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## Faculty Senate Executive Committee Agenda, April 16, 2012

Utah State University

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## **FACULTY SENATE EXECUTIVE COMMITTEE**

April 16, 2012  
3:00 - 4:30 p.m.  
Champ Hall

### **Agenda**

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- 3:00 Call to Order**.....Glenn McEvoy  
Approval of Minutes March 19, 2012
- 3:05 Announcements**.....Glenn McEvoy  
April Brown Bag Lunch w/President Friday April 20, 2012 noon Champ Hall
- 3:10 University Business**.....Stan Albrecht, President  
Raymond Coward, Provost
- 3:30 Information Items**
1. FDDE Annual Report.....Christopher Neale
  2. Committee on Committees Annual Report.....Flora Shrode
  3. Calendar Committee Report.....Michelle Larson
  4. Continuing USU-Eastern Integration.....Glenn McEvoy
  5. Open Access.....Flora Shrode, Richard Clement
- 3:45 New Business**
1. EPC Items.....Larry Smith
  2. HR Code Changes: 369 Organ Donor Leave, 350 Educational Benefits,  
357 Long Term Disability, 307 Conflicts of Interest.....BrandE Faupell
  3. PRPC Code Changes Section 405.7.2(1) and 405.8.3(1) (for Second  
Reading).....Terry Peak
  4. Post-Tenure Review Task Force Issues #2.....Glenn McEvoy
- 4:30 Adjournment**



## **FACULTY SENATE EXECUTIVE COMMITTEE MINUTES**

**MARCH 19, 2012 3:00 P.M.**

**Champ Hall Conference Room**

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**Present:** Glenn McEvoy (Chair), Alan Blackstock, Richard Clement, Renee Galliher, Nancy Hills (excused), Doug Jackson-Smith, Yanghee Kim, David Cassidy, Mike Parent, Robert Schmidt, Flora Shrode, Blake Tullis, Dave Wallace, Ralph Whitesides, President Stan Albrecht (Ex-Officio) (excused), Provost Ray Coward (Ex-Officio), Vincent Wickwar (Past President), Joan Kleinke (Exec. Sec.), Marilyn Atkinson (Assistant) **Guests:** John Elsweiler, Larry Smith, Sydney Peterson.

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Glenn McEvoy called the meeting to order at 3:00 p.m.

### **Approval of Minutes**

Richard Clement made a motion to approve the minutes of February 21, 2012. Motion was seconded by Yanghee Kim and the motion passed unanimously.

### **Announcements**

**Brown Bag Lunch with the President & Provost.** The next Brown Bag Lunch with the President will be Thursday March 22, 12:00 noon in Champ Hall. The April Brown Bag will be Friday April 20, 2012, 12:00 noon in Champ Hall.

### **University Business - President Albrecht and Provost Coward.**

Provost Coward presented an update on the results of the legislative session as it pertains to higher education. At this time the information and details are not final. The President has scheduled meetings with all academic units on campus as well as student leadership, PEA, CEA and a USU Eastern broadcast where he will provide more detail regarding compensation packages and tuition increases for the coming fiscal year. He will present the details to the full senate at the April 2, 2012 meeting.

### **Information Items**

**PRPC Annual Report – John Elsweiler.** PRPC has followed through on several items sent to it by FSEC this year. They have reviewed the code and standardized the wording for the change in title of the VP of Research and Dean of Graduate School. They also completed the changes needed Section 402.3 regarding vacancies in the Faculty Senate membership. They are currently working on the external review letters item and hope to have a draft for the next FSEC meeting or sooner if possible. Given that members of the FSEC would like to resolve this issue before the summer break rather than carry it over into the next academic year, it was suggested that the item be tentatively placed on the full senate agenda to facilitate time for the required 2 readings.

A motion to place the annual report on the consent agenda was made by Vincent Wickwar and seconded by Renee Galliher. The motion passed unanimously. Another motion was also made to place code revisions regarding external review letters on the senate agenda as an action item. The motion was made by Mike Parent and seconded by Vincent Wickwar. The motion passed unanimously.

**Honorary Degrees and Awards Report – Sydney Peterson.** A press release will be available on April 2<sup>nd</sup> to publicly announce the Board of Trustees nominees for honorary degrees and awards.

Mike Parent moved to place the report on the agenda as an information item, but withhold the confidential information from the senators' information packet. The motion was seconded and passed unanimously.

**Update on Faculty Senate President's Visit to USU Eastern – Glenn McEvoy.** The Faculty Senate President, Past President and President Elect visited the USU Eastern campus recently to meet with faculty who are coming up for promotion and tenure review. The conversations there indicated that everyone's experience with the promotion and tenure process is very different, and the Presidents pledged to look for more ways to implement further integration with USU Logan campus. The suggestion was made to wait to place this item on the senate agenda until they have had a chance to gather more information and present it to the Provost.

## **New Business**

**EPC Items – Larry Smith.** The Curriculum sub-committee approved 167 requests for course actions. The vast majority were prefix changes to the courses that moved from Engineering to the School of Applied Sciences and Technical Education as well as some resulting from the change in name of Speech Communications to Communications Studies. An interdisciplinary Sustainable Systems minor was also approved. The Academic Standards sub-committee had one action item, a motion to draft a policy to enforce pre-requisites. A number of courses and syllabi were approved in the General Education sub-committee report. It is expected that a number of proposals will be included in the next report.

A motion to place the EPC Items on the consent agenda was made by Vincent Wickwar and seconded by Ralph Whitesides. The motion passed.

**Post Tenure Review Task Force Issues – Glenn McEvoy.** A task force has been formed to review the post tenure review policies. It consists of seven members, five of whom are on the FSEC committee. They have worked for approximately six weeks and conducted three open forum meetings on campus. The task force has identified seven main items from the feedback received at these forums. Glenn would like to present these items to the full senate with the expectation that following the presentation, they will develop some general and philosophical guidelines for policy changes, based on feedback from senators and their constituents.

Mike Parent made a motion to place this on the agenda as an information item and Robert Schmidt seconded. The motion passed unanimously.

## **Adjournment**

The meeting adjourned at 4:22 p.m.

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

# **Annual Report for Faculty Development, Diversity and Equity Committee (FDDE) 2012 Annual Report**

## **Report Table of Contents**

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**Prepared by Christopher Neale, Chair**

**Faculty Development, Diversity and Equity Committee  
Annual Report, April 2012**

## INTRODUCTION

### Faculty Code Description 402.12.8 Faculty Diversity, Development, and Equity Committee

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

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

<b>Committee Members 2010-2011</b>	<b>Term Ends</b>
Donna Carter, Extension	2012
Reza Oladi, Agriculture	2012
Man_Keun Kim (1-Yr Sub) Agriculture	
Karen Mock, Natural Resources	2012
Alison Cook, Business	2013
Lucy Delgadillo, Faculty Senate	2013
Virginia Exton, RCDE (English)	2013
Lyle Holmgren, Faculty Senate	2013
Susanne Janecke, Science	2013
Alexa Sand, Arts	2013
Christopher Neale, Engineering	2013
Kevin Brewer, Libraries	2014
Jennifer Truschka, USU-CEU	2014
Ron Patterson, Extension	2014
Troy Beckert, Education and Human Services	2014
Phebe Jensen, Humanities and Social Sciences	2014

**Meeting Dates 2011-2012**

September 14, 2011  
October 10, 2011  
November 14, 2011  
December 12, 2011  
January 23, 2012  
February 29, 2012  
March 30, 2012  
April 2012 (to be scheduled)

Minutes attached at the conclusion of the report detail work of the committee

**SUMMARY OF ACTIVITIES COVERED DURING 2011-2012:**

We studied one of the activities of the past SERT (Science and Engineering Recruiting Team) committee and analyzed procedures that would be required to provide a service in the future for meeting with candidates that are interviewing for positions at USU to discuss general topics regarding living and working in Cache Valley.

We proposed that the Director of the Center for Women and Gender be invited to a seat at the USU Diversity council.

Based on the low number of Latino students at USU relative to the population, the committee started looking into the possible reasons why. We examined ways of increasing the presence of these students at USU by teaming up with non-profits and foundations that are engaged with high school Latino students.

We studied statistics of race and gender among faculty, staff and students at USU using updated information to include in our annual report. Some of the results are shown below.

We are examining the impact of tuition waivers on the graduate programs of different colleges and the potential effect that the loss of waivers could have on the development and promotion of faculty and the impacts on student diversity.

We discussed issues related to post-tenure review and the need for consistent and standardized policy.

Received presentations and input from:

Glen McEvoy, Faculty Senate President  
Janis Boettinger, Vice-Provost  
Anne Austin, Director Center for Women and Gender  
James Morales, Vice President for Student Services

Ronda Callister, Professor, Management Department  
Ryan Dupont, Professor, Civil and Environmental Engineering  
Octavio Villalpando, Associate Vice President for Diversity and Equity, University of Utah  
Judith Torres and Carlos Roundy, Youth Discovery Inc.

## **DISCUSSION**

### **1. Recruitment Support Team**

The FDDE committee is taking steps to offer a service to support the recruitment of faculty at USU. The Recruitment Support Team would consist of FDDE members and a pool of selected faculty among the colleges and satellite campuses that FDDE would identify. The purpose of the support team would be to provide, at the request of Department Head and/or hiring committee chairpersons, one or two members to meet with incoming interviewing candidates to answer in an “off-the-record” confidential mode, general questions about living and working in Cache Valley. We concluded based on our conversations with previous SERT committee members involved in this activity, that the types of questions and information requested by candidates were general in nature, but provided valuable feedback to the candidates on topics they were not comfortable discussing with members of the search committee. Naturally, team members wherever appropriate would refer the candidates to other services on campus, such as those provided by the Center for Women and Gender, the Access and Diversity Center etc. We will initially proceed with this activity on a 2-year trial basis, to gather the necessary data to support making it official policy.

### **2. Latino Students at USU**

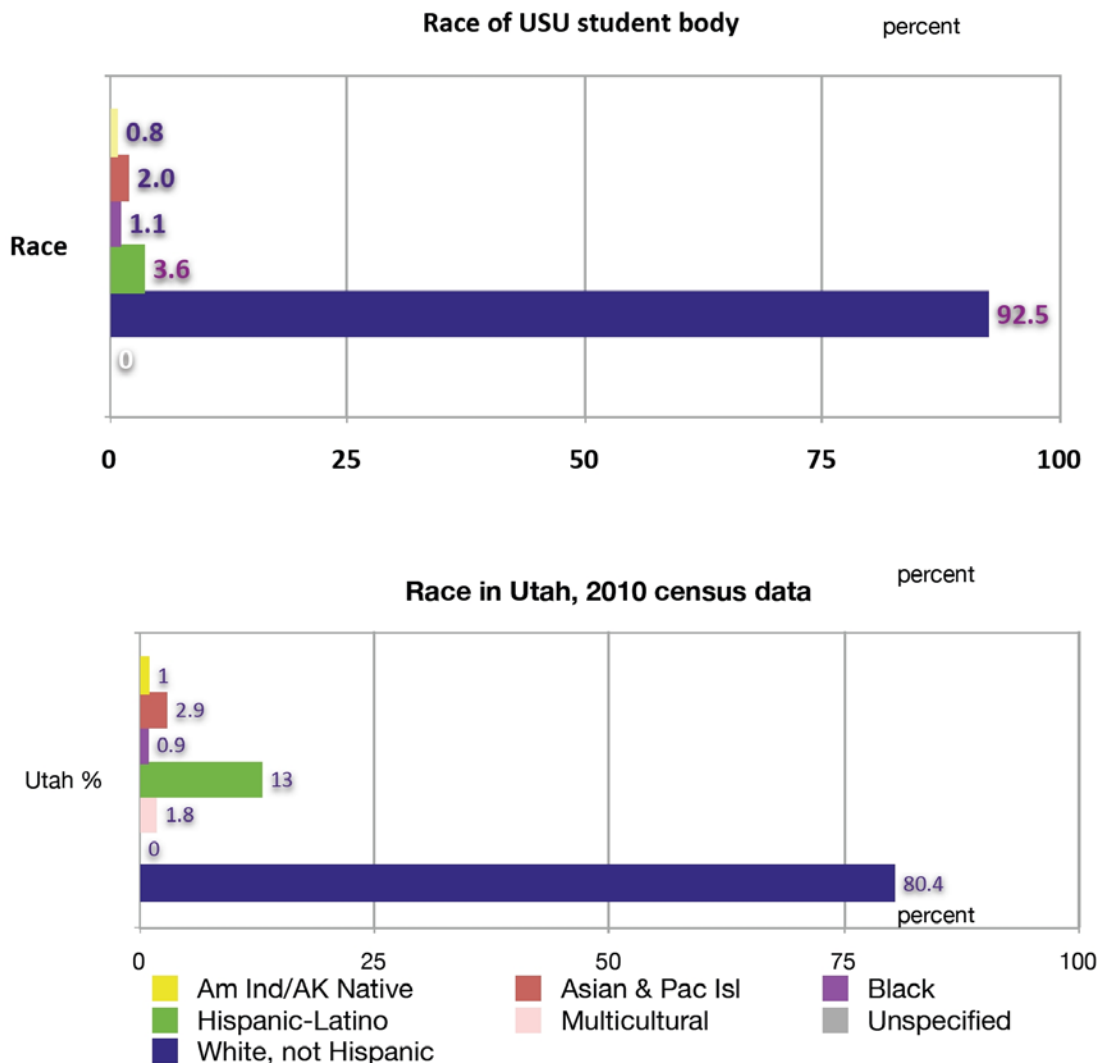
The survey statistics show that Latino student population at USU is far below the Utah population percentages (see Figures below). This is a trend in all Utah colleges and Universities to different degrees. We tried to understand the possible reasons by meeting with representatives from the local Youth Discovery Inc. (YDI) foundation that works with local high schools and whose members have experience with the issue. YDI develops programs such as Latinos in Action and promotes the advancement and retention of Latino students in high school, encouraging them to go to college.

There are many reasons that contribute to low enrollment and/or application rates by Latino students to Colleges and Universities in Utah. Among them are:

- The cost of tuition and other expenses involved in going to college, especially for sons and daughters of immigrants not born in the US that must pay out-of-state tuition and do not have access to scholarships.
- Lack of appropriate mentorship from some high school councilors on how to close the achievement gap with respect to the academic skills required to go to college.

- Lack of knowledge on the availability of scholarships and other funding possibilities
- The lack of role models that will help overcome the self-expectation of these high-school students that don't see themselves as college bound.
- Lack of parental support due to their lack of understanding on the importance of a college education. Many parents do not have college degrees themselves.

There are several federally funded initiatives, some of which are administered by the state, that provide funding for programs to encourage the enrollment of Latinos and other minorities to Colleges and Universities. We will support efforts by the Vice-President of Student Affairs and other USU faculty towards proposals for funding efforts to increase enrollment of these students at USU by identifying and engaging faculty that could serve as mentors and/or role models (see letter in Appendix). We believe that a diverse student body will lead to a more diverse faculty.





DEPARTMENT OF CIVIL AND  
ENVIRONMENTAL ENGINEERING  
4110 Old Main Hill  
Logan, UT 84322-4110  
Telephone: (435) 797-2932  
FAX: (435) 797-1185

December 14, 2011

To: Dr. James Morales  
Vice-President of Student Services  
Utah State University

Dear Dr. Morales:

We are writing to express our support to the proposals for the Utah ImPACT grant program being developed by USU and the Youth Discovery Inc. Foundation. These proposals have the potential to increase the number of underrepresented students at USU, especially Latino students.

Among the duties of the Faculty Diversity, Development, and Equity (FDDE) 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 at USU. Our committee includes representatives from all Colleges and USU Campuses. We feel strongly that a diverse faculty should mirror a diverse student body and vice-versa, thus the promotion of diversity at all levels of the University is important to secure the retention and success of a diverse faculty, staff and student body.

To date, our committee has been involved in a variety of policy efforts at USU related to faculty diversity. The FDDE committee is willing to assist with ImPACT projects by identifying and proposing USU faculty members to serve as mentors and role models for students and as partners for the activities outlined in your proposals.

Sincerely,

The Faculty Diversity, Development and Equity Committee Members

Christopher M. U. Neale, Chair

### **3. Tuition Waivers**

The issue of tuition waivers for out-of-state PhD students popped up recently in the Spring semester and some members of the FDDE committee expressed concern on the impacts of a potential loss of full tuition remission for PhD students on the development of faculty and the diversity of the student body. Some of the STEM Departments and Colleges rely heavily on international students to conduct research, thus if there is a decrease in availability of funds for PhD tuition waivers, it could adversely affect these academic units in addition to potentially decreasing the overall number of PhD students graduating at USU.

Over the last few years, the importance of mentoring and graduating PhD students has been stressed in the tenure and promotion process of faculty. Thus, changing conditions with respect to tuition waivers could have an impact on the development of faculty. We are presently gathering the data from each college as to the number of tuition waivers offered and the profile of these students to better understand potential impacts of future policy changes with respect to tuition waivers.

### **4. Post-tenure Review**

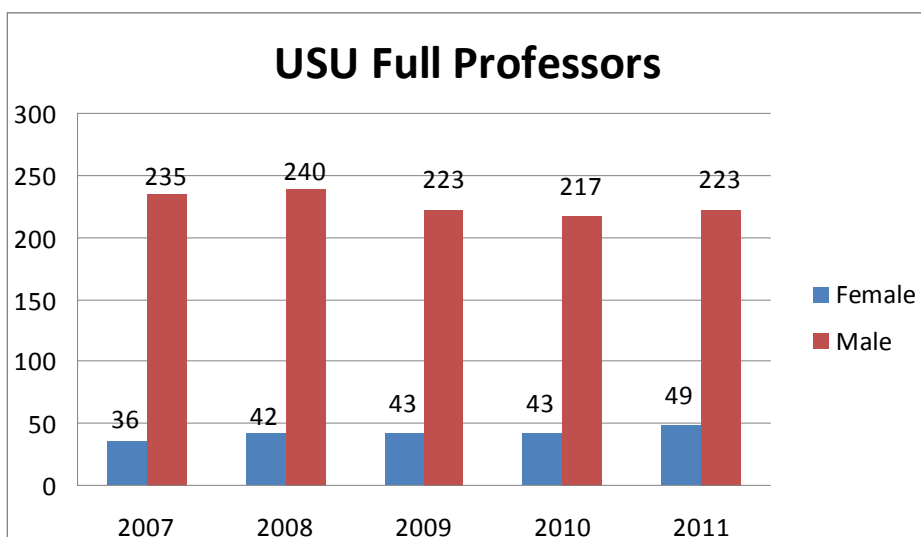
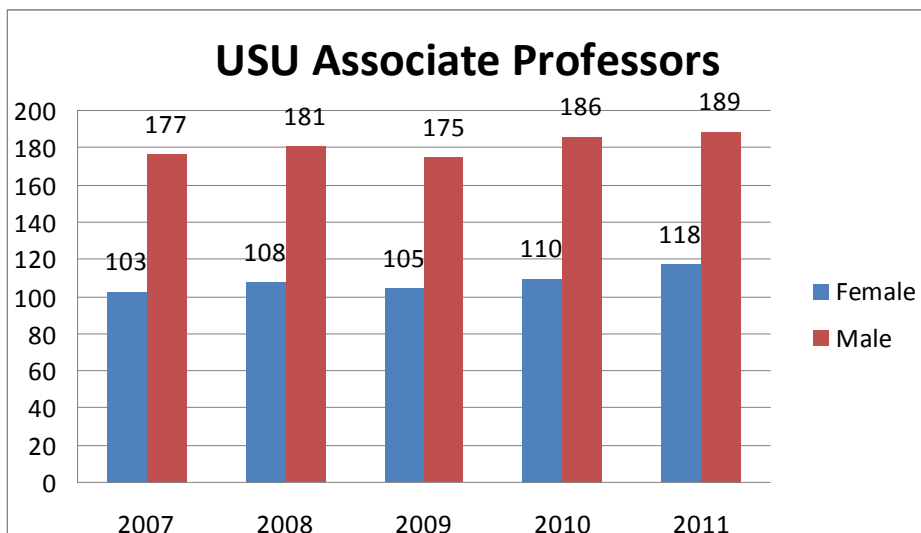
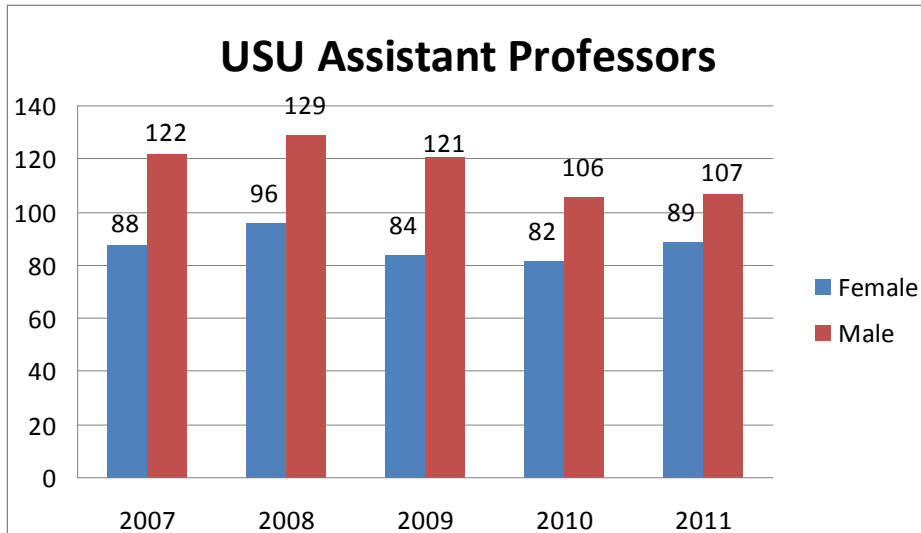
The committee discussed aspects of post-tenure review with Glenn McEvoy. The USU Faculty Senate and the Office of the Executive Vice President and Provost are co-sponsoring a task force to examine the current policy and practices related to post-tenure review. Presently there appears to be no consistent standard among the Colleges and Departments on how this is conducted. In some Colleges, the Annual Performance Review is thorough and could be a basis for raising warning signs, without the need for waiting for a 5 year review to identify problems with faculty performance. Some members of FDDE attended the sessions organized by the task committee on the subject. The main concern of FDDE members is that any new policy be fair and consistently applied. Using these PT reviews to establish merit raises without a cost-of-living component to all faculty might unduly discriminate against older faculty at the end of their careers. A possible change in the role statement for such faculty might be necessary. A cost-of-living adjustment should be factored into future salary raises wherever possible.

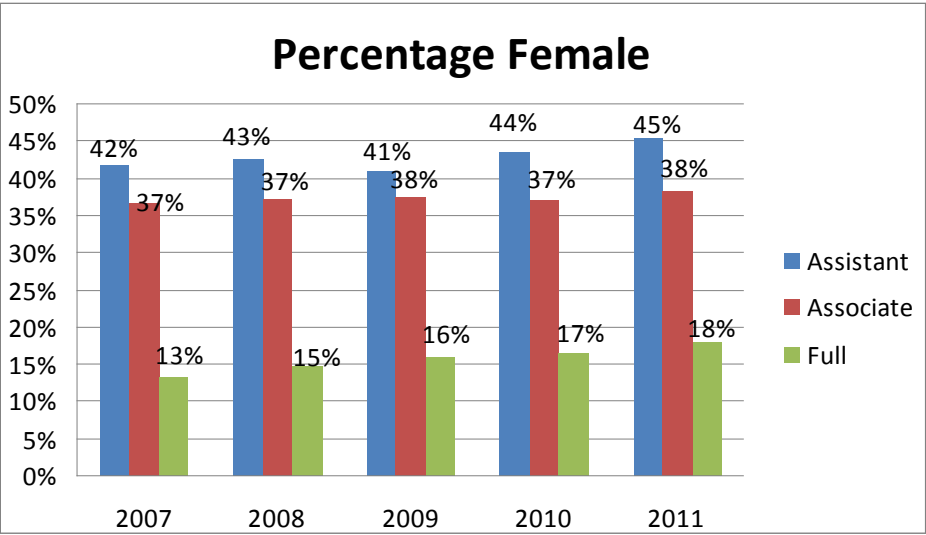
## 5. USU Diversity Statistics

The following tables and graphs summarize the latest diversity statistics for USU.

Sorted percentage change in female faculty in 2011						Sorted by largest percentage of female faculty in 2011					
RCDE is worst, NR is best						Engineering is worst, Education is best					
2011%	2010%	change				2011%	2010%	change			
33.3%	42.1%	-8.8%	Regional Campuses & Distance Educ			10.8%	7.5%	3.3%	College Of Engineering		
14.8%	17.3%	-2.5%	Jon M Huntsman School of Business			14.8%	17.3%	-2.5%	Jon M Huntsman School of Business		
28.4%	30.0%	-1.6%	College Of Agriculture			23.0%	20.6%	2.4%	College Of Science		
43.8%	43.5%	0.2%	Cooperative Extension			26.1%	19.5%	6.6%	College Of Natural Resources		
33.3%	32.6%	0.8%	Caine College of the Arts			28.4%	30.0%	-1.6%	College Of Agriculture		
50.0%	48.5%	1.5%	E Eccles Jones Coll of Ed & Hum Svs			32.0%	30.4%	1.7%	Total		
32.0%	30.4%	1.7%	Total			32.0%	30.4%	1.7%	Sum of Tenured & Tenure-Track		
32.0%	30.4%	1.7%	Sum of Tenured & Tenure-Track			33.3%	32.6%	0.8%	Caine College of the Arts		
23.0%	20.6%	2.4%	College Of Science			33.3%	42.1%	-8.8%	Regional Campuses & Distance Educ		
10.8%	7.5%	3.3%	College Of Engineering			41.9%	37.6%	4.3%	College of Humanities and Social Sc		
41.9%	37.6%	4.3%	College of Humanities and Social Sc			43.8%	43.5%	0.2%	Cooperative Extension		
26.1%	19.5%	6.6%	College Of Natural Resources			50.0%	48.5%	1.5%	E Eccles Jones Coll of Ed & Hum Svs		

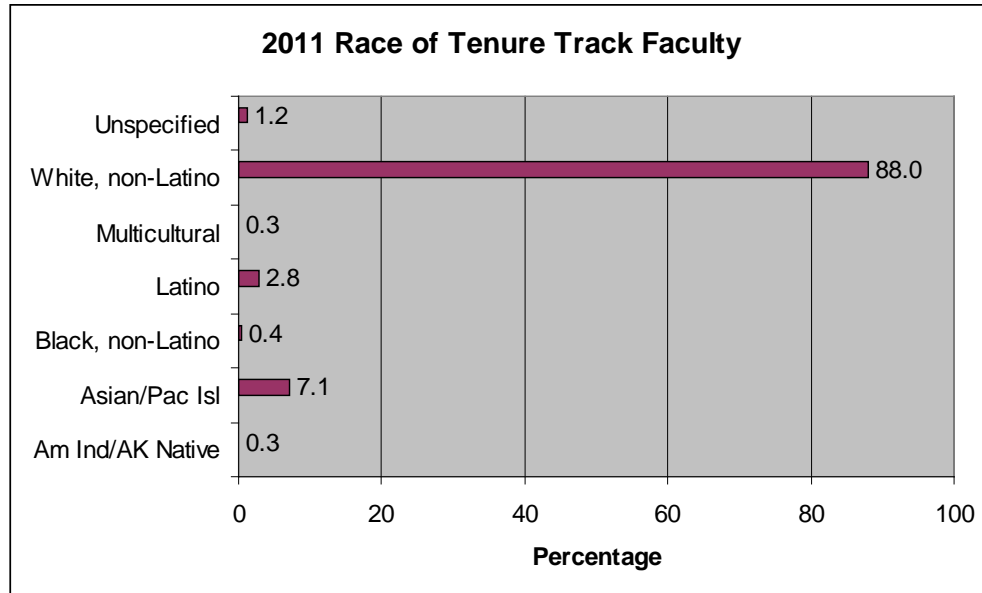
Sorted by largest percentage of female faculty in 2010					
Top and bottom are same but NR swapped with Science, RCDE with CHASS					
2011%	2010%	change			
10.8%	7.5%	3.3%	College Of Engineering		
14.8%	17.3%	-2.5%	Jon M Huntsman School of Business		
26.1%	19.5%	6.6%	College Of Natural Resources		
23.0%	20.6%	2.4%	College Of Science		
28.4%	30.0%	-1.6%	College Of Agriculture		
32.0%	30.4%	1.7%	Total		
32.0%	30.4%	1.7%	Sum of Tenured & Tenure-Track		
33.3%	32.6%	0.8%	Caine College of the Arts		
41.9%	37.6%	4.3%	College of Humanities and Social Sc		
33.3%	42.1%	-8.8%	Regional Campuses & Distance Educ		
43.8%	43.5%	0.2%	Cooperative Extension		
50.0%	48.5%	1.5%	E Eccles Jones Coll of Ed & Hum Svs		





## Race of Tenure Track Faculty

2011	Am Ind/AK Native	Asian/Pac Isl	Black, non-Latino	Latino	Multicultural	White, non-Latino	Unspecified	Grand Total
College Of Agriculture	0	6	1	3	0	92	0	102
Jon M Huntsman School of Business	0	4	0	0	0	48	2	54
E Eccles Jones Coll of Ed & Hum Svs	1	5	0	7	0	100	1	114
College Of Engineering	0	17	2	3	1	42	0	65
College of Humanities and Social Sc	0	4	0	4	0	107	2	117
Caine College of the Arts	0	3	0	2	0	46	3	54
College Of Natural Resources	0	2	0	1	0	43	0	46
College Of Science	1	13	0	1	0	106	1	122
Cooperative Extension	0	0	0	0	0	64	0	64
Regional Campuses & Distance Educ	0	0	0	0	1	20	0	21
Total	2	54	3	21	2	668	9	759
	Am Ind/AK Native	Asian/Pac Isl	Black, non-Latino	Latino	Multicultural	White, non-Latino	Unspecified	Grand Total

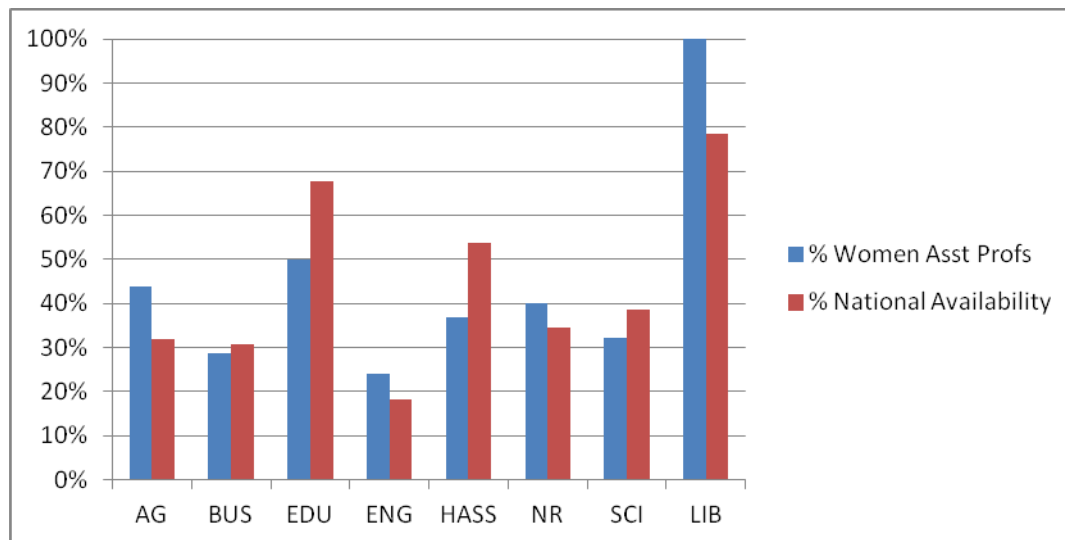




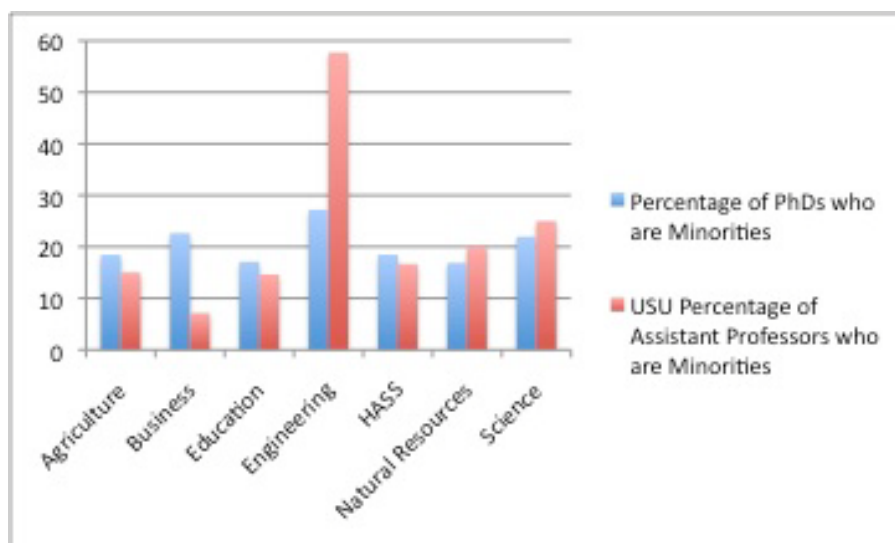
	F	M	Total	% chg 2010 to 2011	% increase, including CEU	Number from CEU	# increases on main campus	% increase on main campus
College Of Agriculture	55	73	102	22	27.5%	18	4	3.9%
Jon M Huntsman School of Business	36	46	54	2	3.8%	1	1	1.9%
E Eccles Jones Coll of Ed & Hum S	41	57	114	11	10.7%	3	8	7.0%
College Of Engineering	45	58	65	-2	-3.0%	1	-3	-4.6%
College of Humanities and Social S	55	68	117	16	15.8%	16	0	0.0%
Caine College of the Arts	27	36	54	11	25.6%	6	5	9.3%
College Of Natural Resources	28	34	46	5	12.2%	1	4	8.7%
College Of Science	76	94	122	20	19.6%	15	5	4.1%
Cooperative Extension	29	36	64	2	3.2%	0	2	3.1%
Regional Campuses & Distance Edu	5	14	21	2	10.5%	0	2	9.5%
Total	397	516	759	89		61	28	3.7%
Sum of Tenured & Tenure-Track		516	759					

### Tenure Track Asst. Prof. Compared to National Availability for all Colleges during 2009

*Note: These data represent the percentage of assistant professors within departments included in the colleges (from AAA) as compared to newly minted Ph.D.s in those same disciplines (obtained from AA/EO). AA/EO obtains their numbers from the Survey of Earned Doctorates and compiles it with U.S. Census data.*



### Faculty Race by Tenure Status Compared with National Availability, 2006-2010



*Note: These data represent the percentage of assistant professors within departments included in the colleges (from AAA) as compared to newly minted Ph.D.s in those same disciplines (obtained from AA/EO). AA/EO obtains their numbers from the Survey of Earned Doctorates and compiles it with U.S. Census data. This year the delivery of the data has been delayed. Unfortunately, these updated data are not available to report from the AA/EO office as of the deadline for submitting the annual report, however Stacy Sturgeon in the AA/EO office has indicated that there should not be much change in the availability numbers.*

## **Appendix: Annual Meeting Minutes for FDDE**

### **FDDE Meeting Minutes**

**Oct. 10, 2011**

**In Attendance: Alison Cook, Phoebe Jensen, Troy Beckert, Christopher Neale, Susanne Janecke, Kevin Brewer, Ron Patterson, Virginia Exton**

Glenn McEvoy addresses committee:

Faculty Senate President, Glenn McEvoy addressed the committee stating:

- His commitment to diversity initiatives.
- Expressed concern over the size of committee (15 people) and the ability of committee to find a time to meet that works for all members. Are standing committees too big? - Let Glen know what you think.
- Issues may overlap with other committees' duties and Glen offered to help where or whenever he could.
- Noted that "development" removed from the Faculty Evaluation Committee title and asked for feedback on whether this is a problem regarding a change in their charge too. He did not think so, that their purview was not the same as FDDE;
- Discussion concerning the change in teaching evaluations.

Old Business:

Revised version of the FDDE report presented to Faculty Senate last spring is almost completed. Glenn advised that FDDE work with him to smooth the way for the presentation of the report to the Faculty Executive Committee this fall. FDDE would like an up or down vote on report.

Meeting adjourned at 3:30

**Attendees: Troy Beckert, Christopher Neale, Karen Mock, Kevin Brewer, Donna Carter, Ron Patterson, Man-Keun Kim, Alexa Sand**

Previous minutes approved.

Christopher summarized committee's last meeting:

- Faculty Senate President Glenn McEvoy wants to proceed in a different fashion than before
- Question for us: Are faculty senate committees too big?
  - o FDDE has 15 members with 7 attending
  - o 3 faculty at large
  - o 3 from regional campuses
  - o Eight members, one from each college.
- Increased numbers help to spread out work of the committee
- Only have a few coming out of high membership, if number of members reduced it might decrease number able to attend meetings
- Biggest problem is finding an agreeable time to meet
- Upside would be reducing the number of committees faculty serve on.

What Issues should FDDE be working on?

LGBT leadership position still open:

- 6 months since Maure Smith-Benanti left
- Some students and faculty are concerned and wondering if it should be a priority
- Karen Mott will investigate and see who is in charge and status of search.

Post Tenure Review (PTR):

In the present budget environment, pay raises have only been linked to merit pay or retention - cost of living increases should not necessarily be above merit and might be an issue of equity.

One problem with merit is that there is no consistency for what constitutes merit. What defines a full teaching load for one department is different in another. Role Statements differ across campus. We need campus wide guidelines. Salary compression: Some senior faculty are making less than newer faculty and being more productive.

Addressing cost of living vs. merit affects diversity and/or equity. Is this a charge of the Budget and Welfare Committee?

Post Tenure Review:

Need standard across colleges and departments. Associate Professor who is not going up for full - is this a problem? Need to dispel such a notion, if this is a perception that the university administration has. Discussion on difficulty of getting a PTR - what constitutes a review? Is it similar to a tenure review? What are the guidelines?

How can we help Glenn with the PTR issues? Data collection?

Glenn felt the administration wanted more frequent evaluations

- Annual reviews
- Course evaluations
- Retention numbers
- Administration - "we have stringent process for evaluating tenured faculty"
- Need data to counter legislature.

Southern Illinois got rid of tenure.

- Code all ready covers faculty dismissal
- What does the code say?
- Should Committee be a watchdog to see what circumstances are for a dismissal so we can anticipate problems?

Issues of Retention, equity, diversity, cost of living:

- Discrimination can not enter the process of cost of living increase
- Merit has risks of disproportionately rewarding based on gender, race.
- Used to be 2-tiered increase - Cost of living & Merit. Why the change?
- Last decade: lack of salary raises at USU
  - o Affects retirement
  - o Depletes funds for new people because of retention and start-up funds for scientists - a physics lab can cost \$100,000
- We already have a merit system
  - o Tenure
  - o Full professor
- Shouldn't cost of living raises be standard yearly increases?
- Need merit to retain good researchers
- Need to look at increases (CoL and Merit) in terms of merit
- Remember to talk to faculty in your colleges

New student evaluations due to be instituted this semester

Report from Diversity Committee: They will conduct a campus environment survey. Will also interview people who were offered jobs but turned down the offer to understand motives and perceptions.

**Attendees: Troy Beckert, Christopher Neale, Karen Mock, Kevin Brewer, Donna Carter, Ron Patterson, Man-Keun Kim, Susanne Janecke, Virginia Exton, Lucy Delgadillo,**

Previous minutes sent via email earlier in the day - send comments and approve at later time.

Technical difficulties with Skype due to an unexpected change in computer settings in the Engineering Dean Conference room system.

Minutes:

Discussion about the possibility the FDDE could assume the role of speaking with potential hires concerning life in Cache Valley. The ADVANCE SERT program handled this but was dropped when funding for ADVANCE stopped. Ryan Dupont was involved via SERT and is a good resource for past performance. SERT was funded by Advance and FDDE was started to keep the work of ADVANCE moving forward. Large number of candidates could be an issue if too great for the committee to handle, and we would have to explore different options. RCDE see a real need for candidates concerning how to deal with home campus and the Logan campus.

Committee agreed that this was a valuable service and Chris will bring this up with Glen and Ryan DuPont about FDDE taking on this role.

Report on Meeting with James Morales and Youth Discovery Inc.

Christopher met with Youth Discovery Inc. Youth Discovery works with schools, community organizations, and individuals to develop and implement programs that help Latino youth in high schools advocating their entrance into college. Christopher met with them to get a sense why Latino youth are not going to college. There are financial issues, a lack of mentors, and difficulty getting scholarships. UVU has worked with Latino's in Action and has a very successful recruiting program. USU has an opportunity to implement a Latino in Action program with YD Inc. - there are federal monies available (managed by the state) for the YD Inc. to initiate a program at USU but needs buy-in by USU. James Morales said he would support such and effort and a grant proposal is being written by YD Inc. FDDE will write a letter of support to James Morales as he is the appropriate person to represent USU's interest. FDDE is not charged with supporting students but the two, faculty and students are indelibly linked when it comes to diversity on campus.

Chris will write the letter of support addressed to James and send it out ASAP. (See Addendum for copy of letter).

Initiatives to work on this year:

LGBTQA - Status on new LGBTQA program coordinator. Eric Olson, Associate Vice President for Student Services, expects to have made a job offer by the end of this semester.

- ☐ Board of Regents - Post Tenure Review
- ☐ How equitable among colleges, campuses and departments
- ☐ Merit Pay versus Cost-of-Living pay increases.

☐ Sexual Harassment Training:

- o Hypothesis: Tone of the Sexual Harassment Training presentation is less than conducive to a congenial workplace. Is this something FDDE should investigate?
- o Presently, the training is run by the AA/EO Office and there was some discussion regarding the possibility of the Women's Center (Ann Austin) or Janis Boettinger in her new position. Have one or both, Ann and Janis, take the class.
- o 1 1/2 hr. training. There is also an online or streaming version for RCDE members.
- o Need FDDE members to attend training to verify if the training could be improved. Please take notes and sign attendance sheet to verify that you were there.

FDDE Report on Diversity:

Christopher met with Susanne, Jennifer Duncan to review diversity report from last year. Asked for updated statistics and they should be forthcoming. Christopher will update and edit report to get it ready for submission in early 2012.

Need new Doodle poll for FDDE spring meeting schedule.

Need subcommittees to champion above causes.

**Attendees: Alexa Sand, Susanne Janecke, Virginia Exton, Donna Carter, Lucy Delgadillo, Man-Keun Kim, Phebe Jensen, Kevin Brewer, Ron Patterson, Christopher Neale, Janis Boettinger**

**Minutes:**

Janis Boettinger, Vice Provost introduced herself to committee. Janis is the liaison to FDDE from the Provost's office and her role is to facilitate development and diversity issues across the University. Janis has been at USU for 20 yrs. and is a member of PSC as a soil scientist and as an adjunct to the Geology dept. Janis reiterated her liaison role to FDDE and is hoping FDDE will help bring her up to speed regarding diversity issues on campus.

**Discussion on genesis of FDDE**

FDDE began because of the Advance program. To date some of FDDE actions and programs have been in regard to:

- Child Care
- Breast feeding rooms across campus
- Halting tenure clock
- Official/unofficial parental care policy
- o Janis indicated that all Deans have been asked to work with faculty and to use their best judgment.
- o Concern that the message has been inconsistent across campus - The administration is waiting for an opportune time when they can present the policy but in the meantime, let Janis know if there are any questions or concerns.
- Concern was expressed about tracking if there were any patterns for people stopping their tenure clocks and attaining tenure later. There is no tracking now but Janis will investigate and implement gathering data and see that the system is working.
- Janis indicated she served 2 yrs. on Central Committee and did not see any difference between those who halted their tenure and those who did not.
- HR is the apparent unit to track this type of data. Concern over anecdotal data and that the size of the data pool will be too small.

**Topic for Discussion: Tuition Waiver for Graduate Students**

- Affects the diversity of student body particular international students
- Could reduce the number of PhD candidates
- Won't effect students currently enrolled for 2 years
- This is a huge issue especially for international and out-of-state students. Departments need to keep on top of what is happening as this issue has broad implications. Overhead return is one potential solution but not all colleges generate adequate grants so effect will be variable.
- Impact will be diverse depending on dept. and solution implemented. The new policy will definitely effect recruitment and retention of faculty. USU already below peer institutions graduates with advanced degrees. The pool of available students not changing and the tuition waiver issue is critical for STEM Colleges such as Engineering and for International Students.

- FDDE members need to go to their colleges and ask your representative on the Graduate Council to get the data for your college.
- University needs a policy to help graduate students get state residency here if the tuition waiver policy is implemented.

#### Question about Committee reports and Faculty Senate

Reports must be first submitted to the Faculty Senate Executive Committee for vetting before they are aired publicly in the Faculty Senate where they can be misinterpreted or taken out of context. Administration does not want reports to go directly to senate.

Janis stated she believes that Faculty Code states that the President or Provost sits on Faculty Senate Executive Committee although neither chairs the committee. Janis recommends sending any reports to her so she can help with the vetting process.

Some discussion on the 2011 Diversity Report and the reception and critical analysis it received by the Provost at the Executive Committee. Work is continuing on updating and redoing the report before the end of this semester. We are still waiting for the updated numbers of this academic year from Michael Torrens. Last year's report stated the need for a vice provost for diversity and a web site similar to the Univ. of Utah's.

There was another report that examined our peer institutions diversity efforts and diversity goals. Faculty executive committee rejected the report and FDDE working on new report. Chris has a copy of the report and will forward a copy to Janis.

#### SERT - Effort to re-establish

Chris met with Ryan DuPont, Rhonda Callister and Glen McEvoy and all agreed it is a great idea and FDDE should move forward with re-establishing SERT.

- Re-establishment of SERT-type committee to support hiring of diverse faculty
  - o Need new name - can go to Advance page to see what SERT did
- System for making departments and search committees aware of this service
- SERT members to meet with candidates that are interviewing
  - o At least two faculty members to answer general questions on living in Logan
  - o One SERT member from FDDE one from pool of volunteers
  - o Ryan DuPont noted questions SERT fielded were of a general type; schools, parent/child care, overall living in Cache Valley.
- Establish rules as to what we can answer and topics that should be avoided
  - o Human Resources good source for information on what can and can not be discussed
- Build the pool of volunteer faculty
- Meetings would be totally confidential
  - o Need for a brochure for candidates explaining opportunities
  - o Packet for SERT members to give or use as resource for explaining issues to candidate - i.e., schools, child care... - Ann Austin's office has child care options available
- Work on an experimental basis for two years before further formalization.

FDDE needs to move forward with SERT to create report to faculty senate executive committee this year.

### Sexual Harassment Training

Need more people from FDDE to take training to get information on if there are any issues/problems. The training can be a lot better but we need more empirical data. Suggestion that the University might bring in someone specifically trained (certified?) to give the once-a-month training. Noted that there is no evaluation after the training - training schedule available at:

< <http://www.usu.edu/aaeo/training.html> >

Question if AAEO is qualified to advocate, but in fact AAEO is a compliance office and this brings back the need for a diversity position at the provost level. Where does a person go if they have a diversity issue? AAEO states they are the office that handles complaints.

Need ideas for the tuition waiver issues.

**Attendees: Troy Beckert, Virginia Exton, Donna Carter, Lucy Delgadillo, Man-Keun Kim, Phebe Jensen, Alexa Sand, Kevin Brewer, Christopher Neale, Ron Patterson (not able to connect via Skype)**

Minutes:

Reviewed list of items undertaken this year:

- SERT is a great resource and FDDE should move forward with re-establishing SERT-type committee to support hiring of diverse faculty.
- Latinos @ USU. General disappointment over the failure of the Youth Discovery Inc. and USU potential grant opportunity. Christopher has a meeting on Monday with the YDI to discuss issues. Lucy pointed out that the 2.5% Latino student population at USU is inflated by the 100 plus Dominican Republic students who attend USU. This is a topic FDDE needs to keep pursuing and reminding USU administrators that the Latino population of Utah is 13% and 2.5% is a dismal reflection of our failure to recruit Latinos. It was brought up that Native American recruitment is important particularly in regional campuses like Blanding and Vernal.
- Sexual Harassment Training at USU was brought up and it was decided to include in FDDE's final report the consensus that the SHT sessions need to be evaluated by attendees to gauge their effectiveness.
- The Tuition Waiver issue was averted by the last minute infusion of funding by the President but that this has postponed the problem and that FDDE and campus colleges and departments need to be vigilant at the prospect of losing the tuition waiver in the future by a future change of policy.
- Ethnic and gender statistics were reviewed and it became apparent that the data was flawed in some areas and we needed clarification on status of faculty, i.e., tenured and/or tenure track. The numbers did not seem adequate for RCDE and CHASS to mention two. Christopher and Suzanne will pursue the corrected data.

Miscellaneous Issues:

- Question came up about whether to include Vice Provost Janis Boettinger in our regularly scheduled meetings and it was decided it would be better to periodically invite Janis when deemed appropriate, but keep her informed of our initiatives and get feedback.
- At next meeting we need to choose a new chair

4/4/12

## **Annual Report to the Faculty Senate from the Committee on Committees**

### Introduction

Charge (from the Faculty Code 402.12.2)

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

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

### Members

Flora Shrode (term expires 2012); Jeff Smitten (term expires 2012); Robert Schmidt (term expires 2013)

### Actions and Results

The committee conducted business primarily through email and did not keep formal minutes of meetings. The C on C filled vacant committee assignments as necessary at the beginning of the school year. At the direction of the Faculty Senate President, the C on C worked with the Huntsman School of Business to fill a seat vacated when a Senator from that college missed too many Senate meetings; one of the alternates filled in for spring semester.

Re-apportionment of senators for 2012-2013 makes it formal that five senators represent the Utah State University - College of Eastern Utah, for which we had informal representation in 2011-2012. No other changes were made to the numbers of senators for other colleges and academic units.

04/04/12, (Results of senate elections to date)

<b>College (reapportionment)</b>	<b>Faculty Senators</b>	<b>FS Committees</b>	<b>Notes</b>
Agriculture (no change)	Ilke Nemere (2 <sup>nd</sup> term) Jeanette Norton (replacing Ilke Nemere and Ralph Whitesides)  Dale Barnard on Exec Committee (replacing Whitesides)  Alternate: Clay Isom	AFT: Grant Cardon  PRPC: Heidi Wengreen  Faculty Eval Committee: Arthur Caplan  FDDE: Man-Keun Kim	Have emailed Tammy Firth about finding someone to complete Dillon Feuz's term, as he will become head of APEC dept July 1, 2012 and realistically doesn't want to have the Senate obligation as well.
CCA (no change)	None Needed	EPC: Corey Ewan is listed but	Consulting with Dean Jessop's assistant

		says he's not a member	
HSB (no change)	Glenn McEvoy Christopher Skousen (replacing Mike Parent and Bob Mills, who filled in for Dwight Israelsen spring 2012)	AFT: Kathy Chudoba  Faculty Eval Committee: Alan Stephens	May need an alternate to replace Dave Olsen, who will become head of Management July 1, 2012  Need Exec Committee rep; will ask senators to caucus after April 30, 2012 meeting
EEJCEHS (no change)	Scott Bates Andy Walker (replacing Scott Bates and Brett Shelton)  Alternates: Jim Barta Steven Camicia Hilda Fronske	BFW: Dale Wagner	Learned on March 27, 2012 that Dorothy Dobson is leaving USU. Thus need an additional senator and senate rep on PRPC.  Determined that Scott Bates is eligible for reelection despite his administrative appt.
Engineering (no change)	Foster Agblevor Curtis Dyreson (moved to the college w/ Computer Sci) (replacing Blake Tullis and Steve Folkman)  Ning Fang alternate (2nd term)	AFT: Robert Spall  EPC: Ed Reeve (1 yr extension)  Faculty Eval: Oenardi Lawanto	Need Exec Committee Rep – caucus after April 30, 2012 Senate meeting
CHaSS (no change)	Elect 5 senators & 3 alternates  Need exec committee member	AFT: EPC: Faculty Eval:	Flora has emailed Pat Lambert.
CNR (no change)	None needed  Need a substitute for Robert Schmidt – sabbatical FY2013	EPC: Eugene Schupp FDDE: Helga Van Miegroet PRPC: Nancy Mesner	Robert Schmidt will ask alternates if they can serve.
Science (no change)	Vince Wickwar John Stevens (replacing Vince Wickwar and Curtis Dyreson, who moved to Engineering)  Alternate: T.C. Shen	EPC: Richard Mueller	Done

Extension (no change)	No Senators or Alternates needed  Lyle Holmgren will continue on Exec Committee	AFT: Kathy Riggs  FDDE: Clark Israelsen	Done
Library (no change)	Dan Davis (and alternate Andrew Wesolek) Jennifer Duncan will serve on the Senate Executive Committee	Faculty Eval Committee: Kacy Lundstrom	Done
RCDE (no change)	Alan Blackstock (reelected, will serve on Exec Committee) Amy Brown	Faculty Eval Committee: Karen Woolstenhulme	Done!!
USU-Eastern (+5)	Shane Brewer 2013 David Cassidy (Exec Committee), 2013 Jason Olsen 2014 Rob Powell 2014 Peter Legner 2015 Alternates: Michelle Fleck 2015 Elias Perez 2015	Reps already assigned	Done

#### Actions Remaining

Fill remaining open positions listed in the table above.

Update the Senate roster to reflect the outcome of the above questions and to add Senators and alternates elected from the College of Humanities & Social Sciences.

Fill remaining committee openings that the C on C or Faculty Senate President appoints. Present the list of people who have volunteered to serve to the Senate Executive Committee, and provide a complete committee roster to the Senate Executive Secretary.

Provide nominees for the 2012-2013 C on C to the Senate Executive Committee and conduct elections for Senate President and C on C at the April 30, 2012 Senate meeting.

Contact chairs of committees and councils to determine who will be chair in 2012-2013 and update the committee roster with any changes. Inform chairs of new committee members.

Contact committee and council members to confirm their term of service and give them names and contact information for committee chairs.

**Committee on Committees -- April 2012**  
**Committee Summary & Proposed Appointments**

**Faculty Senate Executive Committee**

College/Unit	2012-2013
President	Renee Galliher
President-Elect	Yanghee Kim
Past-President	Glenn McEvoy
Agriculture	Dale Barnard
Business	TBD from Senator Caucus April 30, 2012
Caine College of the Arts	Nancy Hills
Education & Human Services	Yanghee Kim
Engineering	TBD from Senator Caucus April 30, 2012
Humanities & Social Sciences	TBD
Natural Resources	Robert Schmidt (seeking sub for 2012-2013)
Science	Dave Wallace (2nd term)
Libraries	Jennifer Duncan
Extension	Lyle Holmgren
Regional Campus & Distance Ed.	Alan Blackstock
USU Eastern	David Cassidy
elected Presidential Appointee	Richard Clement
Ex-Officio, USU President	Stan Albrecht
Ex-Officio, USU Provost	Raymond Coward

The Senate Executive Committee 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.**

**Committee on Committees (2-year terms; see USU Policy 402.12.2)**

	2012-2013
Senate	Cathy Bullock
Senate	
Senate	Election to be held April 30 ( <i>need nominees</i> )

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

**Academic Freedom and Tenure Committee (see USU Policy 402.12.3)**

College	2012-2013
Agriculture	Grant Cardon
Business	Kathy Chudoba
Caine College of the Arts	Lynn Jamison Keisker
Education & Human Services	Bryce Fifield

Engineering	Robert Spall
Humanities & Social Sciences	Maria Spicer-Escalante
Natural Resources	Helga Van Miegroet
Science	Mark Riffe
Libraries	Britt Fagerheim
Extension	Kathy Riggs
Regional Campus & Distance Ed.	Aaron Roggia
USU Eastern	Anthony Lott
Senate	Craig Petersen
Senate	Foster Agblevor
Senate	John R. Stevens
Senate 1-yr supplemental	
Senate 1-yr supplemental	
Senate 1-yr supplemental	
Senate 1-yr supplemental	

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. Elected from faculty in each college and represented group. **Three appointments from Faculty senators.**

#### **Budget and Faculty Welfare Committee (see USU Policy 402.12.4)**

<b>College</b>	<b>2012-2013</b>
Agriculture	Rhonda Miller (2 <sup>nd</sup> term, Chair)
Business	Alan Stephens
Caine College of the Arts	Jon Gudmundson
Education & Human Services	Dale Wagner
Engineering	Ed Reeve
Humanities & Social Sciences	Sarah Gordon
Natural Resources	Karin Kettering
Science	Stephen Bialkowski
Libraries	Carol Kochan
Extension	Joanne Rouche
Regional Campus & Distance Ed.	Dave Woolstenhulme
USU Eastern	Curtis Icard
Senate	Ilka Nemere (2 <sup>nd</sup> Term)
Senate	Scott Bates (2 <sup>nd</sup> Term)
Senate	Christopher Skousen

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). Elected from faculty in each college and represented group. Three appointments from Faculty Senators. **(None to be made this year).**

**Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)**

College	2012-2013
Agriculture	Heidi Wengreen
Business	Randy Simmons (2 <sup>nd</sup> Term)
Caine College of the Arts	Chris Gauthier
Education & Human Services	Susan Turner (2)
Engineering	Richard Peralta
Humanities & Social Sciences	Terry Peak (chair 2012)
Natural Resources	Nancy Mesner
Science	Ian Anderson
Libraries	John Elswailer
Extension	Jerry Goodspeed
RCDE	Karen Woolstenhulme
USU Eastern	Elaine Youngberg
Senate	Jeanette Norton
Senate	Stephen Bialkowski
Senate	

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). Elected from faculty in each college and represented group. **Three appointments from Faculty Senators.**

**Educational Policies Committee (see USU Policy 402.12.6)**

College	2012-2013
Provost Office	Larry Smith, chair
Agriculture	David Hole (2 <sup>nd</sup> Term)
Business	Stacey Hills
Caine College of the Arts	TBD (Cory Evans says it's not him)
Education & Human Services	Scott Bates
Engineering	Ed Reeve (2)
Humanities & Social Sciences	Eddy Berry
Natural Resources	Nancy Mesner (2 <sup>nd</sup> Term)
Science	Richard Mueller (2 <sup>nd</sup> Term)
Regional Campus & Distance Ed.	Ronda Menlove
USU Eastern	Susan Neel
Libraries	Wendy Holliday
Graduate Council (faculty)	TBD
ASUSU President	Christian Thrapp
ASUSU Academic Senate President	Jordan Hunt
GSS President	Zach Portman
Curriculum subcomm. Chair	
Gen Ed subcomm. Chair	
Acad Stds subcomm. Chair	
Staff	

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. (3 year terms) Elected from each college and represented faculty group; Other representative appointed from their associated groups.

**Faculty Evaluation Committee (see USU Policy 402.12.7)**

College	2012-2013
Agriculture	Arthur Caplan
Business	Alan Stephens
Caine College of the Arts	Thomas Rohrer
Education & Human Services	Yanghee Kim (2 <sup>nd</sup> Term)
Engineering	Oenardi Lawanto
Humanities & Social Sciences	Michael Lyons (2 <sup>nd</sup> Term)
Natural Resources	Karen Mock
Science	Tom Lachmar
Libraries	Kacy Lundstrom
Extension	Jeff Banks
Regional Campus & Distance Ed.	Karen Woolstenhulme
USU Eastern	Anne Mackiewicz
ASUSU Academic Senate Pres.	Jordan Hunt
ASUSU Student Advocate VP	
ASUSU Graduate SS VP	

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. Three-year terms. The committee will elect a chair from its members. Elected from each college; Student reps according to position.

**Faculty Diversity, Development, and Equity Committee (see USU Policy 402.12.8)**

College	2012-2013
Agriculture	Man-Keun Kim
Business	Alison Cook
Caine College of the Arts	Alexa Sand
Education & Human Services	Troy Berkert
Engineering	Christopher Neale (2 <sup>nd</sup> Term, Chair)
Humanities & Social Sciences	Phoebe Jensen
Natural Resources	Helga Van Miegroet
Science	Susanne Janecke
Libraries	Kevin Brewer
Regional Campus & Distance Ed.	Virginia Exton
USU Eastern	Jennifer Truschka
Extension	Clark Israelsen
Senate	Ron Patterson
Senate	Lucy Delgadillo
Senate	Lyle Holmgren

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). Elected from faculty in each college and represented group. **Three appointments from Faculty Senators.**

**Senate Handbook Committee (2-year terms; see USU Policy 402.12.10 )**

	2012-2013
Immediate past Senate President	Glenn McEvoy
Senate	Renee Galliher
Senate	TBD

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).

**Three appointments from the FS, one is the immediate past Senate President.**

**Athletic Council (see USU Policy 105.2.1(2))**

**2012-2013**

(3-year staggered terms)  
3 men faculty reps appt'd. by Senate

Todd Cowl  
Craig Petersen  
Andy Walker

3 women faculty reps appt'd. by Senate

Marie Walsh  
TBD  
TBD

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.

**Bookstore Committee**

**2012-2013**

Dan Murphy  
Alan Blackstock (Chair)

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**

**Calendar Committee**

**2012-2013**

Steven Mansfield  
Scott Bates  
Keith Christensen  
John R. Stevens

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**

**Facilities Naming Committee**

**2012-2013**

Yangquan Chen  
Steven Mansfield

Membership on the committee includes two faculty appointed by the president of the Faculty Senate for two-year terms. **Two faculty appointed by the President of the FS**

### **Graduate Council (see USU Policy 105.2.1(6))**

#### **1, 2, and 4 year terms**

Dean of Graduate Studies  
Library (Dean of Inform. & Learning Res.)  
Agriculture 4-year term  
Business 4-year term  
Cain College of the Arts 4-year term  
Education & Human Services "  
Engineering 4-year term  
HASS 4-year term  
Natural Resources 4-year term  
Science 4-year term  
Senate 2 year term  
GSS representative 1-year term  
GSS representative 1-year term

#### **2012-2013**

Mark McLellan  
John Elsweiler  
Paul Johnson  
Frank Caliendo  
Dennis Hassan  
Scott Deberand  
Barton Smith  
Keith Grant-Davie ?? Continuing??  
Eugene Schupp  
Michelle Baker  
Sheri Haderlie

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. All college faculty representatives serve four-year terms, with two elected each year. **The Faculty Senate representative is nominated by the Faculty Senate for a two-year term.**

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.

### **Research Council (see USU Policy 105.2.1(8))**

2-year terms are traditional

#### **2012-2013**

Foster Agblevor

The VP for Research has invited **1 senate rep who per 105.2.1(8) must be approved by the Senate.**

### **Parking & Transportation Advisory Committee**

2 faculty appointed by the Senate

#### **2012-2013**

Sheri Haderlie  
Steve Mansfield

### **Honorary Degrees & Awards Screening Committee**

7 senate candidates  
Senate votes for 3 nominees  
President appoints 1  
3-year staggered terms

Shannon Peterson  
Vince Wickwar  
Chris Winstead

### **Honors Program Advisory Board**

1 senate rep appointed  
1 year terms (renewable)

#### **2012-2013**

Jim Rogers

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.

### **2012-2013**

**Department Teaching Excellence Award  
Committee**

for 2-year terms

Shannon Peterson

Dan Murphy

... 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.**

**University Assessment Coordinating  
Council (see USU Policy 105.2.1(9))**

**2012-2013**

Jim Rogers

TBD

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).

**REPORT OF THE  
UTAH STATE UNIVERSITY  
CALENDAR COMMITTEE  
to the  
Faculty Senate  
April 2012**

**Committee Members**

Michelle B. Larson, Provost's Office - Chair  
Jennifer Barton, Classified Employee's Association  
Scott Bates, Faculty Senate  
Taun Beddes, Faculty Senate  
Riley Bradshaw, Associated Students of USU  
Keith Christensen, Faculty Senate  
Dillon Feuz, Faculty Senate  
Stephanie Hamblin, University Advising  
Bill Jensen, Registrar's Office  
Cami Jones, Graduate Student Senate  
Matt Lovell, Professional Employee's Association  
John Mortensen, VP Student Services' Office  
Sydney M. Peterson, President's Office  
Blake Tullis, Faculty Senate  
Robert Wagner, Regional Campuses and Distance Education

**Purpose**

The Calendar Committee is charged with the responsibility of reviewing, evaluating, and recommending the University's academic calendar and employee holidays. The actions of this committee are ratified by the Executive Committee after review by the Faculty Senate.

**Spring 2012 Calendar Committee Actions**

1. The Calendar Committee completed academic calendar proposals for the academic year 2015-2016, and summer semester 2015.
2. The committee completed a proposal for employee holidays in 2015.

**Request**

The calendar committee seeks approval from the Faculty Senate on the attached proposed calendars. This report was approved by the Calendar Committee on 28 March 2012.

<b>Proposed Academic Calendar 2015-2016</b>	
<b>Summer Session 2015</b>	
4-week session	May 4 – May 29 (M-F, 18 instr. days, 1 test day)
7-week Session	June 1 – July 14 (M-TR) 18 instr. days, 1 test day)
Summer Session Holidays	5/25 Memorial Day, 7/3 July 4 <sup>th</sup>
<b>Fall Semester 2015 (70 instructional days, 5 test days)</b>	
Classes Begin	August 31 (M)
Labor Day	September 7 (M)
Friday Class Schedule	October 15 (Th)
Fall Break	October 16 (F)
Thanksgiving Holiday	November 25– 27 (W – F)
Classes End	December 11 (F)
Final Examinations	December 14 – 18 (M – F)
<b>Spring Semester 2016 (73 instructional days, 5 test days)</b>	
Classes Begin	January 11 (M)
Human Rights Day	January 18 (M)
Presidents' Day	February 15 (M)
Monday Class Schedule	February 16 (T)
Spring Break	March 7 – 11 (M – F)
Classes End	April 29 (F)
Final Examinations	May 2 – May 6 (M – F)
Commencement	May 6 -7 (F – Sa)

## 2015 USU Employee Holidays

1 January – New Year's Day

19 January – Human Rights Day

16 February - Presidents' Day

25 May - Memorial Day

3 July - Independence Day

24 July - Pioneer Day

7 September - Labor Day

26 November - Thanksgiving

27 November - Thanksgiving

24 December – Holiday break

25 December – Holiday break

31 December – New Year's Eve

Approved by: Calendar Committee (03/28/12);

Visit to USU-Eastern by Glenn, Renee, and Vince (Feb. 24, 2012)

## Integration Concerns

Most issues are with the P&T process as it relates to Year 1-3 faculty members.

### Role Statements

What is expected when a role statement percentage on research is low (e.g., 10%)?

What is expected when a role statement percentage on teaching is high (e.g., 85%)? (Is the “excellence” bar higher than for a 50% teaching assignment?)

Can role statements be renegotiated for those who feel they now have a better understanding of how the process works?

### Personal Contact

Where deans, department heads, and P&T committees have had frequent contact with pre-tenure colleagues in Price, concerns are lower.

### Research vs. Teaching

There is a general feeling that research is more important than teaching at USU.

## **535 Intellectual Property and Creative Works**

### **535.1 Open Access to Scholarly Peer-Reviewed Articles**

In harmony with the University's mission of serving the public through learning, discovery, and engagement, employees are committed to the widest dissemination of their 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.

To this end, 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 his/her 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 and will be administered on behalf of the Provost's Office by the Library.

**Report from the Educational Policies Committee**  
**Meeting of April 5, 2012**  
**Prepared by Larry Smith, EPC Chair**

The Educational Policies Committee met on April 5, 2012. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page<sup>1</sup> and are available for review by the members of the Faculty Senate and other interested parties.

During the April 5 meeting of the Educational Policies Committee, the following discussions were held and key actions were taken.

1. Approval of the report from the Curriculum Subcommittee meeting of April 5, 2012 which included the following notable actions:
  - The Curriculum Subcommittee approved 74 requests for course actions.
  - A request from the Department of Sociology, Social Work and Anthropology, in partnership with USU-Eastern, to offer a minor in Criminal Justice was approved.
  - A request from the Department of Mechanical and Aerospace Engineering to reduce the number of PhD dissertation credits required for their doctoral degree was approved.
  - A request from the College of Science, (the Departments of Biology, Chemistry and Biochemistry, Geology and Physics), to reduce the number of credits required for the following PhD programs: Biology, Ecology, Chemistry, Biochemistry, Geology and Physics, was approved.
  - A request from the Departments of Geology and Watershed Sciences to add a “Geomorphology & Earth Surface Processes” specialization to their respective MS and PhD degrees in Geology and Watershed Science was approved.
  - Dr. Ed Reeve was elected Chair of the 2012-2013 Curriculum Subcommittee.
2. Approval of the report from the Academic Standards Subcommittee that included the following action item:
  - Language for the general catalog regarding enforcement of course prerequisites was approved. The language will be:

### ***Prerequisites, Approval and Enforcement***

*The prerequisite enforcement assumes that a student will successfully pass the classes they are registered for. Students are therefore allowed to register for the next course before grades have been posted for the prerequisite course. Once grades have been posted, the prerequisites will be re-evaluated based on the grades received and if the student no longer meets the prerequisite the student will be dropped from the course. The affected students will be notified by the Registrar's Office of classes that have been dropped due to lack of the required prerequisites.*

3. Approval of the report of the General Education Subcommittee meeting of March 20, 2012. Of note:

- The following General Education courses was approved:

#### **HIST 4711 (DHA)**

- A motion to approve USU 3070 courses was approved.

4. Other Business

- A request from the College of Engineering to establish a Center for Engineering Education Research (CEER) was approved.
- A request from the Departments of Applied Economics, Sociology, Social Work and Anthropology and Environment and Society to establish a Center for Society, Economy and the Environment (CSEE) was approved.

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

## **ISSUES/RECOMMENDATION**

**April 3, 2012**

### **Purpose:**

To make changes to Policy 369 "Organ Donor Leave" of the University Policy Manual.

### **Issues:**

- Requires coordination with Family Medical Leave Act (FMLA) if the Organ Donor leave qualifies as FMLA.
- Added Stem Cell to donation list
- Added a paragraph under responsibilities for Office of Human Resources which states that they are responsible for providing advice and guidance on this policy, as well as coordinating this policy with other applicable policies.
- Added the "Safe Harbor" language in order to be compliant with the Equal Employment Opportunity Commission's (EEOC) new regulations under the Genetic Information Nondiscrimination Act (GINA).

### **Recommendation:**

The Office of Human Resources recommends approval of the changes to this policy.



## POLICY MANUAL

### BENEFITS

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**Number 369**

**Subject: Organ Donor Leave**

**Covered Employees: ~~All Budgeted-Benefit-Eligible~~ Employees**

**Effective Date: Month/Day/Year**

**Date of Origin: July 1, 2004**

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#### 369.1 POLICY

The University grants special paid leave to employees who are temporarily disabled while serving as a bone marrow or human organ donor. In cases in which this leave also qualifies as Family Medical Leave Act (FMLA), the FMLA leave will run concurrently with the organ donor leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. Employees must not provide any genetic information when responding to Organ Donor Leave request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

##### 1.1 Eligibility

Budgeted employees working on a fiscal or academic year base appointment at 50% time or greater are eligible for organ donor paid leave benefits.

##### 1.2 Paid Leave Benefits and Limits

Leave with pay shall be granted for donor participation as follows:

- (1) Employees who donate bone marrow, including stem cells, shall be granted up to seven (7) days of paid leave.
- (2) Employees who donate a human organ shall be granted up to thirty (30) days of paid leave.

### **1.3 Organ Donor Leave Coordinated with Sick Leave (See Policy #363-Sick Leave)**

Additional leave that may be required for donor disability beyond the limits identified in Section 1.2 may be taken under the provisions of the University Policy #363-Sick Leave.

## **369.2 RESPONSIBILITY**

### **2.1 Department Heads and Supervisors**

Responsible for approving the employee's written request for donor leave and for providing a copy of this approval to the Office of Human Resources.

### **2.2 Office of Human Resources**

Responsible for providing advice and guidance on this policy, as well as coordinating this policy with other applicable policies.

### **2.3 Employees**

Responsible for requesting donor leave in writing. This must include written documentation from a medical practitioner that authenticates the donation.

## **ISSUES/RECOMMENDATION**

### **April 3, 2012**

#### **Purpose:**

To make changes to Policy 350 "Educational Benefits" of the University Policy Manual.

#### **Issues:**

- Clarifies that employees of USU-Eastern with a service hire date prior to July 1, 2010, are grandfathered into the 100% tuition waver program previously offered by the College of Eastern Utah. This applies only to classes offered as part of the USU-Eastern program. All classes taken through any other USU program will qualify for 50% tuition reduction under Policy #350-Educational Benefits.

Under CEU's previous Tuition Benefits Policy, CEU employees could take a maximum of 12 credit hours per semester, to be taken during the employee's normal working hours. USU's Educational Benefits Policy allows employees to take a maximum of 6 credit hours per semester. USU-Eastern employees are not grandfathered for the 12 credit hours under USU's Educational Benefits Policy.

- Clarifies that employees must have the permission of their supervisor or department head for all classes taken through this policy.
- Adds a section clarifying Study Abroad fees.
- Clarifies that employees are responsible for taxes, as appropriate.
- Changes the term "Budgeted Employees" to "Benefit-Eligible Employees", and updates names of various resources, e.g. replacing "University Bulletin" with "Catalog", etc.

#### **Recommendation:**

The Office of Human Resources recommends approval of the changes to this policy.



## POLICY MANUAL

### BENEFITS

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**Number 350**

**Subject: Educational Benefits**

**Covered Employees: ~~Budgeted~~ Benefit-Eligible Employees**

**Effective Date: Month/Day/Year**

**Date of Origin: January 24, 1997**

**Revision Date: May 23, 2008**

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#### 350.1 POLICY

The University encourages all individuals associated with Utah State University to continue their educational development. To assist in that regard, the University has established several educational benefit programs. Each program has unique eligibility and participation requirements.

#### 350.2 PROCEDURES PROVISIONS

##### 2.1 Utah State University Courses for Credit

The educational benefit for individuals who meet the eligibility requirements is a reduction in tuition by 50% of the appropriate rate (in-state or out-of-state depending on official residence) for the courses being taken. This reduction is for both day and night courses offered and described on the Online Catalog found on [catalog.usu.edu](http://catalog.usu.edu)

Employees, retirees, and spouses do not have to pay non-tuition fees (student body fees), except for the following, which will be paid at the standard rate: special lab and class fees, graduation fees, correspondence or home-study fees, noncredit workshops, conferences, institutes, special field trip fees, and fees for most courses offered by the Regional Campuses and Distance

Education. For eligible individuals taking study abroad courses, the waiver would be 50% of the equivalent tuition for the number of credits taken.

Courses at Utah State University may be taken for course credit by individuals who meet the eligibility requirements.

According to the stipulations described below, ~~salaried~~ employees who are budgeted 75% time or more are eligible to participate. In addition, their spouses and dependent children (under the age of 26 and single at the time of registration) and all Utah State University retirees, their spouses, and dependent children (under the age of 26 and single at the time of registration), are eligible to participate.

(1) Employees qualify after 3 months of service working 75% time or more. The 3-month waiting time must be completed on or before the last eligible day that fees are due in the applicable semester.

(2) Dependent children qualify for benefits after the related University employee has been employed in an eligible position for 2 years (working 75% time or more).

(3) Spouses qualify immediately for this benefit. The eligibility period must be completed on or before the last day fees are due in the applicable semester.

(4) Spouses and dependent children of deceased University employees who were eligible when the employee died will continue to be eligible under the provisions of this policy.

(5) Retirees, their spouses and dependent children qualify when the retiree meets the minimum definition of retirement as stated in Policy #361-Retirement.

~~The educational benefit for individuals who meet the eligibility requirements is a reduction in tuition by 50% of the appropriate rate (in-state or out-of-state depending on official residence) for the courses being taken. This reduction is for both day and night courses offered and described in the *University Bulletin*.~~

~~Employees, retirees, and spouses do not have to pay non-tuition fees except for the following, which will be paid at the standard rate: special lab and class fees, graduation fees, correspondence or home study fees, noncredit workshops, conferences, institutes, special field trip fees, and fees for most courses offered by the Division of Continuing Education.~~

If, while taking University classes, the eligible person desires student privileges that require fees (i.e., activity fees, health fees, etc.), activity fees must be paid.

Dependent children taking University courses must pay full non-tuition fees.

## **2.2 USU-Eastern Employees with Service Date Prior to July 1, 2010**

Employees of USU-Eastern with a service hire date prior to July 1, 2010, are grandfathered into the 100% tuition waver program previously offered by the College of Eastern Utah. This applies only to classes offered as part of the USU-Eastern program. For the same grandfathered employees, classes taken through any other USU program will qualify for 50% tuition reduction under Policy #350-Educational Benefits.

## **2.3 Utah State University Courses Taken for Audit**

All budgeted employees working 50% time or more, their spouses, and University retirees and their spouses qualify for auditing University courses without a fee or waiting period. Dependent children do not qualify for this benefit.

Spouses of deceased University employees who were eligible for this benefit when the employee died will continue to be eligible.

Retirees and their spouses qualify for this benefit when the retiree meets the minimum definition of retirement as stated in Policy #361-Retirement.

## **2. 4 Limitations**

Full-time Utah State University employees (95% time or greater) may register for a maximum of 6 credit hours per semester, to be taken during the employee's normal working hours. This limit applies to the combination of courses taken for credit or audit. Employees working less than full-time may register for the following credit hours, to be taken during the employee's normal working hours:

<u>Percent of Time Working</u>	<u>Credit Hours Allowed During Normal Working Hours Per Semester</u>
<u>95 - 100 %</u>	<u>6 hours</u>
<u>85 - 94 %</u>	<u>5 hours</u>
<u>75 - 84 %</u>	<u>4 hours</u>
<u>less than 75%</u>	<u>ineligible</u>

Courses taken by employees during regular working hours may not interfere with the operation of the employee's department, ~~and~~ and the employee must have the permission of his or her supervisor or department head for all classes taken (Tuition Waiver Permission Form). Regular hours of work missed by ~~classified non-exempt~~ employees for class attendance must be made up during the same week in which they are missed.

When the same course is offered in both day and night sessions, the employee is encouraged to enroll in the night course.

~~Employees who work on an Qualified academic year basis e(9 months—August through early May) employees who meet waiting period requirements~~ are not restricted by the limitations above during the period of the year in which they are not working full-time (normally the summer term).

Qualified employees are not restricted by the limitations above for courses that are to be taken during non-working hours.

## **2.5 Admissions and Registration ~~Procedures~~Provisions**

All individuals who want to participate in the educational benefits program must apply and be accepted for admission to the University using the regular admission guidelines.

All individuals must follow the normal registration procedures of the University. The applicant must complete the Tuition Reduction Application Form available ~~at the Office of~~ on the -Human Resources Website. When properly completed, the form is to be presented at the ~~Cashier's~~ Registrar's Office when fees are paid to receive the benefits described in this policy.

## **2. 6 Termination While Attending Classes**

Employees who terminate employment with the University for reasons other than retirement or death disqualify themselves, their spouses, and dependent children from participating in future educational benefits programs.

When employment ends, the employee, spouse, or dependent child who is in the process of taking a University course with reduced tuition fees under the guidelines of this policy will be allowed to complete that course. Any future courses taken will require payment of the fully applicable tuition costs.

Employees on leave without pay (LWOP) for more than 6 months do not qualify for the benefits described in this policy. Spouses and dependent children of employees on LWOP are also disqualified from the educational benefits. Employees on sabbatical or other approved leave with pay, their spouses, and dependent children, are eligible for educational benefits described in this policy.

## **2. 7 Financial Limitations**

The employee/spouse/dependent waiver is a benefit of employment and provides a 50% waiver of tuition. This benefit is not reduced when a student receives other tuition waivers, except that combined tuition waivers cannot exceed 100% of tuition charges for a given term. For the purposes of this policy, a waiver is any funding that is restricted to the payment of tuition.

## **2. 8 Appeal Process**

Refer to Policy #325-Employee Grievance Procedures.

## **2. 9 Taxation**

Certain educational benefits received by employees, their spouses, and dependent children may be taxable under current IRS rules. If the IRS rules determine that all or a portion of these benefits are taxable, the University will add the value of the benefit received to the employee's income and will withhold appropriate taxes for the amount of the benefit.

### **350.3 RESPONSIBILITY**

#### **3.1 Department Heads and Supervisors**

Responsible to administer this policy for employees within their departments while considering the needs of the department.

#### **3.2 Office of Human Resources**

Responsible to assist department heads and supervisors in administering this policy.

#### **3.3 Employees**

~~Responsible for getting permission from their supervisors to take advantage of the University's educational benefits.~~ If taking courses during regular working hours, employees need to must coordinate course times with supervisors to reduce interference with the operation of the department. All employees must follow the normal registration procedures.

Responsible for taxes, as appropriate.

## **ISSUES/RECOMMENDATION**

**April 9, 2012**

### **Purpose:**

To make changes to Policy 357 "Long Term Disability" of the University Policy Manual.

### **Issues:**

- COBRA (federally mandated coverage) for employees on LTD is a minimum of 29 months. This policy is now compliant with minimum federal standards, as well as Policy # 347-Continuation of Insurance Coverage.
- States that prior to termination of an employee on LTD, the Dean and Vice President will consult with the Americans with Disability (ADA) Coordinator.
- Added the "Safe Harbor" language in order to be compliant with the Equal Employment Opportunity Commission's (EEOC) regulations under the Genetic Information Nondiscrimination Act (GINA).

### **Recommendation:**

The Office of Human Resources recommends approval of the changes to this policy.



## POLICY MANUAL

### BENEFITS

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**Number 357**

**Subject: Long-Term Disability**

**Covered Employees: Benefit-Eligible Employees**

**Effective Date: Month/Day/Year**

**Date of Origin: January 24, 1997**

**Revision Date: June 18, 2010**

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#### 357.1 POLICY

The long-term disability (LTD) program is designed to replace a substantial portion of a benefit-eligible employee's income if the employee is unable to perform regular job responsibilities because of bodily injury, illness, or mental impairment.

Utah State University reserves the right, if circumstances warrant, to require the employee to apply for acceptance in the long-term disability program.

#### 357.2 **PROCEDURESPROVISIONS**

##### 2.1 Premiums

The University pays the entire premium of the LTD program.

##### 2.2 Waiting Period and Duration

To qualify for benefits from the LTD program, the employee must be continuously disabled for 150 calendar days (approximately 5 months) due to a non-work related injury or illness, while covered under the University's plan. The LTD program will make monthly payments to the employee in accordance with the LTD insurance carrier's contract.

## 2.3 Plan Benefits

Retirement plan contributions (for the defined contribution plans), or credit toward retirement (for the State Retirement Plan), will continue to be made on behalf of employees on long-term disability as per the LTD carrier's contract.

If an employee is partially disabled but able to perform some of the duties of his/her own job or is being rehabilitated for another job, LTD payments, income earned from other sources, and benefits are coordinated and will be paid according to the formula specified in the Utah State University (USU) LTD insurance carrier's policy.

~~In situations of partial disability, LTD payments and income earned from other sources are coordinated as specified in the USU LTD insurance carrier's policy.~~

While on LTD, an employee may elect to continue coverage on the university's group medical and dental plan, at the full premium cost, for ~~four (4) years starting~~ 29 months on ~~for~~ the first date of LTD, or until January 1, 2014, whichever ~~comes first~~ is later. Dependents may also elect coverage, at full premium cost, if no other medical or dental coverage is available through employment. After ~~four (4) 29 months years or on~~ December 31, 2013, the employee (and any dependents) will no longer have access to or be covered by the USU medical and dental plans. COBRA insurance coverage will run concurrently with these plan benefits.

## 2.4 Employment Status

Employees receiving benefits under the LTD program ~~may will~~ be terminated. Prior to termination, the Dean or Vice President will consult with the Americans with Disability (ADA) Coordinator from the University, at the University's discretion, depending on the circumstances surrounding the length and nature of the disability.

Return to work at the conclusion of a disability period requires the release ~~of by~~ the employee's attending physician showing the employee is fit to return to work. This release must identify any work restrictions that may apply. The University's Americans with Disabilities (ADA) Coordinator is available for consultation regarding work accommodation(s) for employees who may have acquired a disability. If an employee receiving LTD benefits is terminated from the University, but is able to return to work within one year from the date the disability began, all reasonable effort will be made by the department and the University to place that individual in the same or a similar position of responsibility and compensation. Such placement is not guaranteed.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. Employees must not provide any genetic information when responding to the LTD request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an

individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### **357.3 RESPONSIBILITY**

#### **3.1 Deans and Vice Presidents**

Responsible, in coordination with the ADA Coordinator, to determine termination status of employees who become eligible for benefits under the LTD program.

#### **3.2 Office of Human Resources**

Responsible for assisting in the implementation of this policy in accordance with the University's LTD program.

#### **3.32 Employees**

Responsible for working with the Office of Human Resources and the University's LTD insurance carrier.

**ISSUES/RECOMMENDATION**  
**April 3, 2012**

**Purpose:**

To make changes to Policy 307 "Conflicts of Interest" of the University Policy Manual.

**Issues:**

- Brings this policy in compliance with the amendments made to the Department of Health & Human Services (DHHS) regulations regarding "Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought" (42 CFR Part 50, Subpart F).

**Recommendation:**

The Office of Human Resources recommends approval of the changes to this policy.



## POLICY MANUAL

### GENERAL

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**Number 307**

**Subject: Conflicts of Interest**

**Effective Date: Month/Day/Year**

**Date of Origin: April 7, 2009**

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#### 307.1 INTRODUCTION AND DEFINITIONS

For the purposes of this policy, a conflict of interest exists when a University employee owes a professional obligation to the University, which is or can be compromised by the pursuit of outside interests. Types of conflicts of interest that may exist include:

- Financial conflict - for example, an employee has a financial interest in a company that is funding research in his/her lab.
- Conflict of commitment - for example, an employee has committed more than 100% effort to a range of projects.
- Conflict of allegiance - for example, an employee's personal interests may create a bias in his/her discharge of University duties.

University Investigators receiving funding from the Public Health Service (PHS) must follow the specific guidelines found in 42 CFR 50 as embodied in Executive Memo 12-1, "Guidelines for Management of Conflicts of Interest for PHS-funded Grants." Instructions in Executive Memorandum 12-1 supercede information in this policy for PHS funded investigators.

The purposes of this policy are to:

- (1) Enhance the integrity of institutional research;
- (2) Enhance the quality of the institution's educational program;
- (3) Enhance the viability of the institution's outreach mission, especially as it relates to information diffusion and technology development and commercialization;
- (4) Prevent a conflict of interest from harming the University and/or the employee.

## **307.2 POLICY**

University employees shall not realize personal gain in any form which improperly influences the conduct of their University duties. They shall not knowingly use University property, funds, position, or power for personal or political gain, nor engage in any financial or personal activity which may disadvantage the University. They shall report in writing all reasonably foreseeable conflicts.

This policy does not intend to deny any employee opportunities available to all other citizens of the state to acquire private economic or other interests so long as this does not interfere with the full and faithful discharge of his/her University duties or disadvantage the University in any manner. Conflicts of interest are not necessarily unwarranted, unethical or illegal, nor are they always avoidable. Rather, it is the failure to disclose conflicts or potential conflicts to appropriate authorities; to comply with approved conflict management plans; to continue to engage in a conflict after disapproval by appropriate authorities; or to further conduct oneself in a manner that unethically hurts, hinders, or disadvantages the University that must be avoided. Potential conflicts of interest must be disclosed and managed as per policy.

### **References:**

- Utah Code 67-16-1 et. seq. , "Utah Public Officers and Employees' Ethics Act"
- Title 42 of the Code of Federal Regulations, Part 50.601 et.seq., "Subpart F-- Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding Is Sought." <http://ori.dhhs.gov/html/policies/fedreg42cfr50.asp>
- National Science Foundation Grant Policy Manual (95-26) Section 510, "Conflict of Interest Policies" [http://www.nsf.gov/pubs/2002/nsf02151/gpm02\\_151.pdf](http://www.nsf.gov/pubs/2002/nsf02151/gpm02_151.pdf)
- USU Policy 403.3.3(2) Academic Freedom and Professional Responsibility, Standards of Conduct
- USU Policy 327 Intellectual Property and Creative Works

## **307.3 PROCEDURES**

### **3.1 Internal Disclosure of Conflicts of Interest**

All conflicts of interest shall be disclosed to an employee's line supervisor through:

- (1) Annually disclosing that an employee does or does not have a conflict of interest.

(2) Event-driven disclosures made upon proposing or conducting work that will create a conflict of interest, disclosing the nature of the conflict and the expected duration of the conflict.

### **3.2 Managing Conflicts of Interest**

Every conflict of interest shall be appropriately managed by the University according to a conflict management plan to be prepared by the employee and the employee's immediate supervisor, and/or a University compliance officer if available, and approved by the immediate supervisor (if not involved in preparation of the management plan), the dean or vice president (as appropriate), the Conflicts of Interest Committee, and the Provost or an authorized designee of the Provost. Management plans shall be appropriate to the conflict of interest, and may employ management approaches including the following:

(1) Avoidance.

(2) Public Disclosure. This approach should be used, for example, where human subjects will be involved in research conducted by an investigator who has a financial interest in the company sponsoring the research (or licensing a technology in which the investigator has a financial interest). In such cases, the informed consent form (as administered through the Institutional Review Board) shall disclose the financial interest to the participants, and any publication of study results shall disclose such financial interest.

(3) Balance. Diverse interest groups (including non-University third parties) are included in oversight of the project.

(4) Mediation. Such mediation may include oversight by the immediate supervisor, the dean or vice president (as appropriate), or a committee appointed by the immediate supervisor. In no case shall an investigator have direct financial oversight of a project sponsored by an organization in which he/she has a financial interest, nor shall any employee under the direct control of the investigator have financial oversight.

(5) Abstention. The investigator does not participate in the project as a University employee, but acts only in his/her role in the sponsoring organization.

(6) Divestiture. The employee removes the conflict by forfeiting his/her interest in the sponsoring organization/licensee. In such cases, the employee permanently or for a specified period of time shall not resume a financial interest in the sponsoring organization or receive other forms of compensation from the company.

(7) Prohibition. The employee permanently withdraws from the secondary interests.

(8) No action required.

### **3.3 University Oversight of Conflicts of Interest**

A Conflicts of Interest Committee shall be appointed by the University President to oversee the implementation of this policy. The Committee shall consist of the Provost or

an authorized designee of the Provost (Committee Chair); representatives from the Office of the Vice President for Research, the Institutional Review Board, the Faculty Senate, the Office of Technology Management and Commercialization; a member external to the University; and any others deemed appropriate. The University compliance officer shall serve as an ex-officio member of the Committee. The Committee shall meet on a regular basis to review all disclosed conflicts of interest, shall review for approval all conflict of interest management plans, and shall monitor all active plans on a regular basis.

When a disclosed conflict of interest involves human research, the Conflict of Interest Committee shall review the conflict prior to USU's Institutional Review Board (IRB) review, and provide a timely report to the IRB, indicating the Committee's action concerning the conflict and its management. The IRB shall have final authority to decide whether the conflicting interests and their proposed management will allow the human research to be approved.

### 3.4 Examples that Require Disclosure

(1) A University employee owns a company, hires a student(s) to work for that company, and has supervisory responsibility over the student's activities both at USU and at the workplace.

(2) A University employee is a principal investigator on a project and subcontracts to his private company.

(3) A University employee owns a company that may be doing business with the University and makes purchases from that company through a contract or grant.

(4) A licensee makes a contribution as a quid pro quo.

(5) A University employee (or close relative) has a financial interest in the licensee or sponsor (its parents, subsidiaries, and affiliates).

(6) A University employee has a major consulting agreement with the licensee.

(7) A license is to a University employee's own company.

(8) A University employee has fiduciary responsibilities to shareholders of a company (by, for example, being an officer or director of the company) that is or may become a licensee of University technology or a sponsor of University research.

(9) A license is coupled with sponsored research.

## **405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS**

### **7.2 Additional Events During the Year in which a Tenure Decision is to be Made**

#### **(1) External peer reviews.**

Prior to September 15, the department head or supervisor will make a single solicitation of letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If fewer than four letters arrive, additional letters will be solicited only to attain the minimum of four letters. The reviewers must be external to the university and must be held with respect in academe. The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from the candidate's list. The candidate may also submit names of potential reviewers that he or she does not want contacted, although this list is not binding on the department head or supervisor.

The department head or supervisor and the tenure advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited. A summary of the pertinent information in his or her file initially prepared by the candidate and a cover letter initially drafted by the department head or supervisor with final drafts mutually agreed upon by the candidate, the tenure advisory committee, and the department head or supervisor shall be sent to each reviewer by the department head or supervisor. Each external reviewer should be asked to state, ~~at the very least,~~ the nature of his or her acquaintance with the candidate, and to evaluate the ~~candidate's published work and/or creative endeavors, and recognition and standing among his or her peers, performance, record, accomplishments, recognition and standing of the candidate in the major area of emphasis of his or her role statement. If the candidate, department head, and tenure advisory committee all agree, external reviewers may be asked to evaluate the secondary area of emphasis in the role statement as well.~~ Copies of these letters will become supplementary material to the candidate's file (see Code 405.6.3).

A waiver of the external review process may be granted by the President when such a process is operationally not feasible for a particular set of academic titles and ranks.

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## **405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS**

### **8.3 Procedures for Promotion**

#### **(1) External peer reviews.**

Prior to September 15, the department head or supervisor will solicit letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If fewer than four letters arrive, additional letters will be solicited only to attain the minimum of four letters. The reviewers must be external to the university and must be held with respect in academe. The

candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from the candidate's list. The candidate may also submit names of potential reviewers that he or she does not want contacted, although this list is not binding on the department head or supervisor.

The department head or supervisor and promotion advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited. A summary of the pertinent information in his or her file initially prepared by the candidate and a cover letter initially drafted by the department head or supervisor with final drafts mutually agreed upon by the candidate, the promotion advisory committee, and the department head or supervisor shall be sent to each reviewer by the department head or supervisor. Each external reviewer should be asked to state; ~~at the very least,~~ the nature of his or her acquaintance with the candidate, and to evaluate the ~~candidate's published work and/or creative endeavors, and recognition and standing among his or her peers.~~ performance, record, accomplishments, recognition and standing of the candidate in the major area of emphasis of his or her role statement. If the candidate, department head, and promotion advisory committee all agree, external reviewers may be asked to evaluate the secondary area of emphasis in the role statement as well. Copies of these letters will become supplementary material to the candidate's file.