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## Faculty Senate Agenda, April 30, 2012

Utah State University

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FACULTY SENATE MEETING  
April 30, 2012  
Merrill-Cazier Library, Room 154

### Agenda

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- 3:00 Call to Order**.....Glenn McEvoy  
Approval of Minutes April 2, 2012
- 3:05 Announcements**.....Glenn McEvoy  
Please sign the roll  
Welcome New Senators  
Faculty Shared University Governance Award  
Faculty Forum Wrap
- 3:10 University Business**.....Stan Albrecht, President  
Raymond Coward, Provost
- 3:30 Consent Agenda**.....Glenn McEvoy  
1. FDDE Annual Report - Christopher Neale  
2. EPC Items - Larry Smith  
3. HR Code Changes: 307 Conflicts of Interest, 350 Educational Benefits,  
369 Organ Donor Leave - BrandE Faupell
- 3:35 Information Items**  
1. Update on Commencement.....Sydney Peterson  
2. Calendar Committee Report.....Michelle Larson  
3. Continuing USU-Eastern Integration.....Glenn McEvoy  
4. Committee on Committees Annual Report.....Flora Shrode  
5. Post-Tenure Review Task Force Issues #2.....Glenn McEvoy
- 4:15 Action Items**  
1. Open Access Policy.....Flora Shrode, Richard Clement  
2. PRPC Code Changes Section 405.7.2(1) and 405.8.3(1) (Second Reading).....Terry Peak  
3. Nominations for Committee on Committees.....Flora Shrode
- 4:50 Concluding Remarks**.....Glenn McEvoy
- 5:00 Adjournment**  
**Post-Adjournment (some colleges)**  
Caucus to identify Faculty Senate Executive Committee members.....Flora Shrode



**USU FACULTY SENATE  
MINUTES  
APRIL 2, 2012  
Merrill-Cazier Library, Room 154**

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

**Approval of Minutes**

A motion to approve the minutes of March 5, 2012 was made by Vincent Wickwar and seconded by Ralph Whitesides. The motion passed unanimously.

**Announcements – Glenn McEvoy**

**Roll Call.** Members are reminded to sign the role sheet at each meeting.

**Open Microphones.** Senate members who attend the meeting on the Logan Campus are reminded that the microphones in the room are open and pick up whispers and paper shuffling that can be heard and is very distracting to the members at the distance sites.

**Shared Governance Award.** The five nominees for this award are: Diane Calloway-Graham, Rhonda Miller, Ed Reeve, Flora Shrode, and Robert Schmidt. The winner will be announced at this year's Robins Awards on April 21, 2012.

**University Business – President Stan Albrecht**

President Albrecht has made presentations to about half of the colleges regarding the outcomes of the legislative session. He provided a brief summary to the Faculty Senate of what he has been presenting to the colleges. Tuition will be increasing; however, compared to our peers USU is still the 2<sup>nd</sup> lowest in terms of tuition costs. The legislature approved a 1% compensation increase for higher education employees. This will be a real increase as employees of USU will also receive a small increase to cover the rising cost of health insurance premiums. There will also be modest additional funding for merit and equity increases as well. The President will discuss in more detail the funding for other programs in his meetings with each college.

**Consent Agenda Items – Glenn McEvoy**

PRPC Annual Report – Terry Peak  
EPC Items - Larry Smith

A motion to approve the consent agenda was made by Douglas Jackson-Smith and seconded by Sheri Haderlie. The motion passed unanimously.

**Information Items**

**Honorary Degrees and Awards Report – Sydney Peterson, Douglas Jackson-Smith.** The Board of Trustees has approved four candidates to receive honorary degrees at commencement this spring:

- **Norah Abdullah Alfaiz** received her Masters' Degree in Instructional Technology from USU in 1982. In 2009, she became the first female Deputy Minister for Education, the most senior government appointed position ever to be held by a woman in Saudi Arabia.

- **Quentin L. Cook** received a bachelor's degree from USU in Political Science in 1963. A prominent Bay Area attorney, he became outside general counsel for the California Health Care System. After the merger of The California Health Care System and Sutter Health System, he became Vice Chairman of the newly combined 26 hospital system. He was called to serve as a General Authority of the Church of Jesus Christ of Latter-day Saints in April of 1996 and is now a member of the Church's Quorum of the Twelve Apostles.
- **John R. Miller** earned a bachelor's degree in history from USU in 1977. In 1979 he became the CEO of E.A. Miller, Inc., in Hyrum, Utah. He later became the CEO and president of Armour Food Company in Omaha, Neb., and was then hired as the CEO of National Carriers, Inc. Miller is also the CEO of National Beef Packing Company, a Kansas City, Missouri-based food business. Miller has been recognized in periodicals including Forbes Magazine, Fortune Magazine, and numerous food industry articles over the years for his leadership, operating expertise, and track record for turning around and building successful businesses.
- **Dr. Lars P. Hansen** graduated from USU with a Bachelor of Science degree in Mathematics in 1974. He is an internationally known leader in economic dynamics, and is the founding director of the Becker Friedman Institute for Research in Economics. He is an author and a fellow of the National Academy of Sciences and of the American Finance Association. He is a member of the American Academy of Arts and Sciences and past president of the Econometric Society.

The Commencement speaker for 2012 will be Eric Greitens. Eric was born and raised in Missouri, where he was educated in the public schools. He was an Angier B. Duke Scholar at Duke University where he studied ethics, philosophy, and public policy. Selected as a Rhodes and Truman Scholar, he attended the University of Oxford from 1996 through 2000. There he earned a master's degree in 1998 and a Ph.D. in 2000. His doctoral thesis, *Children First*, investigated how international humanitarian organizations can best serve war-affected children. He continues to study and teach public service as a Senior Fellow at the Truman School of Public Affairs at the University of Missouri and in the MBA Program at the Olin School of Business at Washington University.

**Post-Tenure Review Task Force Issues – Glenn McEvoy.** This is an issue of concern that was brought to the Senate's attention in the November Faculty Forum as well as a recommended area of study from NWCCU after their 2007 accreditation visit. A task force has been in place and has been actively working since January reviewing the post-tenure review process. The task force is co-chaired by Glenn McEvoy and Provost Coward. Other members of the task force are Renee Galliher, Diane Calloway-Graham, Richard Jensen, Gretchen Peacock, Robert Schmidt and Ralph Whitesides. They have conducted three open forum meetings for faculty on campus and have met with administrators from all the colleges. Aggregating across those meetings they have identified seven major take-away conclusions about the current process:

1. The conduct of post-tenure reviews varies widely across campus.
2. The current policy requiring 5-year post-tenure reviews for all tenured faculty members is labor intensive, time consuming and largely focused on faculty who are meeting or exceeding expectations in all areas of their role statement.
3. The current requirement of an individualized review committee for each tenured faculty member increases the work load for senior faculty and, moreover, can pit "neighbor against neighbor" in a very delicate and critical personnel decision. These procedures can result in uncomfortable or difficult relationships between colleagues.
4. Substandard faculty performance needs to be addressed quickly and should not wait for the next scheduled 5-year post-tenure review.

5. Our current system of post-tenure review does not include sufficient balance and coordination between the feedback from peers and that from administrative colleagues (i.e., department heads and deans).

6. The annual performance reviews of tenured faculty by department heads can be misleading if based on a 12-month cycle instead of a “rolling” 3 to 5 year period.

7. In the ideal, there should be some financial reward for superior post-tenure performance.

Senators questioned Glenn about: the practices at other universities, any mechanisms that might be able to reduce the work in the process, and if the task force is reviewing the grievance process. There is currently another task force seeking to improve Policies 406 and 407 wherein the grievance process resides.

Senators are asked to talk with their colleagues for further feedback on this issue. In the next Senate meeting, the post-tenure review task force will present its current thinking on guidelines for a redesign of the post-tenure review process.

### **Action Items**

#### **PRPC External Review Letters 405.7.2(1) and 405.8.3(1) (First Reading) – Terry Peak.**

Current code requires that external reviewers will be required to review the research record of faculty during the tenure and promotion processes. Increasingly there are large numbers of faculty for whom research is not their primary assignment. With the integration of USU Eastern, it was decided that this issue should have some serious consideration. PRPC and FSEC have worked closely over the last year to write a proposed code change with input from the Deans Council and Provost Coward. PRPC's wording of the proposed change says that everyone will have their primary responsibility reviewed by external reviewers. If the candidate, department head, and advisory committee are in agreement, external reviewers may be asked to review the second area of emphasis as well.

The senate engaged in a lengthy discussion on all aspects of the revision. Glenn McEvoy clarified that there are other parts of this section that need to be looked at. However, he would like to focus on this one change if possible to have something in place for those it will apply to in the promotion and tenure process next year. The other sections can be looked at in next year's senate.

Mike Parent moved to accept this draft as a first reading and Renee Galliher seconded. The motion passed with three votes in opposition.

### **New Business**

**Nominations for Faculty Senate President-Elect – Flora Shrode.** Flora was not in attendance at this meeting; Jeff Smitten is a member of Committee on Committees and he opened the floor for nominations.

Yanghee Kim was nominated by Douglas Jackson-Smith and seconded by Vince Wickwar.

Hearing no other nominations, Vince Wickwar moved to close nominations and Rhonda Miller seconded.

A motion to accept Yanghee Kim by acclamation was made by Vince Wickwar and seconded by Jeff Smitten. The motion passed unanimously.

**Adjournment:** Motion to adjourn was made and seconded and the meeting adjourned.

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

## **Report Table of Contents**

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| <b>Faculty Diversity Data Graphs and Tables</b> | <b>12 - 18</b> |
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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**

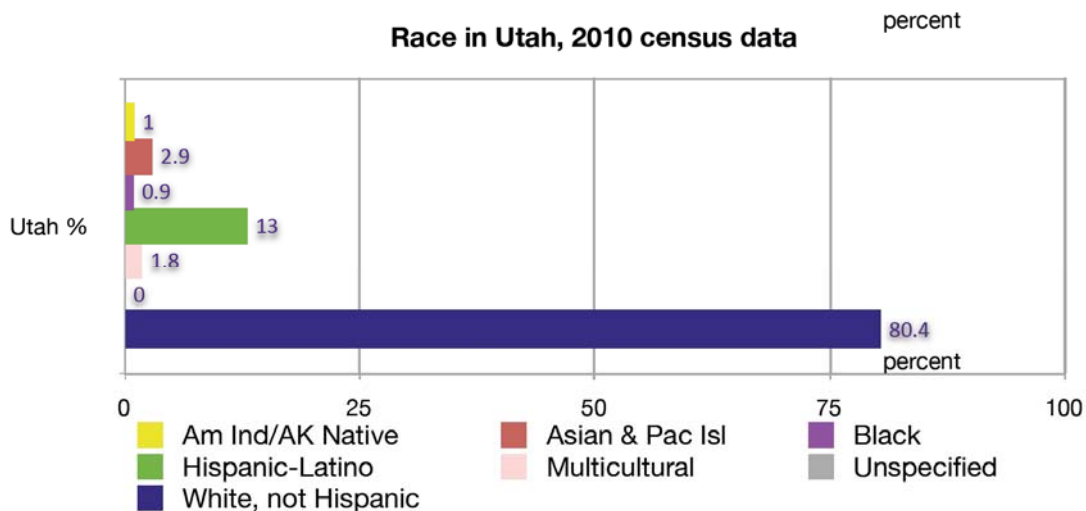
The survey statistics show that Latino student population at USU is far below the Utah population percentages (see Figures below). This is a trend in all Utah colleges and Universities to different degrees. We tried to understand the possible reasons by meeting with representatives from the local Youth 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:

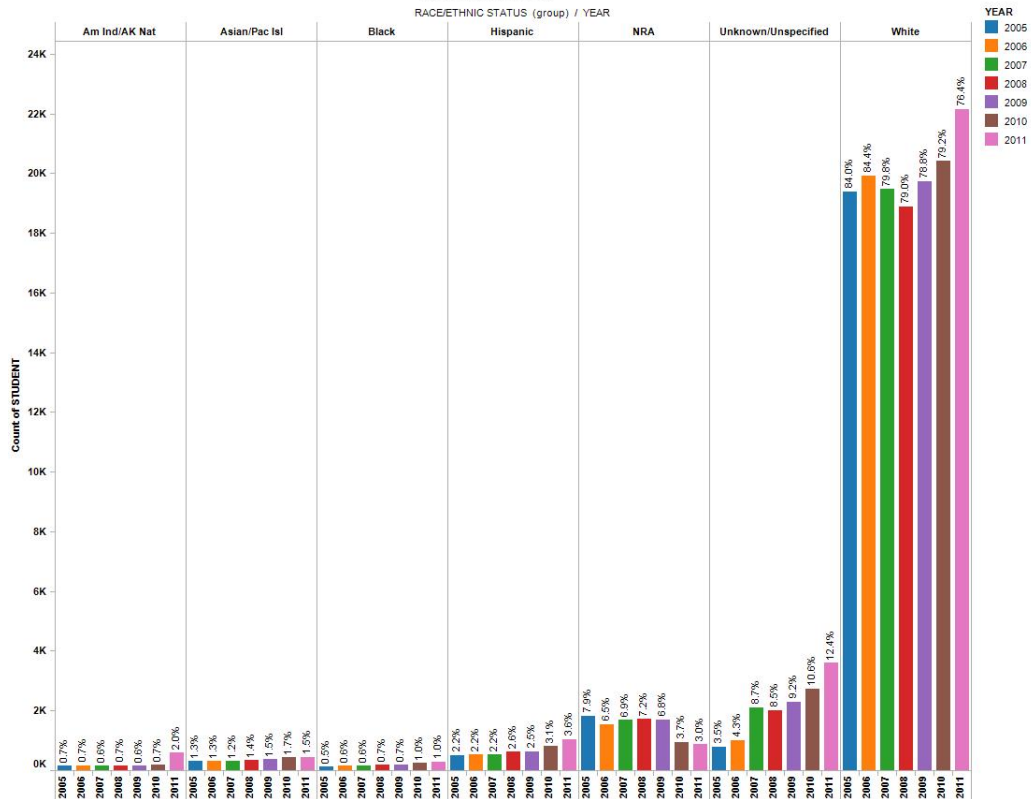
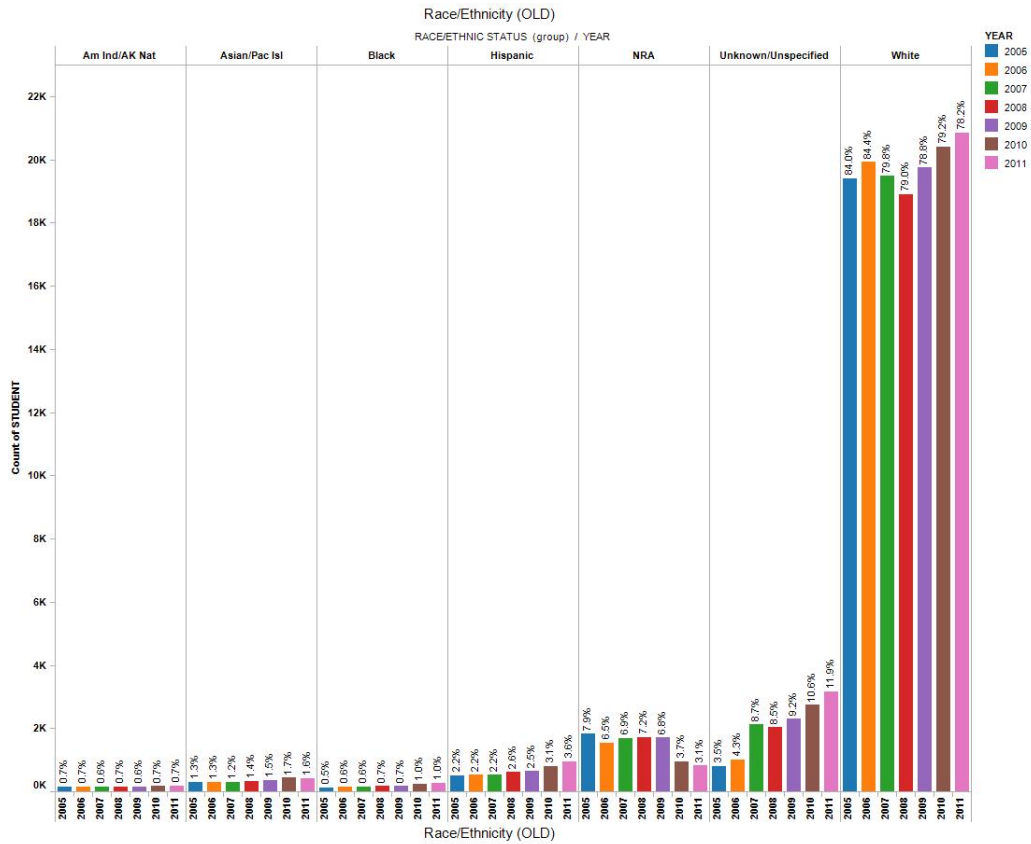
- The cost of tuition and other expenses involved in going to college, especially for sons and daughters of immigrants not born in the US that must pay out-of-state tuition and do not have access to scholarships.
- Lack of appropriate mentorship from some high school counselors on how to close the achievement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



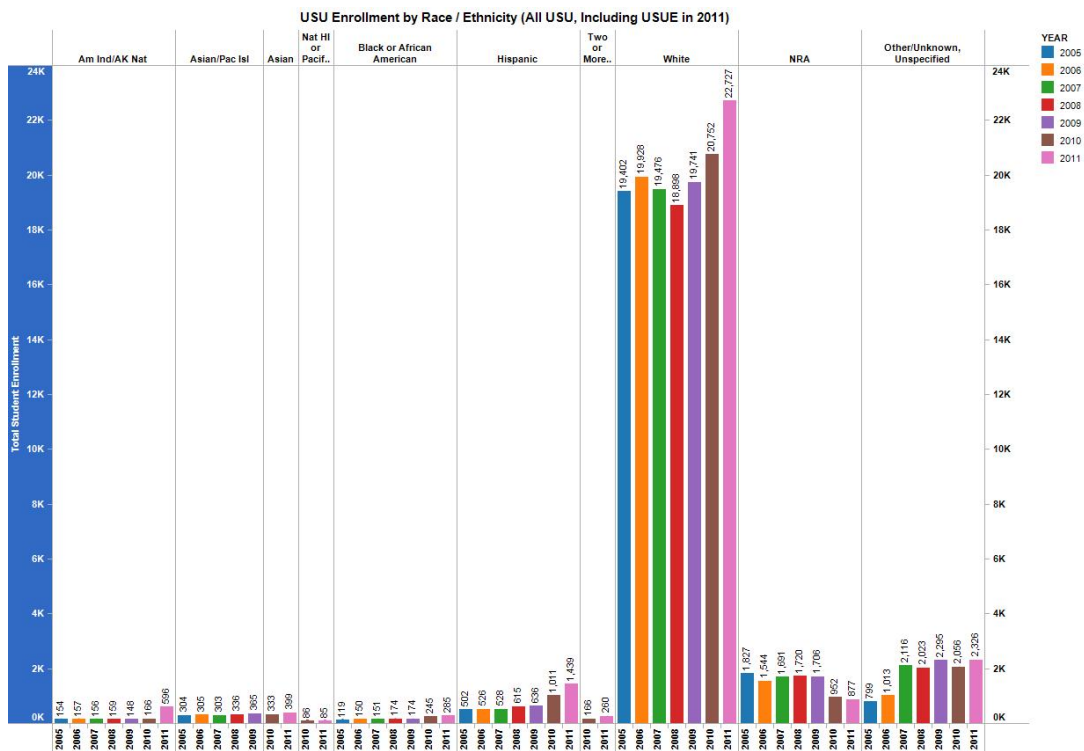
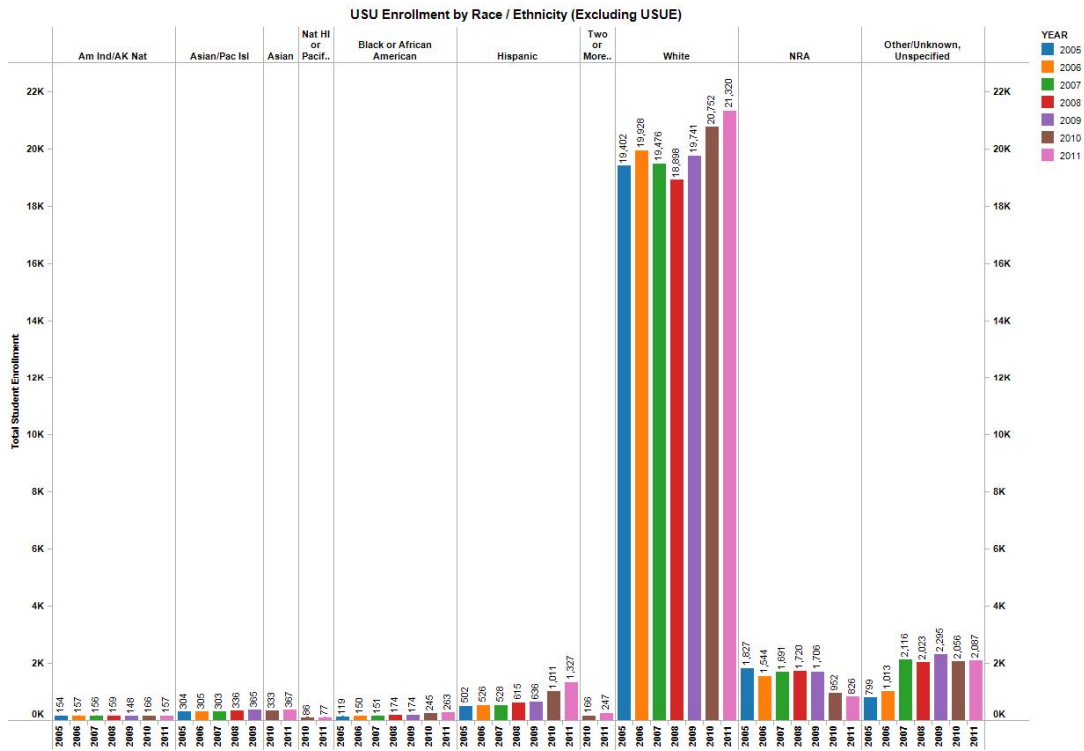
Race/ethnicity of Students at USU using the old method of accounting before it changed in 2010:

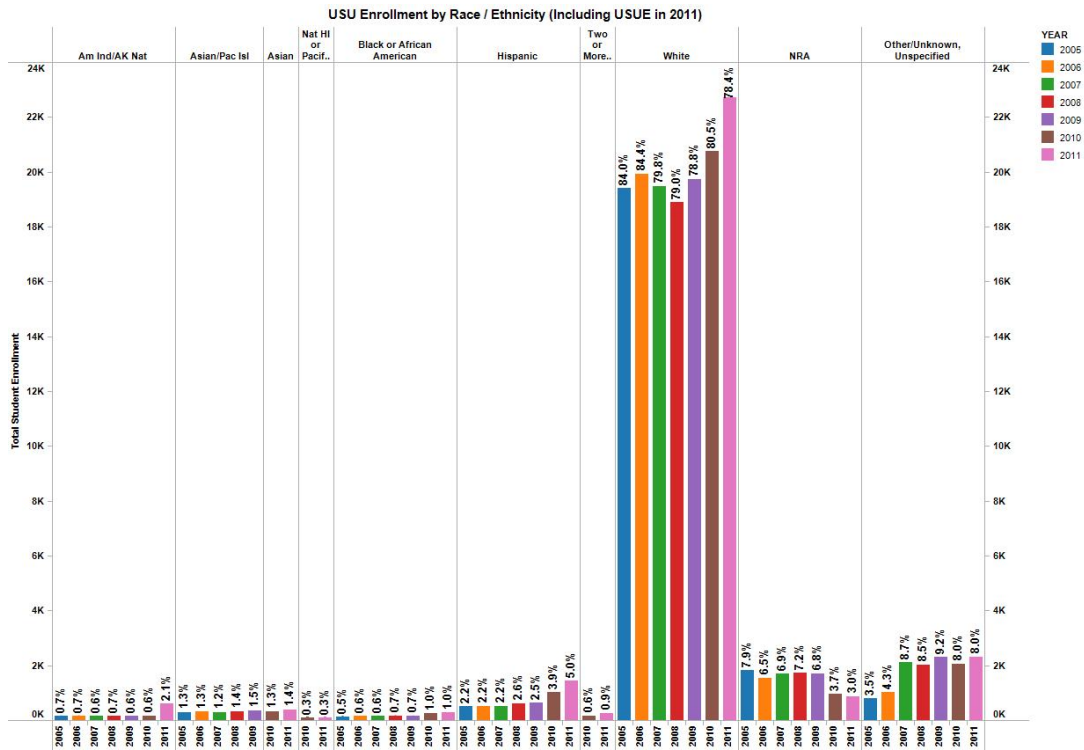
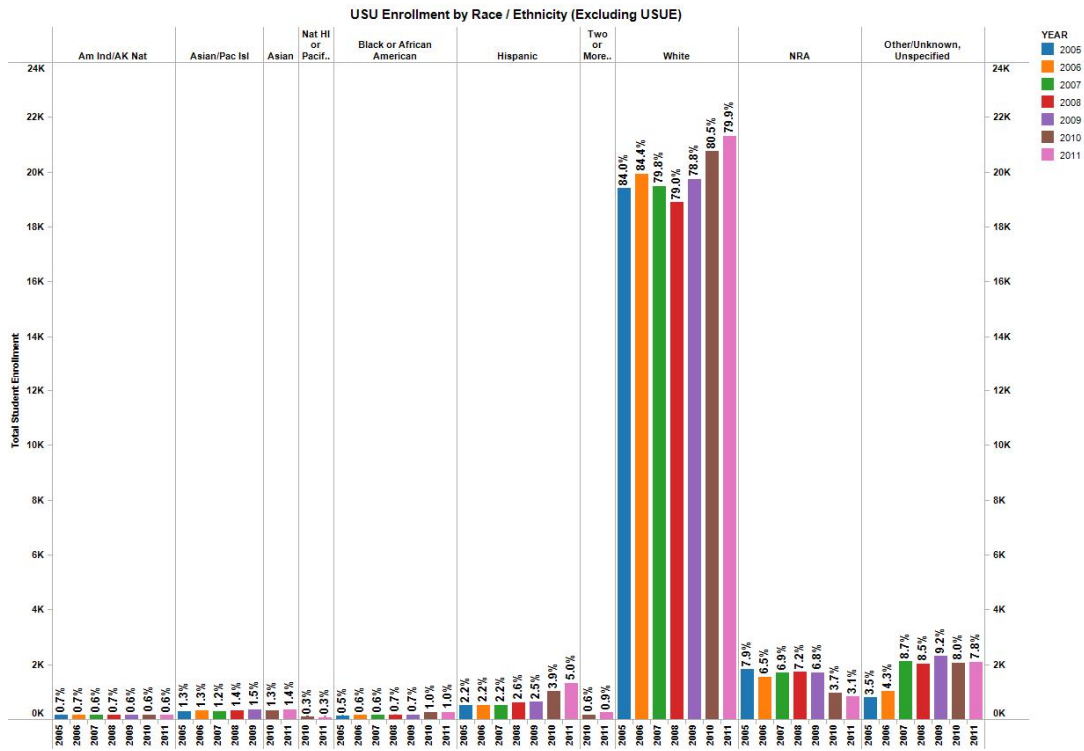


**Important Notes:**

All Figures are based on Fall, Day-15, enrollment. The federal government changed the definition of "Race/Ethnicity" in 2010. To compare pre-2010 Asian/Pacific Islander numbers to data in 2010 and 2011, you must add Asian and Nat HI/Pac Isl numbers together for 2010 and 2011. A new category, Two or More Races was also added starting in 2010. Additionally, there was a change in the category of Hispanic from a "race" to an "ethnicity." This change significantly increased the number of students self-identifying as "Hispanic." Under the old system, the percentage of Hispanic students in 2010 would have been 3.1%, and 3.6% in 2011. Finally, reporting changes in 2010 also resulted in a decline in the number of students reported as non-resident aliens (NRA). NRA students are mostly international students and include all races and ethnicities. Those unreported students can now be found in the category labeled Other/Unknown, Unspecified.

The graphs below either exclude or include USU Eastern students. The impact of including USUE has been mostly in the large increase in Native American students in the 2011 numbers.







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

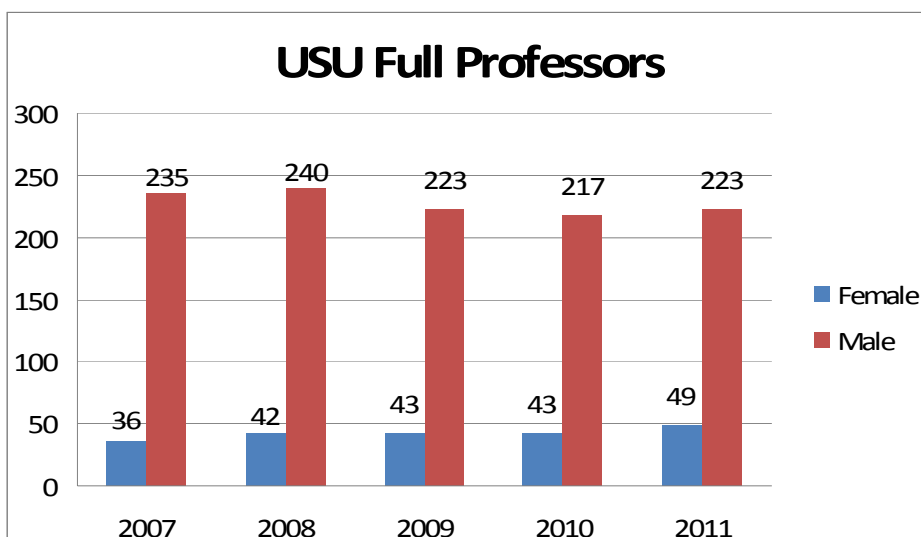
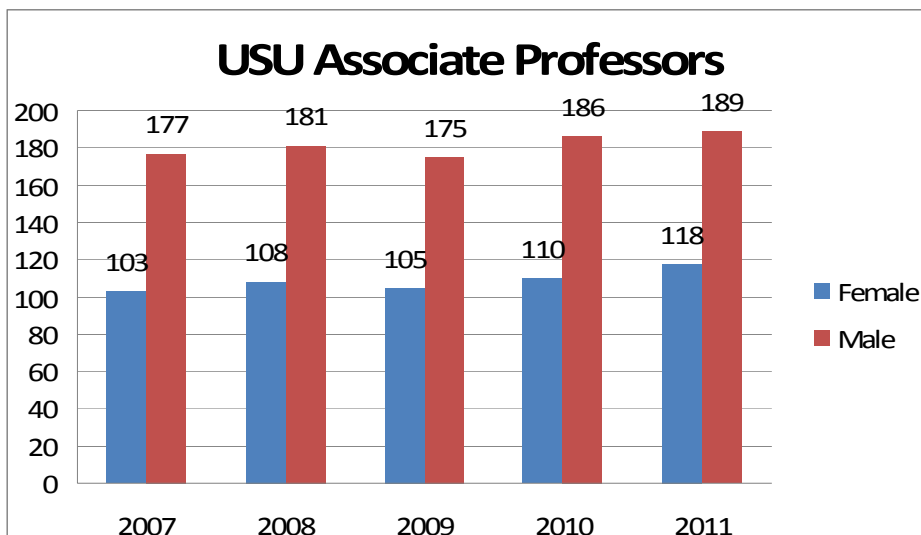
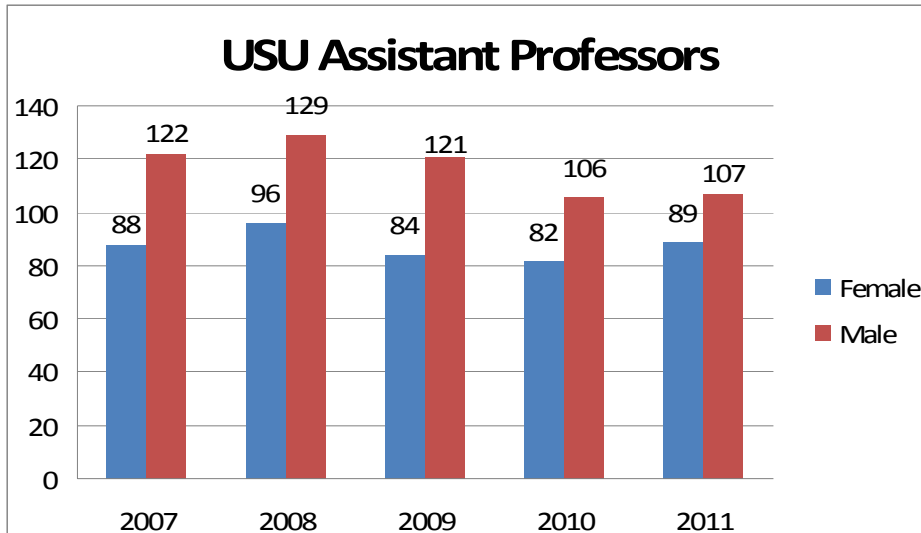
The following tables and graphs summarize the latest diversity statistics for USU.

Sorted percentage change in female faculty in 2011

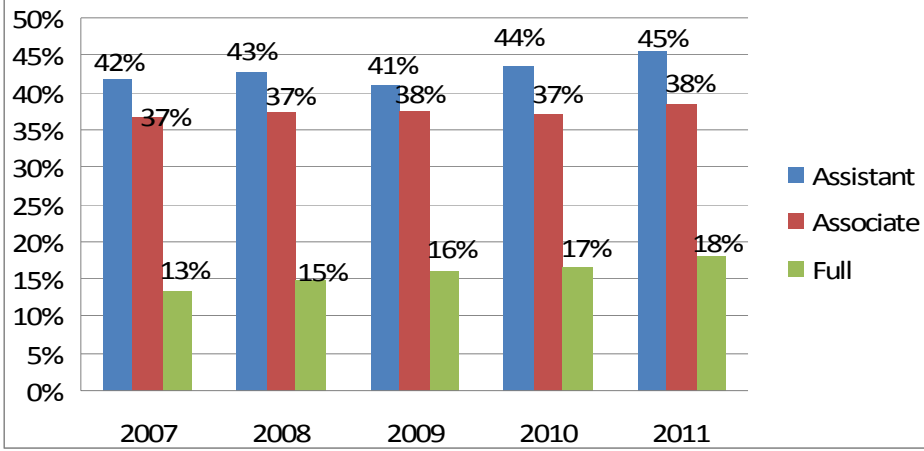
| RCDE is worst, NR is best |       |        |                                     | Engineering is worst, Education is best |       |        |                                     |
|---------------------------|-------|--------|-------------------------------------|---|-------|--------|-------------------------------------|
| 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 |

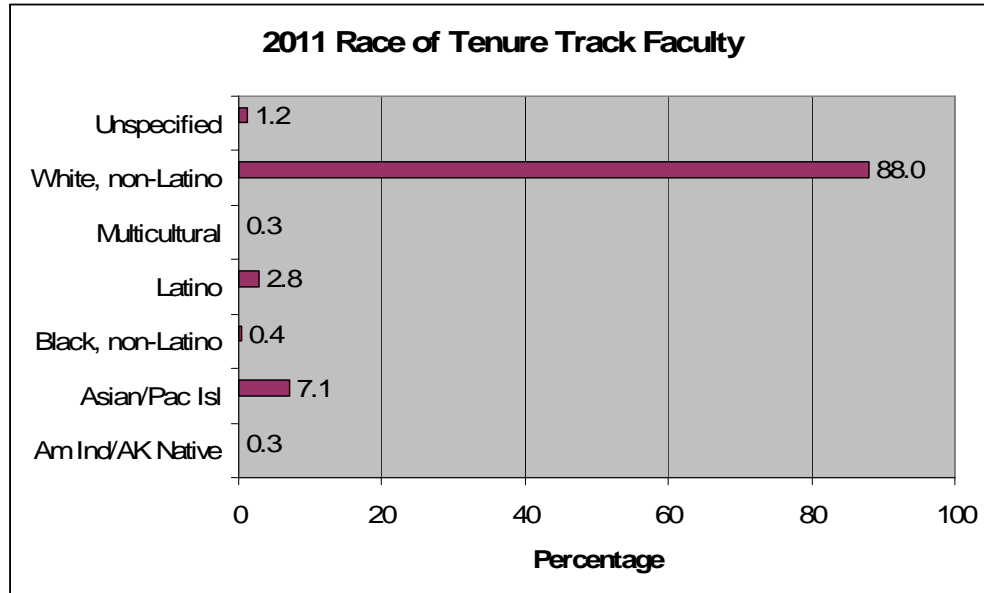


## Percentage Female



## 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 |

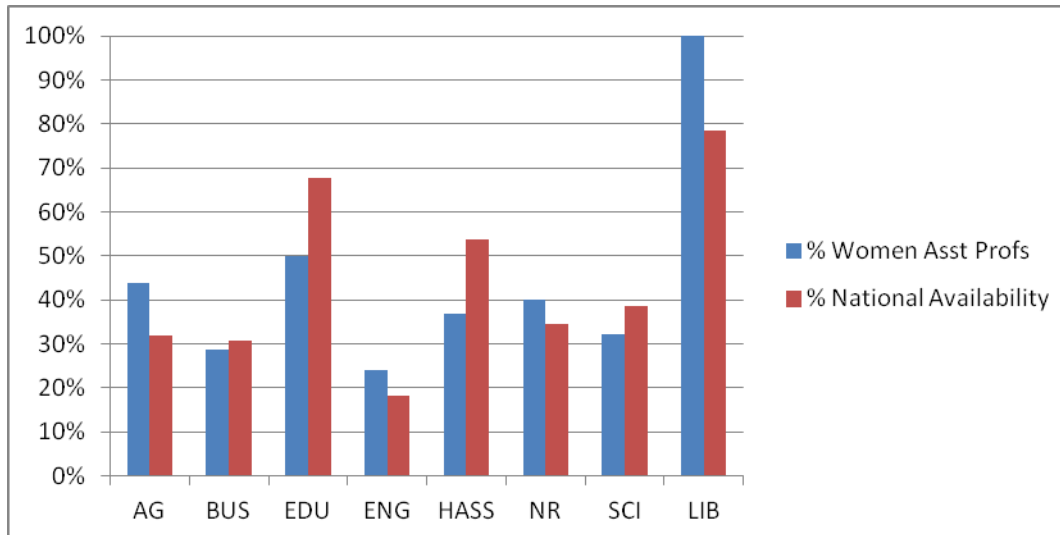




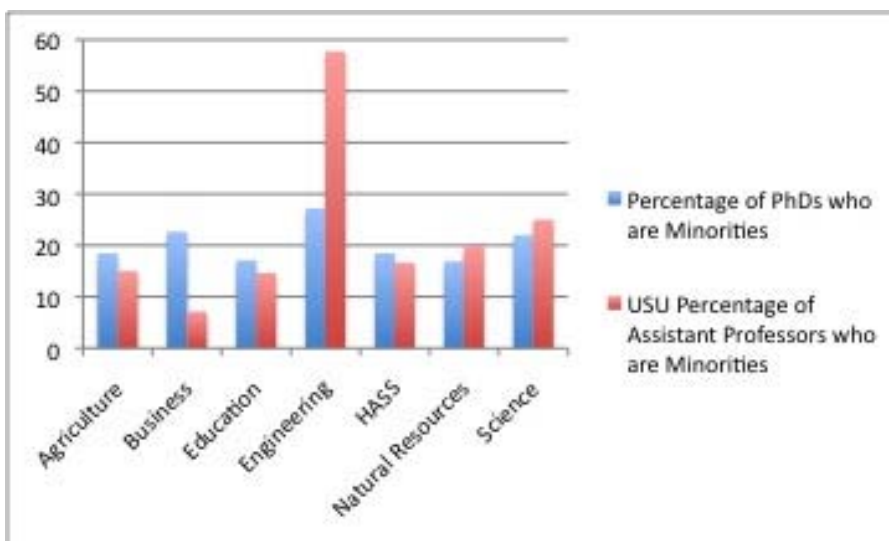
|  | F          | M          | Total      | % chg 2010 to 2011 | % increase, including CEU | Number from CEU | # increases on main campus | % increase on main campus |
|--|------------|------------|------------|--------------------|---------------------------|-----------------|----------------------------|---------------------------|
| 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%                      |
| <b>Total</b>                             | <b>397</b> | <b>516</b> | <b>759</b> | <b>89</b>          |                           | <b>61</b>       | <b>28</b>                  | <b>3.7%</b>               |
| <b>Sum of Tenured &amp; Tenure-Track</b> |            | <b>516</b> | <b>759</b> |                    |                           |                 |                            |                           |

### 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

**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.
- A request from USU- Eastern to establish a Center for Workforce Development was approved following electronic review and voting.

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

**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.

## **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

---

**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 the~~ 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 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

---

**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.

# Utah State University 125th Commencement

Utah State University M ay 4 and 5, 2012

**Friday, May 4, 2012**

## **GRADUATE COMMENCEMENT AND HOODING CEREMONY**

**12:30 p.m.**, assembly of candidates, Nelson Field House

**1:00 p.m.**, academic procession from Nelson Field House to Dee Glen Smith Spectrum

**1:30 p.m.**, ceremony begins in Dee Glen Smith Spectrum

**Saturday, May 5, 2012**

## **UNDERGRADUATE COMMENCEMENT CEREMONY**

**ASSEMBLE 8:30 a.m.**, undergraduate students and faculty will assemble on the University Quad

**ACADEMIC PROCESSION 9:00 a.m.**, Taggart Student Center and University Quad to Dee Glen Smith Spectrum

**CEREMONY 9:30 a.m.**, Dee Glen Smith Spectrum

## **COLLEGE CONVOCATIONS**

**12:00 noon**

College of Agriculture, Kent Concert Hall, Chase Fine Arts Center

Caine College of the Arts, Morgan Theatre, Chase Fine Arts Center

College of Science, Evan N. Stevenson Ballroom, Taggart Student Center

College of Humanities and Social Sciences, Dee Glen Smith Spectrum

**2:00 p.m.**

College of Engineering, Kent Concert Hall, Chase Fine Arts Center

College of Natural Resources, Morgan Theatre, Chase Fine Arts Center

Jon M. Huntsman School of Business, Dee Glen Smith Spectrum

**4:00 p.m.** Emma Eccles Jones College of Education and Human Services, Dee Glen Smith Spectrum

**UTAH STATE UNIVERSITY**  
**Nomination for**  
**Commencement Speaker 2013**

Nominations must include appropriate documentation and should consist of three parts:

- Short summary of the individual's qualifications, emphasizing those considered most meritorious;
- Complete resume or curriculum vitae; and
- Letters of recommendation (considered appropriate and are encouraged).

**Note:** The committee is not able to search for additional background information beyond that provided in this nomination. Provide everything you want the committee to consider.

|                   |                           |
|-------------------|---------------------------|
| Name of Nominee   | Address                   |
| Current Position  | Home Telephone Number     |
|                   | Business Telephone Number |
| Name of Nominator | Name of Nominator         |
| Position          | Position                  |
| Address           | Address                   |
| Telephone         | Telephone                 |

The prime and controlling consideration for this award should be distinction. The person must have shown sustained activity of uncommon merit. (The following list is not exhaustive).

- An individual's ability to deliver a stimulating and thought-provoking address.
- A known and accomplished individual capable of attracting an audience to commencement ceremonies.
- An individual who has achieved a distinguished professional or academic career nationally or internationally. (Traditionally, the commencement speaker has been awarded an Honorary Degree.)

Persons currently serving as administrators, faculty, or staff of Utah State University ordinarily are not eligible for these awards; emeriti are eligible even if engaged in teaching or research for the university. Elected officials of the State of Utah and its subordinate units and members of the legislature of the State of Utah, during their terms of office, are not ordinarily eligible. **Though a nomination is a great honor, please realize that your nomination is only that—a nomination. You are entering a name for consideration only. Please keep it confidential until a final decision is made by the Board of Trustees.**

Please return this application by Friday, September 14, 2012, to:

Sydney Peterson  
Office of the President  
Utah State University  
Old Main Room 116  
1400 Old Main Hill  
Logan, UT 84322-1400

**UTAH STATE UNIVERSITY**  
**Nomination for**  
**Honorary Degree 2013**

Nominations must include appropriate documentation and should consist of three parts:

- Short summary of the individual's qualifications, emphasizing those considered most meritorious;
- Complete resume or curriculum vitae; and
- Letters of recommendation (considered appropriate and are encouraged).

**Note:** The committee is not able to search for additional background information beyond that provided in this nomination. Provide everything you want the committee to consider.

|                   |                           |
|-------------------|---------------------------|
| Name of Nominee   | Address                   |
| Current Position  | Home Telephone Number     |
|                   | Business Telephone Number |
| Name of Nominator | Name of Nominator         |
| Position          | Position                  |
| Address           | Address                   |
| Telephone         | Telephone                 |

The prime and controlling consideration for this award should be distinction. The person must have shown sustained activity of uncommon merit. (The following list is not exhaustive).

- *Scholarship*, in any discipline: major breakthroughs in knowledge in fields of scholarly work.
- *Creative Arts*, in the broad sense of the term: art, literature, music, dance, architecture, engineering, etc.; the development of new frontiers of creativity.
- *Professions*: distinguished contributions, innovative work of distinction.
- *Public Service*: outstanding achievement in statesmanship, administration, philanthropy, legislative activity, the judiciary.
- *Business and Industry*: outstanding innovational activity in the business community.

Persons currently serving as administrators, faculty, or staff of Utah State University ordinarily are not eligible for these awards; emeriti are eligible even if engaged in teaching or research for the university. Elected officials of the State of Utah and its subordinate units and members of the legislature of the State of Utah, during their terms of office, are not ordinarily eligible. **Though a nomination is a great honor, please realize that your nomination is only that—a nomination. You are entering a name for consideration only. Please keep it confidential until a final decision is made by the Board of Trustees.**

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Logan, UT 84322-1400

**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 input 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.

4/23/12

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

|                            |  |   |  |
|----------------------------|--|---|--|
|                            |  | but says he's not a member  |  |
| HSB<br>(no change)         | Glenn McEvoy<br>Christopher Skousen<br>(replacing Mike Parent and Bob Mills, who filled in for Dwight Israelsen spring 2012)                                 | AFT: Kathy Chudoba<br><br>Faculty Eval Committee: Alan Stephens   | May need an alternate to replace Dave Olsen, who will become head of Management Information Systems July 1, 2012<br><br>Need Exec Committee rep; senators will caucus before April 30, 2012 meeting                                    |
| EEJCEHS<br>(no change)     | Scott Bates<br>Andy Walker<br>(replacing Scott Bates and Brett Shelton)<br><br>Alternates:<br>Jim Barta<br>Steven Camicia<br>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.<br><br>Determined that Scott Bates is eligible for reelection because his administrative appt. is less than 100% |
| Engineering<br>(no change) | Foster Agblevor<br>Curtis Dyreson (moved to the college w/ Computer Sci)<br>(replacing Blake Tullis and Steve Folkman)<br><br>Ning Fang alternate (2nd term) | Faculty Senate Exec Committee: Curtis Dyreson<br><br>AFT: Robert Spall<br><br>EPC: Ed Reeve (1 yr extension)<br><br>Faculty Eval: Oenardi Lawanto |  |
| CHaSS<br>(no change)       | Marcus Brasileiro<br>Doug Jackson-Smith<br>Michael Lyons<br>Terry Peak<br>JP Spicer-Escalante<br><br>Need 3 alternates                                       | FS Executive Committee: Doug Jackson-Smith (2 <sup>nd</sup> term)   | Pat Lambert is working on finding additional Senate alternates   |
| CNR<br>(no change)         | None needed  | EPC: Eugene Schupp<br>FDDE: Helga Van Miegroet<br>PRPC: Nancy Mesner<br>FSEC: Todd Crawl  | Todd Crawl will sub for Robert Schmidt on FSEC 2012 -2013  |

|                          |  |  |      |
|--------------------------|--|--|------|
|                          |  | 2012-2013  |      |
| Science<br>(no change)   | Vince Wickwar<br>John Stevens<br>(replacing Vince<br>Wickwar and Curtis<br>Dyreson, who moved to<br>Engineering)<br><br>Alternate: T.C. Shen                                       | EPC: Richard Mueller<br><br>FDDE: member to<br>replace Susanne Janecke<br>at her request |      |
| Extension<br>(no change) | No Senators or<br>Alternates needed<br><br>Lyle Holmgren will<br>continue on Exec<br>Committee   | AFT: Kathy Riggs<br><br>FDDE: Clark Israelsen  | Done |
| Library<br>(no change)   | Dan Davis (and<br>alternate Andrew<br>Wesolek)<br>Jennifer Duncan will<br>serve on the Senate<br>Executive Committee   | Faculty Eval<br>Committee: Kacy<br>Lundstrom   | Done |
| RCDE<br>(no change)      | Alan Blackstock<br>(reelected, will serve on<br>Exec Committee)<br>Amy Brown   | Faculty Eval<br>Committee:<br>Karen Woolstenhulme  | Done |
| USU-Eastern<br>(+5)      | Shane Brewer 2013<br>David Cassidy (Exec<br>Committee), 2013<br>Jason Olsen 2014<br>Rob Powell 2014<br>Peter Legner 2015<br>Alternates:<br>Michelle Fleck 2015<br>Elias Perez 2015 | Reps already assigned  | Done |

### Actions Remaining

Fill remaining open positions listed in the table above.

Fill remaining committee openings that the C on C or Faculty Senate President appoints.

Complete the committee roster with Senate Executive Committee members and the other names and provide this to the Senate Executive Secretary.

Provide nominees for the 2012-2013 C on C for election at the April 30, 2012 Senate meeting.

Work with the Senate Executive Secretary to find out who will chair committees and councils 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 23, 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                    | Curtis Dyerson                                |
| Humanities & Social Sciences   | Douglas Jackson-Smith (2 <sup>nd</sup> term)  |
| Natural Resources              | Todd Cowl (2012-2013, sub for Robert Schmidt) |
| Science                        | Vince Wickwar                                 |
| 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                       | Cathy Bullock                        |

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                        | TBD (replacement for 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                          | Yanghee Kim    |

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  
Jennifer Duncan  
Sandra Weingart

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 #2 of the Post-Tenure Review Task Force**

### **Introduction**

On April 2, 2012, the Post-Tenure Review Task Force shared with the Utah State University (USU) Faculty Senate a list of seven issues regarding our current post-tenure review process that had emerged repeatedly during meetings that the task force hosted with each of the executive committees of the USU academic colleges and the library and a series of three open forums that were held to elicit and collect feedback from members of the USU faculty.

At the next USU Faculty Senate meeting on April 30, 2012, the task force wants to share some preliminary thoughts about how these seven issues might be addressed and our process of post-tenure review improved. For the sake of simplicity, two of the seven original issues have been combined into one (see Issue #4 below).

The task force has agreed that any reforms to our current system of post-tenure review should maintain, sustain and support three basic principles:

- “Tenure is a means to certain ends, specifically: freedom of teaching, research and other academic endeavors, and a sufficient degree of economic security to make the profession attractive to men and women of ability (Section 405.1.1);
- “The concept of academic freedom is accompanied by an equally demanding concept of professional responsibility” (Section 403.3); and
- No faculty member who has achieved tenure shall be dismissed without cause. Consistent with the spirit of the current code, serious performance deficiencies that are uncorrected over time do constitute one form of cause.

Building on these three principals, our preliminary thoughts on how to approach each of the seven issues that were uncovered has been informed and influenced by our review and consideration of the post-tenure review policies and procedures that are in place at peer institutions as identified by the Board of Regents of the Utah System of Higher Education. That is, the Post-Tenure Review Task Force has collected, reviewed and studied the policies currently in place at peer institutions including: the University of California-Davis; the University of Idaho; the University of Nevada System; New Mexico State University; the University of Arizona; Colorado State University; Kansas State University; Oregon State University; the University of Nebraska; the University of Wyoming; and, Washington State University.

Our thoughts at this point in time are preliminary and without specifics. Rather, we are seeking feedback and comment on the general guidelines for revision described below. After we have received feedback and comment on the general guidelines, we will be in a position to start drafting specific actions and procedures that will be brought back to the full Faculty Senate for acceptance or rejection.

## Issues and General Guidelines for Revision

**Issue #1:** A 2007 accreditation report from the Northwest Commission on Colleges and Universities (NWCCU) recommended that USU “review for possible revision and for consistent implementation ... the post-tenure faculty evaluation policies and procedures”. Our task force review confirmed that problem—there are variations in practice across the university.

**Our Thinking:** Until the current policy is changed, colleges should be sure their practices are consistent with existing policy. In revising the process, practices for post-tenure review should be standardized across the university and more detailed instructions should be provided in Section 405 of the USU Policy Manual.

**Issue #2:** The current policy of requiring five-year post-tenure reviews for all tenured faculty members is labor intensive, time consuming for senior faculty, and largely focused on faculty who are meeting or exceeding expectations in all areas of their role statement.

**Our Thinking:** In light of the small number of tenured faculty with serious performance deficiencies as well as the fact that all faculty members are reviewed annually by their department heads, conducting a comprehensive peer review on every tenured faculty member every five years (as required by the present USU Policy Manual) provides little added value. Instead, we suggest that some type of precipitating event (e.g., multiple negative performance reviews by the department head) be used to trigger a more comprehensive post-tenure review. In essence, the annual review of all tenured faculty members by their department head that is required by current code is a post-tenure review.

**Issue #3:** In the ideal, there should be some financial reward for superior post-tenure performance.

**Our Thinking:** If the annual review is considered as our post-tenure review process, then every year when there are revenues allocated there will be opportunities for merit, equity, and retention adjustments for tenured and untenured faculty. Given the vagaries of legislative funding, it is not possible to guarantee senior faculty a fixed salary increase for a positive post-tenure review.

**Issue #4** Substandard faculty performance needs to be addressed quickly and should not wait for the next scheduled five-year post-tenure review. The annual performance reviews of tenured faculty by department heads can be misleading if based on a 12-month cycle.

**Our Thinking:** If the annual review is considered the post-tenure review, then deficiencies in performance can be identified on an annual basis and professional development plans (if needed) can be implemented to “help the tenured faculty member more fully meet role expectations” (Section 405.12.3). Given the vagaries of review and publication cycles, as well as fluctuations in other performance metrics, annual reviews of tenured faculty by department heads should cover the last three to five years versus just the past 12 months; i.e., a rolling system.

**Issue #5:** The current requirement of an individualized review committee for each tenured faculty member increases the workload of senior faculty and, moreover, can pit “neighbor against neighbor” in a very delicate and critical personnel decision. These decisions can result in uncomfortable or difficult relationships between colleagues.

**Our Thinking:** If comprehensive post-tenure reviews involving peers only occur after some “precipitating event,” this problem is significantly diminished. Further, we believe that standing college committees provide greater experience and consistency than do unique committees that are formed for each individual undergoing a comprehensive post-tenure peer review.

**Issue #6:** Our current system of post-tenure review does not include sufficient balance and coordination between the feedback from peers and that from administrative colleagues (i.e., department heads and deans).

**Our Thinking:** We endorse the idea of checks and balances in post-tenure review – some combination of administrative perspective balanced with some sort of peer review. After the precipitating event, input of both constituents should be solicited. After a serious performance deficiency is identified and communicated in the comprehensive post-tenure review, the faculty member should have a reasonable period of time to improve his/her performance.

## **POLICY MANUAL**

### **GENERAL**

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**Number 535**

**Subject: Open Access to Scholarly Peer-reviewed Articles**

**Applies To: University Employees**

**Date of Origin: Month/Date/Year**

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#### **535.1 POLICY**

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.

#### **535.2 REFERENCES**

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

Policy #327- Intellectual Property, Copyright and Scholarly Works

#### **535.3 DEFINITIONS**

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

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

**Scholarly Articles** – Articles that describe the fruits of a scholar's research that they give to the world for the sake of inquiry and knowledge without the expectation of payment.

## **535.4 PROVISIONS**

### **4.1 Rights and Waivers**

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

For procedures see <link to Library's Scholarly Communications Office>.

## **535.5 RESPONSIBILITY**

### **5.1 Employees**

Responsible for compliance with all applicable laws and policies.

### **5.2 Merrill-Cazier Library Scholarly Communications Office**

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

Responsible for distributing waivers of Utah State University's nonexclusive license to scholarly articles at the sole discretion of the author, on an article by article basis. See: <link to Library's Scholarly Communications Office>.

## **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.