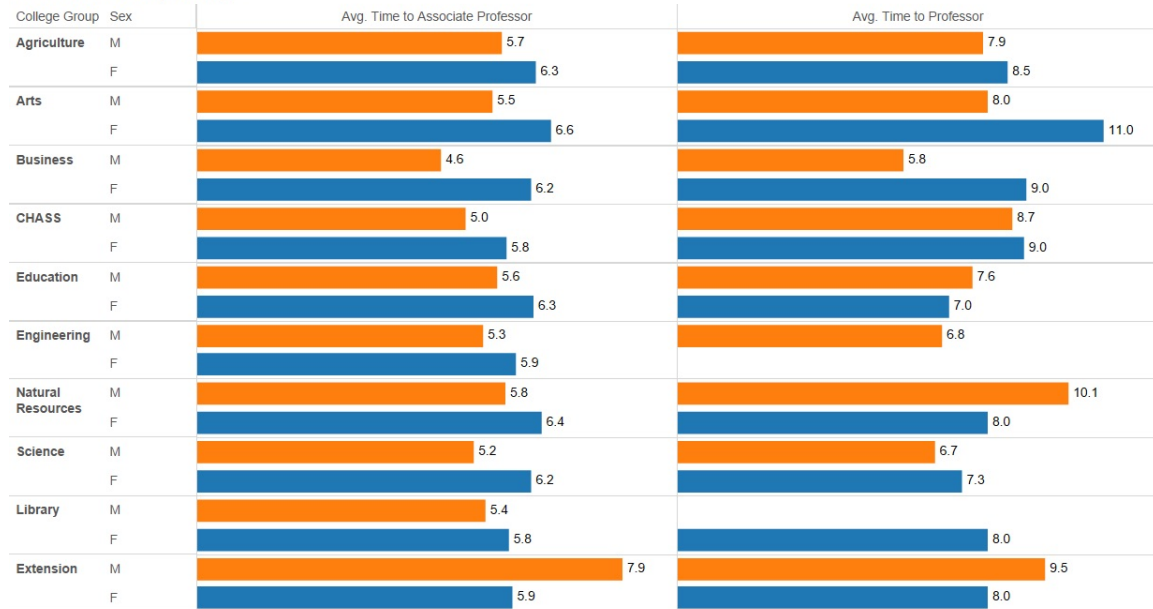
Findings related to Gender and Race/Ethnicity distribution by College:

- The relative distribution of women across non-tenure track (non-TT) vs tenure-track (TT) positions informs on the ability of women to obtain secured faculty positions with prospects of upward mobility and career advancement.
- In general, women faculty occupy more TT than non-TT positions, with ratios in the range of 1.5:1 to 3:1. Exceptions are Cooperative Extension where all are in TT positions. In addition RC stands out by having a greater proportion of the women faculty in non-TT positions (Table 1).
- Expressing women faculty as a percent of the total faculty in either TT vs. non-TT positions suggests that compared to their male colleagues, women are slightly more likely to occupy non-TT positions.

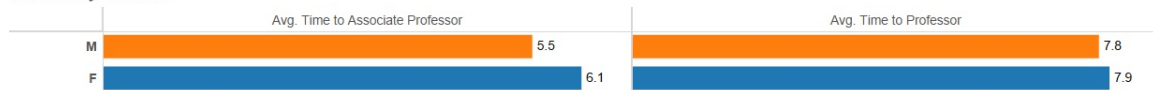
- The relative proportion of women faculty (percent of total) must be evaluated against labor market availability (i.e., PhDs granted within a given period), which can vary greatly among fields. This allows us to identify those colleges that are approaching availability vs. those that still show measurable difference in gender distribution.
- Our figures on race/ethnicity distributions are incomplete because they rely on the faculty self-identification across race/ethnicity categories.
- The absolute low number of non-white faculty [non-resident aliens (NRA) are excluded from this count] in some academic units and the need to protect the privacy of those individuals, does not allow FDDE committee to break out the race/ethnicity distributions beyond white /non-white categories and across non-TT and TT faculty positions (i.e., not by rank) (Table 2).

2015 Time to Tenure by College Gender

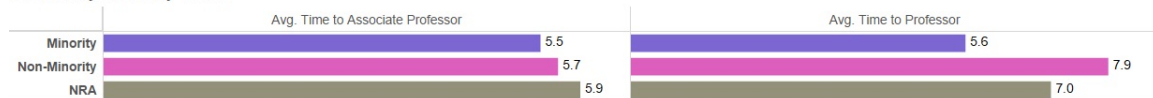
Time to Tenure by College



Overall by Gender



Overall by Minority Status



In addition to simple distributions by gender and race/ethnicity of faculty in each college and across non-tenure track (non-TT) tenure-track (TT) faculty positions, we also report on time in rank and retention of faculty hired since 2008.

It is important to note that for 2014, numbers in the “overall by minority status” reflect the following numbers: White 497 and non-White 48—Among tenured faculty the ratio of White to non-White is 10:1. Therefore average time to associate reflects few numbers of minority faculty and most likely even less at average time to full professor.

Faculty Retention by Gender & Minority



Findings related to Retention of Faculty by Gender and Race/Ethnicity

- The data in the Figure above represents relative retention of faculty hired since AY 2007-2008 across all colleges. AAA compiled the data upon request of FDDE. Analysis starts with faculty hires in AY 2007-2008 as the first reliable reporting year for this type of data (Michael Torrens, *Personal Communication July 2015*).
- Data are divided into two gender categories (male/female) and three race/ethnicity categories (minority=non-white; non-minority=white; NRA= non-resident aliens).
- The data representation follow the same structure: the year above each box, indicates the academic year in which faculty were hired (e.g., 2007-2008, 2008-2009 etc.). The green bars and associated number and percentages by consecutive years (at the bottom) signify the last census year in which these faculty appeared. The dark green bar represents those faculty that still are accounted for in the last census (Fall 2014). For example, in academic year 2007-2008 a total of 40 male and 22 female faculty were hired; of those, 27 male faculty and 13 female faculty were still accounted for in last year's census, while 13 male faculty and 9 female faculty hired in 2007-2008 left USU in the

intervening years. One male faculty within less than 2 years of being hired (2007 is the last census in which this individual appears, i.e., left somewhere in the course of AY 2008-2009), with 3 leaving the following year, then another 2 in the year thereafter, etc.

- This graph does not allow us to ascertain the reasons for leaving, but it is clear from the steady loss of faculty that tenure and promotion timing is not the sole reason.
- This data indicates that within 7 years after being hired, around two-thirds of the faculty are still here, while as many as 41% have left USU. There are no marked differences among white and non-white faculty in loss/retention patterns. However, there are retention differences by gender that are consistent across hiring cohorts, with the retention of women always lower than that of male faculty. The retention in 2014 of women hired between 2007 and 2013 is 4-9% lower than that of their male counterparts.
- There are no consistent and discernable differences in retention by race/ethnicity, and with the exception of the hires in AY 2009-2010, this data does not indicate a weaker retention of minority faculty hires compared to white faculty in the respective hiring cohorts.

Recommendations:

We recommend the following:

- That the FDDE committee be able to access pertinent data regarding overall faculty status in order to standardized the process of obtaining data for faculty senate report. We propose that faculty senate make requests to AAA office. As of now the FDDE can request data but it is at the discretion of AAA. For example, we have asked that certain HR data and AAA data to be made available but we are at the discretion of the AAA and their available time to gather data for FDDE committee. Having the process be more standardized and or automated, the FDDE could spend more time gathering research and best practices, that promote a better working environment included but not limited to increasing faculty diversity, retention, and development.
- That the FDDE have more guidance from Faculty Senate regarding the report: The FDDE has the following questions: Is this snapshot acceptable to the FS? Where does the FS envision USU (in a strategic sense)? Who is going to use this data and for what (strategic) purpose?
- In order to be more efficient, and meet quorum, we ask the FDDE membership numbers be reduced. Right now, we have about 6/13 members in attendance.

Next Steps

The FDDE committee will be looking at reasons for the 35-40% attrition of new hires and make recommendations.

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 appeals panel members decides the membership of the committee in question and the decision is binding.