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FACULTY SENATE MEETING

September 9, 2013

Merrill-Cazier Library, Room 154

3:00 - 4:30 p.m.

Agenda

- 3:00 Call to Order**.....Yanghee Kim
- Introductions
 - Approval of Minutes April 29, 2013
- 3:05 Announcements**.....Yanghee Kim
- Calendar
 - Faculty Senate Members Roster, Alpha Sort and by College (on [FS website](#))
 - Faculty Senate Committee Assignments (on [FS website](#))
 - Faculty Senate Handbook (on [FS website](#))
 - Broadcasting all FS meetings, things you need to know!
 - Unfinished Tasks from 2012-2013
 - Roles and Membership of FSEC
- 3:10 University Business**.....Stan Albrecht, President
Noelle Cockett, Provost
- 3:30 Consent Agenda**.....Yanghee Kim
1. Office of Research & Graduate Studies Annual Report - Mark McLellan
- 3:45 Information Item**
1. Post Tenure Review Taskforce update and results of last year's straw poll.....Renee Galliher
- 4:00 Action Item**
1. PRPC Section 402, Language changes for RCDE,USU Eastern and Elimination of GSS.....Stephen Bialkowski
 2. Election of new Committee on Committees Member.....Robert Schmidt
- 4:30 Adjournment**



**USU FACULTY SENATE
MINUTES
APRIL 29, 2013
Merrill-Cazier Library, Room 154**

Renee Galliher called the meeting to order at 3:00 pm.

Approval of Minutes

A motion to approve the minutes of April 1, 2013 was made by Yanghee Kim and seconded by Scott Bates. The motion passed unanimously.

Announcements – Renee Galliher

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

Broadcast Audio Issues. Please speak loudly when participating so that participants in the distance sites can hear clearly.

Next Year's FS Calendar. Post on the FS Webpage and is in your meeting packet.

Caucus for Election of FSEC Members. Please be prepared to caucus with your colleges at the end of the meeting.

University Business – President Stan Albrecht, Raymond Coward

Provost Coward updated the Senate on the completion of the STEM search. Dr. David Feldman from the University of Virginia will be taking the position August 1, 2013. His wife is also on faculty in the department of Teacher Education and Leadership.

Mark McClellan reported on the search for the Dean of Agriculture and VP for Extension. Campus interviews are complete and the candidates will be evaluated over the next 3 weeks and the final selections will be forwarded to the President.

Commencement is this weekend and all faculty are encouraged to attend.

President Albrecht thanked everyone for a good year. There were many important celebrations and achievements this year, including the celebration of the Morrill Act. USU also had the first Truman scholar in 29 years and the first ever female. USU also has the honor of having our 12th Carnegie professor. Thanks also to Provost Coward who is retiring and will end his time at USU this June. The President thanks him for his service.

Consent Agenda Items – Renee Galliher

FDDE Annual Report – Kevin Brewer

Committee on Committees Annual Report – Cathy Bullock

Calendar Committee Report – Janis Boettinger

EPC Items – Larry Smith

A motion to approve the consent agenda was made by Glenn McEvoy and seconded by Doug Jackson-Smith. The motion passed unanimously.

Action Items

Election of Committee on Committee Members – Cathy Bullock.

Dan Davis was nominated by Jennifer Duncan. Glenn McEvoy seconded the nomination.

Jenny Norton was nominated by Doug Jackson-Smith and seconded by Glenn McEvoy. The nominations were approved by acclimation.

Old Business

Post Tenure Review Task Force Update – Renee Galliher. Renee invited Glenn McEvoy to join her for this review. They presented a power point which outlined the process that the Post Tenure Review Task Force has undergone over the last two years and explained the two primary issues. BFW and AFT have also reviewed the proposed code changes and have submitted detailed reports which are available on the Faculty Senate website. Glenn proposed a straw poll only for the purpose of receiving guidance for PRPC on how the standard for post tenure review should read either “faculty...discharges duties conscientiously and with professional competence” or “the faculty member under review fulfills the duties associated with his/her position as specified in his/her role statement”. Both proposals refer to the role statement. The task force has designed a triggered post tenure review process, but Glenn points out, the discussion is not about the trigger, but the standard that will determine whether the trigger is pulled or not. They would like a sense of the senate as to what the standard of performance should be.

Glenn and Renee role played the pros and cons of this issue to help clarify the positions. Renee argued that the phrase “conscientiously and with professional competence” is vague and open to vast differences in interpretation. The case for changing the standard is that the current code identifies fulfillment of the role statement as the basis for review, but adds a sentence that is vague and ambiguous. The proposed code removes inconsistency and contradiction from the code. Retaining one sentence that is subject to idiosyncratic interpretation won't protect faculty members in any meaningful way. In fact, if faculty members are concerned about “arbitrary and capricious” evaluation, including this sentence puts them at greater risk.

Glenn argued we should use the role statement as the basis of the evaluation but that the phrase “excellence and effectiveness” as stated in the role statement is just as subjective. By nature performance evaluations are going to be subjective. The process can help reduce the problems with subjectivity. He argued that these standards have not created any problems in the past, and changing the standards at this point is unnecessary. The problems identified by NWCCU during their 2007 visit were lack of consistency across colleges and this has nothing to do with the standards. He also mentioned that there was not sufficient time to do rigorous reviews of the 550 faculty on campus; again this has nothing to do with the standards. During the task force review and discussions with faculty, no one raised issues with the standards. Glenn argued that the proposed changes are more ambiguous and subjective than the current standard. Depending on how one interprets the proposed revised standard, it either means a) that tenured faculty must re-earn tenure every year or, b) the current standard is replaced with no standard. The current language encourages faculty to do long term meaningful research, participate in service and shared governance, and experiment in the classroom and take some risks that may in the short term hurt student evaluations.

A lengthy conversation followed. Concern was expressed that the BFW and AFT reports have not been more widely presented. Faculty were reminded that the current task is to present information to PRPC so that they can draft a new proposal that reflects the reaction to all of the feedback collected this year, so that in the fall the discussion may continue moving forward toward resolution and a final vote.

The second issue for discussion was the timeline for remediation and the consequences of poor performance that was discussed last month. There are a number of people on the Task Force that feel the timeline needs to be revisited. Glenn argued that it is not good practice to place faculty on a two year tenure clock following one negative review. Renee argued that it is hard to imagine a scenario in which a person would receive a negative annual review without any feedback regarding underperformance. A 5 year rolling review plan allows for yearly annual reviews and remediation and thus any negative reviews at the end of the 5 year period would not be unexpected if the person had been receiving consistent feedback during their annual reviews. The 5 year rolling review process would have to be developed by each department.

Ballots for the straw poll on these two issues were dispersed to the current senators in attendance. The results will go to the Post Tenure Review Task Force to tally and form recommendations to bring back to the senate in the fall and hopefully forward to PRPC after senate discussion.

Restructuring of Faculty Senate Committees – Glenn McEvoy. Due to time constraints, this item will be moved to the first meeting in the fall.

Concluding Remarks, Passing of the Gavel

Renee Galliher ceremoniously passed the Faculty Senate gavel to Yanghee Kim who will serve as Faculty Senate President next year. Recognitions were also presented to Provost Coward, Past President Glenn McEvoy and Renee Galliher for their service with the Faculty Senate.

Adjournment

The meeting adjourned at 4:35 pm.

FACULTY SENATE

2013-2014 Session

UtahState
UNIVERSITY

Calendar of Meetings and Committee Reports

Executive Committee Meeting Champ Hall, Main 136 3:00 – 4:30 p.m.	Senate Meeting Merrill-Cazier Library, Room 154 3:00 – 4:30 p.m.	Senate Committee Annual Reports	University Council and Committee Reports
August 26, 2013	September 9, 2013		Research and Graduate Studies – Mark McLellan
September 23, 2013	October 7, 2013	Educational Policies Committee (EPC) – Larry Smith	Honors Program – Nick Morrison Libraries Advisory Council – Joe Tainter Parking Committee – James Nye
October 21, 2013 Immediately following FSEC Mtg. - Faculty Forum Planning	December 2, 2013 (This is the next FS meeting after Faculty Forum when reports come to the Senate)	Faculty Evaluation Committee (FEC) – Karen Mock	Athletic Council – Ken White
November 4, 2013 - FACULTY FORUM Taggart Student Center Auditorium 3:00 – 4:30 p.m.			
November 18, 2013	December 2, 2013		ASUSU – Doug Fiefla Retention and Student Success – John Mortensen
December 9, 2013	January 6, 2014		Council on Teacher Education – Francine Johnson Scholarship Advisory Board – Patti Kohler
January 21, 2014 (Tuesday)	February 3, 2014		Bookstore Report – David Hansen
February 18, 2014 (Tuesday)	March 3, 2014	Budget and Faculty Welfare Committee (BFW) – Alan Stephens Academic Freedom and Tenure Committee (AFT) – Bryce Fifield	
March 17, 2014	April 7, 2014	Professional Responsibilities and Procedures Committee (PRPC) – Stephen Bialkowski	Honorary Degrees and Awards – Sydney Peterson
April 14, 2014	April 28, 2014	Faculty Diversity, Development, & Equity Committee (FDDE) – Kevin Brewer Committee on Committees – Robert Schmidt	Calendar Committee – Janis Boettinger

Updated 8/30/2013

Utah State University						
Faculty Senate Member Roster by Alpha Sort 2013-2014						
Updated 26 August 2013						
NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Agblevor, Foster		foster.agblevor@usu.edu	2015	Engineering	4105	7-9268
Albrecht, Stan L.	e	stan.albrecht@usu.edu	Ex Officio	USU President	1400	7-7172
Allen, John	p	john.allen@usu.edu	2013	Dean Humanities/Soc. Sci.	0700	7-1195
Barnard, Dale	e, 2	dale.barnard@usu.edu	2014	Agriculture	5600	7-2696
Bates, Scott	2	scott.bates@usu.edu	2015	Ed. & Human Services	2810	7-2975
Beard, Karen		karen.beard@usu.edu	2014	Natural Resources	5230	7-8220
Beddes, Taun	2	taun.beddes@usu.edu	2016	Extension (Logan)	4900	435-752-6263
Bialkowski, Stephen	2	stephen.bialkowski@usu.edu	2016	Science PRPC Chair	0300	7-1907
Brasileiro, Marcus		marcus.brasileiro@usu.edu	2015	Humanities & Social Science	0720	7-8539
Brewer Kevin	c	kevin.brewer@usu.edu	Ex Officio	Chair FDDE	3105	7-3961
Britt, David		david.britt@usu.edu	2016	Engineering	4105	7-2158
Brown, Amy	e	amy.brown@usu.edu	2015	RCDE (Tooele)	5035	435-882-6611 or 813-765-1842
Brown, David		david.e.brown@usu.edu	2016	Science	3900	7-3224
Callister, Ronda		ronda.callister@usu.edu	2016	Business	3555	7-1905
Christensen, Keith		keith.christensen@usu.edu	2014	Agriculture	4005	7-0507
Clement, Richard	e, p	richard.clement@usu.edu	2013	Dean of Libraries	3000	7-2631
Cockett, Noelle	e	noelle.cockett@usu.edu	Ex Officio	USU Provost	1435	7-1167
Cowley, David	p	dave.cowley@usu.edu	2013	VP Business/Finance	2400	7-1146
Crowl, Todd	2	facrowl@gmail.com	2016	Natural Resources	5210	7-2498
Culver, Lawrence		lawrence.culver@usu.edu	2016	Humanities & Social Science	0710	7-3101
Davis, Dan		daniel.davis@usu.edu	2015	Libraries	3000	7-0890
Dew, Jeffrey		jeff.dew@usu.edu	2016	Ed. & Human Services	2705	7-9184
Dewey, Cindy		cindy.dewey@usu.edu	2014	Arts	4015	7-3055
Duncan, Jennifer	e	jennifer.duncan@usu.edu	2014	Libraries	3000	7-8148
Esplin, Emily	s	emily.esplin@aggiemail.usu.edu	2014	ASUSU Executive Vice President	0105	801-389-2041
Evans, Ted	a, 2	ted.evans@usu.edu	2014	Science	5305	7-2552
Fang, Ning	2	ning.fang@usu.edu	2015	Engineering	6000	7-2948
Fiefia, Doug	s	douglas.fiefia@aggiemail.usu.edu	2014	ASUSU President	0105	
Fifield, Bryce	c	bryce.fifield@usu.edu	Ex Officio	Chair AFT	6800	7-2816
Foley, Beth	p	beth.foley@usu.edu	2013	Dean Education & Human Serv.	2800	7-1470
Galliher, Renee	e	renee.galliher@usu.edu	2015	Ed. & Human Services Past-Pres.	2810	7-3391
Garbrick, Brittney	s	brittneygarbrick@gmail.com	2014	ASUSU Grad. Student Senator	0105	702-496-0409
Gunther, Jake		jake.gunther@usu.edu	2016	Engineering	4120	7-7229
Haderlie, Sheri	2	sheri.haderlie@usu.edu	2016	Ed. & Human Services,	2830	7-7003
Halling, Marv		marv.halling@usu.edu	2016	Engineering	4110	7-3179
Hatch, Royce		royce.hatch@usu.edu	2015	Agriculture	2300	7-1928
Holmgren, Lyle	e, 2	lyle.holmgren@usu.edu	2014	Extension (Brigham City)	4900	435-695-2545
Jackson-Smith, Doug	e,2	doug.jackson-smith@usu.edu	2015	Humanities & Social Science	0730	7-0582
Jessop, Craig	p	craig.jessop@usu.edu	2013	Dean College of the Arts	4060	7-7942
Kim, Yanghee	e	yanghee.kim@usu.edu	2013	Ed. & Human Services, FS Pres.	2830	7-2653
Lawver, Becki		rebecca.lawver@usu.edu	2016	Agriculture	2300	7-1254
Legner, Peter		peter.legner@usu.edu	2015	USU Eastern (Price)		435-613-5627
Lott, Kimberly		kimberly.lott@usu.edu	2016	Ed. & Human Services	2805	7-1103
Lowry, Tony (sab 12-13)		tony.lowry@usu.edu	2014	Science	4505	7-7096
Luecke, Chris	p	chris.luecke@gmail.com	2013	Dean Natural Resources	5210	7-2463
Lyons, Michael		michael.lyons@usu.edu	2015	Humanities & Social Science	0725	7-1312
Mansfield, Steven	e	steven.mansfield@usu.edu	2014	Arts	2910	7-1566
McEvoy, Glenn	e, 2	glenn.mcevoy@usu.edu	2015	Business	3510	7-2375
McLellan, Mark	p	mark.mclellan@usu.edu	2013	VP Research/Dean Grad Studies	1450	7-1180
Memmmott, Margie		margie.memmmott@usu.edu	2014	Extension (Juab Co., Nephi)	4900	435-623-3451
Mock, Karen	c	karen.mock@usu.edu	Ex Officio	Chair FEC	5230	7-7870
Mohr, Kathleen (Kit)		kathleen.mohr@usu.edu	2016	Ed. & Human Services	2805	7-3946
Morales, James	p	james.morales@usu.edu	2013	VP for Student Services	0175	7-0226
Mueller, Robert		robert.mueller@usu.edu	2016	RCDE (Tooele)	5100	435-882-6611
Murphy, Daniel		dan.murphy@usu.edu	2014	Arts	4000	7-7372
Nemere, Ilka	2	ilka.nemere@usu.edu	2015	Agriculture	8700	7-3286
Norton, Jeanette		jeanette.norton@usu.edu	2015	Agriculture	4820	7-2166
Olsen, Jason	e	jason.olsen@usu.edu	2014	USU Eastern (Price)		435-613-5329
Pace, Michael	2	mike.pace@usu.edu	2016	Extension (Brigham City)	4900	435-695-2541
Patterson, Ron		ron.patterson@usu.edu	2014	Extension(Carbon Co. Ext.Off)	4900	435-636-3233
Peak, Terry		terry.peak@usu.edu	2015	Humanities & Social Science	0730	7-4080
Peterson, Shannon		shannon.peterson@usu.edu	2014	Business	3505	7-3966
Powell, Rob		rob.powell@usu.edu	2014	USU Eastern (Price)		435-613-5432
Qi, Xiaojun		xiaojun.qi@usu.edu	2016	Engineering	4205	7-8155

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Rogers, Jim		jim.rogers@usu.edu	2014	Humanities & Social Science	0715	7-3910
Schmidt, Robert	e	robert.schmidt@usu.edu	2014	Natural Resources	5215	7-2536
Skousen, Chris		chris.skousen@usu.edu	2015	Business	3540	7-2429
Spicer-Escalante, JP		jp.spicer@usu.edu	2015	Humanities & Social Science	0720	7-0709
Stephens, Alan	c	alan.stephens@usu.edu	Ex Officio	Chair BFW	3565	7-2367
Stevens, John		John.r.stevens@usu.edu	2015	Science	3900	7-2818
Walker, Andy	2	andy.walker@usu.edu	2015	Ed. & Human Services	2830	7-2614
Wallace, Dave	2	david.wallace@usu.edu	2014	Science	5305	7-7155
Walsh, Marie	2	marie.walsh@usu.edu	2016	Agriculture	8700	7-2177
Waugh, Charles		charles.waugh@usu.edu	2016	Humanities & Social Science	3200	73481
Wickwar, Vince	e, 2	vincent.wickwar@usu.edu	2015	Science	4405	7-3641
			2016	USU Eastern (Blanding)		
			2016	USU Eastern (Price)		

Notes: 2 = serving a second term

a = appointed to complete some else's term

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (Shaded green)

s = student representative (shaded blue)

red = newly elected

Faculty Senate Alternate Roster Alpha Sort 2013-2014

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Archuleta, Martha		martha.archuleta@usu.edu	2016	RCDE (Salt Lake)	5100	385-646-5576
Baktur, Reyhan		reyhan.baktur@usu.edu	2016	Engineering	4120	7-2955
Barnhill, James	2	james.barnhill@usu.edu	2014	Extension (Ogden)	4900	801-399-8208
Barta, Jim		jim.barta@usu.edu	2015	RCDE (Blanding)		801-678-8512
Camicia, Steven	2	steven.camicia@usu.edu	2015	Educ. & Human Services	2805	801-518-3193
Carman, John		john.carman@usu.edu	2016	Agriculture	4820	7-2238
Champagne, Brian		brian.champagne@usu.edu	2016	CHaSS	4805	7-3220
Cornforth, Daren		daren.cornforth@usu.edu	2014	Agriculture	8700	7-2114
Feigenbaum, Jim		j.feigenbaum@usu.edu	2015	Business	3565	7-2316
Fleck, Michelle		michelle.fleck@usu.edu	2015	USU Eastern (Price)		435-613-5232
Fronske, Hilda		hilda.fronske@usu.edu	2015	Educ. & Human Services	2905	7-1545
Gilbert, John		jgilbert@usu.edu	2016	Business	3565	7-2314
Hill, Nancy		nancy.hills@usu.edu	2016	Arts	4025	7-3049 or 435-753-1995
Isom, Clay		clay.isom@usu.edu	2015	Agriculture	4815	7-8114
Jenkins, Mike		mike.jenkins@usu.edu	2016	Natural Resources	5230	7-2531
Olsen, Shawn		shawn.olsen@usu.edu	2016	Extension (Davis Co. Ext.)	4900	801-451-3402
O'Neill, Colleen		colleen.oneill@usu.edu	2014	CHaSS	0710	7-1297
Perez, Elias		elias.perez@usu.edu	2015	USU Eastern (Price)		435-613-5251
Proctor, Debbie		debra.proctor@usu.edu	2014	Extension (Wasatch Co. Ext.)	4900	435-657-3234
Schwabe, Claudia		claudia.schwabe@usu.edu	2015	CHaSS	0720	7-8624
Shen, T.C.		tcshen@usu.edu	2015	Science	4415	7-7852
Stephens, Alan		alan.stephens@usu.edu	2016	Business	3565	72367
Urquhart, Sarah		sarah.urquhart@usu.edu	2016	Arts	2910	7-3348
Wesolek, Andrew		andrew.wesolek@usu.edu	2015	Libraries	3000	7-2650
TBN				Parliamentarian		

Faculty Senate Member Roster by College 2013-2014

Updated 8/26/2013

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Christensen, Keith		keith.christensen@usu.edu	2014	Agriculture	4005	7-0507
Barnard, Dale	e, 2	dale.barnard@usu.edu	2014	Agriculture	5600	7-2696
Hatch, Royce		royce.hatch@usu.edu	2015	Agriculture	2300	7-1928
Lawver, Becki		rebecca.lawver@usu.edu	2016	Agriculture	2300	7-1254
Nemere, Ilka	2	ilka.nemere@usu.edu	2015	Agriculture	8700	73286
Norton, Jeanette		jeanette.norton@usu.edu	2015	Agriculture	4820	7-2166
Walsh, Marie	2	marie.walsh@usu.edu	2016	Agriculture	8700	7-2177
Dewey, Cindy		cindy.dewey@usu.edu	2014	Arts	4015	7-3055
Mansfield, Steven	e	steven.mansfield@usu.edu	2014	Arts	2910	7-1566
Murphy, Daniel		dan.murphy@usu.edu	2014	Arts	4000	7-7372
Esplin, Emily	s	emily.esplin@aggiemail.usu.edu	2014	ASUSU Executive Vice President	0105	801-389-2041
Fiefa, Doug	s	douglas.fiefa@aggiemail.usu.edu	2014	ASUSU President	0105	
Garbrick, Brittney	s	brittneygarbrick@gmail.com	2014	ASUSU Grad. Student Senator	0105	702-496-0409
Callister, Ronda		ronda.callister@usu.edu	2016	Business	3555	7-1905
McEvoy, Glenn	e, 2	glenn.mcevoy@usu.edu	2015	Business	3510	7-2375
Peterson, Shannon		shannon.peterson@usu.edu	2014	Business	3505	7-3966
Skousen, Chris		chris.skousen@usu.edu	2015	Business	3540	7-2429
Fifield, Bryce	c	bryce.fifield@usu.edu	Ex Officio	Chair AFT	6800	7-2816
Stephens, Alan	c	alan.stephens@usu.edu	Ex Officio	Chair BFW	3565	7-2367
Brewer Kevin	c	kevin.brewer@usu.edu	Ex Officio	Chair FDDE	3000	7-3961
Mock, Karen	c	karen.mock@usu.edu	Ex Officio	Chair FEC	5230	7-7870
Bialkowski, Stephen	2	stephen.bialkowski@usu.edu	2016	PRPC Chair (Science)	0300	7-1907
Bates, Scott	2	scott.bates@usu.edu	2015	Ed. & Human Services	2810	7-2975
Dew, Jeffrey		jeff.dew@usu.edu	2016	Ed. & Human Services	2705	7-9184
Galliher, Renee	e	renee.galliher@usu.edu	2015	Ed. & Human Services Past-Pres.	2810	7-3391
Haderlie, Sheri	2	sheri.haderlie@usu.edu	2016	Ed. & Human Services,	2830	7-7003
Lott, Kimberly		kimberly.lott@usu.edu	2016	Ed. & Human Services	2805	7-1103
Mohr, Kathleen (Kit)		kathleen.mohr@usu.edu	2016	Ed. & Human Services	2805	7-3946
Kim, Yanghee	e	yanghee.kim@usu.edu	2013	Ed. & Human Services, FS Pres.	2830	7-2653
Walker, Andy	2	andy.walker@usu.edu	2015	Ed. & Human Services	2830	7-2614
Agblevor, Foster		foster.agblevor@usu.edu	2015	Engineering	4105	7-9268
Britt, David		david.britt@usu.edu	2016	Engineering	4105	7-2158
Gunther, Jake		jake.gunther@usu.edu	2016	Engineering	4120	7-7229
Halling, Marv		marv.halling@usu.edu	2016	Engineering	4110	7-3179
Fang, Ning	2	ning.fang@usu.edu	2015	Engineering	6000	7-2948
Qi, Xiaojun		xiaojun.qi@usu.edu	2016	Engineering	4205	7-8155
Beddes, Taun	2	taun.beddes@usu.edu	2016	Extension (Logan)	4900	435-752-6263
Holmgren, Lyle	e, 2	lyle.holmgren@usu.edu	2014	Extension (Brigham City)	4900	435-695-2545
Memmott, Margie		margie.memmott@usu.edu	2014	Extension (Juab Co., Nephi)	4900	435-623-3451
Pace, Michael	2	mike.pace@usu.edu	2016	Extension (Brigham City)	4900	435-695-2541
Patterson, Ron		ron.patterson@usu.edu	2014	Extension(Carbon Co. Ext.Off)	4900	435-636-3233
Brasileiro, Marcus		marcus.brasileiro@usu.edu	2015	Humanities & Social Science	0720	7-8539
Culver, Lawrence		lawrence.culver@usu.edu	2016	Humanities & Social Science	0710	7-3101
Jackson-Smith, Doug	e,2	doug.jackson-smith@usu.edu	2015	Humanities & Social Science	0730	7-0582
Lyons, Michael		michael.lyons@usu.edu	2015	Humanities & Social Science	0725	7-1312
Peak, Terry		terry.peak@usu.edu	2015	Humanities & Social Science	0730	7-4080
Rogers, Jim		jim.rogers@usu.edu	2014	Humanities & Social Science	0715	7-3910
Spicer-Escalante, JP		jp.spicer@usu.edu	2015	Humanities & Social Science	0720	7-0709
Waugh, Charles		charles.waugh@usu.edu	2016	Humanities & Social Science	3200	73481
Davis, Dan		daniel.davis@usu.edu	2015	Libraries	3000	7-0890
Duncan, Jennifer	e	jennifer.duncan@usu.edu	2014	Libraries	3000	7-8148
Beard, Karen		karen.beard@usu.edu	2014	Natural Resources	5230	7-8220
Crowl, Todd	2	facrowl@gmail.com	2016	Natural Resources	5210	7-2498
Schmidt, Robert	e	robert.schmidt@usu.edu	2014	Natural Resources	5215	7-2536
Brown, Amy	e	amy.brown@usu.edu	2015	RCDE (Tooele)	5035	435-882-6611 or 813-765-1842
Mueller, Robert		robert.mueller@usu.edu	2016	RCDE (Tooele)	5100	435-882-6611
Bialkowski, Stephen	2	stephen.bialkowski@usu.edu	2016	Science	0300	7-1907
Brown, David		david.e.brown@usu.edu	2016	Science	3900	7-3224
Evans, Ted	a, 2	ted.evans@usu.edu	2014	Science	5305	7-2552

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Lowry, Tony (sab 12-13)		tony.lowry@usu.edu	2014	Science	4505	7-7096
Stevens, John		John.r.stevens@usu.edu	2015	Science	3900	7-2818
Wallace, Dave	2	david.wallace@usu.edu	2014	Science	5305	7-7155
Wickwar, Vince	e, 2	vincent.wickwar@usu.edu	2015	Science	4405	7-3641
			2016	USU Eastern (Blanding)		
			2016	USU Eastern (Price)		
Legner, Peter		peter.legner@usu.edu	2015	USU Eastern (Price)		435-613-5627
Olsen, Jason	e	jason.olsen@usu.edu	2014	USU Eastern (Price)		435-613-5329
Powell, Rob		rob.powell@usu.edu	2014	USU Eastern (Price)		435-613-5432
Albrecht, Stan L.	e	stan.albrecht@usu.edu	Ex Officio	USU President	1400	7-7172
Cockett, Noelle	e	noelle.cockett@usu.edu	Ex Officio	USU Provost	1435	7-1167
Allen, John	p	john.allen@usu.edu	2013	Dean Humanities/Soc. Sci.	0700	7-1195
Clement, Richard	e, p	richard.clement@usu.edu	2013	Dean of Libraries	3000	7-2631
Cowley, David	p	dave.cowley@usu.edu	2013	VP Business/Finance	2400	7-1146
Foley, Beth	p	beth.foley@usu.edu	2013	Dean Education & Human Serv.	2800	7-1470
Jessop, Craig	p	craig.jessop@usu.edu	2013	Dean College of the Arts	4060	7-7942
Luecke, Chris	p	chris.luecke@gmail.com	2013	Dean Natural Resources	5210	7-2463
McLellan, Mark	p	mark.mclellan@usu.edu	2013	VP Research/Dean Grad Studies	1450	7-1180
Morales, James	p	james.morales@usu.edu	2013	VP for Student Services	0175	7-0226

Notes: 2 = serving a second term

a = appointed to complete some else's term

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (Shaded green)

s = student representative (shaded blue)

red = newly elected

Faculty Senate Alternate Roster by College 2013-2014

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Carman, John		john.carman@usu.edu	2016	Agriculture	4820	7-2238
Cornforth, Daren		daren.cornforth@usu.edu	2014	Agriculture	8700	7-2114
Isom, Clay		clay.isom@usu.edu	2015	Agriculture	4815	7-8114
Hill, Nancy		nancy.hills@usu.edu	2016	Arts	4025	7-3049 or 435-753-1995
Urquhart, Sarah		sarah.urquhart@usu.edu	2016	Arts	2910	7-3348
Feigenbaum, Jim		j.feigenbaum@usu.edu	2015	Business	3565	7-2316
Gilbert, John		jgilbert@usu.edu	2016	Business	3565	7-2314
Stephens, Alan		alan.stephens@usu.edu	2016	Business	3565	72367
Camicia, Steven	2	steven.camicia@usu.edu	2015	Educ. & Human Services	2805	801-518-3193
Fronske, Hilda		hilda.fronske@usu.edu	2015	Educ. & Human Services	2905	7-1545
Baktur, Reyhan		reyhan.baktur@usu.edu	2016	Engineering	4120	7-2955
Barnhill, James	2	james.barnhill@usu.edu	2014	Extension (Ogden)	4900	801-399-8208
Olsen, Shawn		shawn.olsen@usu.edu	2016	Extension (Davis Co. Ext.)	4900	801-451-3402
Proctor, Debbie		debra.proctor@usu.edu	2014	Extension (Wasatch Co. Ext.)	4900	435-657-3234
Champagne, Brian		brian.champagne@usu.edu	2016	CHaSS	4805	7-3220
Schwabe, Claudia		claudia.schwabe@usu.edu	2015	CHaSS	0720	7-8624
O'Neill, Colleen		colleen.oneill@usu.edu	2014	CHaSS	0710	7-1297
Wesolek, Andrew		andrew.wesolek@usu.edu	2015	Libraries	3000	7-2650
Jenkins, Mike		mike.jenkins@usu.edu	2016	Natural Resources	5230	7-2531
Archuleta, Martha		martha.archuleta@usu.edu	2016	RCDE (Salt Lake)	5100	385-646-5576
Barta, Jim		jim.barta@usu.edu	2015	RCDE (Blanding)		801-678-8512
Fleck, Michelle		michelle.fleck@usu.edu	2015	USU Eastern (Price)		435-613-5232
Perez, Elias		elias.perez@usu.edu	2015	USU Eastern (Price)		435-613-5251
Shen, T.C.		tcshen@usu.edu	2015	Science	4415	7-7852
TBN				Parliamentarian		

FACULTY SENATE STANDING COMMITTEES

Last Updated 8/15/13

EXCERPTS FROM FACULTY CODE/SENATE HANDBOOK
Faculty Senate Executive Committee (2-year terms; see
USU Policy 402.12.1)

Faculty Senate Executive Commit

College	2013-2014	2014-2015	2015-2016	2016-2017
President	Yanghee Kim			
President-Elect	Doug Jackson-Smith (2)			
Past-President	Renee Galliher	Yanghee Kim		
Agriculture	Dale Barnard			
Business	Glenn McEvoy			
CCA	Steven Mansfield	Steven Mansfield		
CHaSS	Doug Jackson-Smith (2)			
Education & Human Services	Renee Galliher			
Engineering				
Natural Resources	Robert Schmidt			
Science	Vince Wickwar			
Libraries	Jennifer Duncan			
Extension	Lyle Holmgren (2)			
Regional Campus & Distance Ed.	Amy Brown	Amy Brown		
USU Eastern	Jason Olsen			
elected Presidential Appointee	Richard Clement			
Ex-Officio, USU President	Stan Albrecht			
Ex-Officio, USU Provost	Noelle Cockett			

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.

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

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

	2013-2014	2014-2015	2015-2016	2016-2017
Senate	Robert Schmidt, Chair			
Senate	Dan Davis	Dan Davis		
Senate	Jeanette Norton	Jeanette Norton		

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	2013-2014	2014-2015	2015-2016	2016-2017
Agriculture	Grant Cardon	Grant Cardon		
Business	Kathy Chudoba (Vice Chair)	Kathy Chudoba		
CCA	Lynn Jemison Keisker (2)	Lynn Jemison Keisker (2)	Lynn Jemison Keisker (2)	
CHaSS	Cathy Bullock	Cathy Bullock	Cathy Bullock	
Education & Human Services	Bryce Fifield (Chair)			
Engineering	Robert Spall	Robert Spall		
Natural Resources	Kurt Becker	Kurt Becker	Kurt Becker	
Science	Mark Riffe			

Academic Freedom and Tenure Committee (see USU Policy 402.12.3)

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**

Libraries	Becky Thoms	Becky Thoms	Becky Thoms	
Extension	Kathy Riggs	Kathy Riggs		
Regional Campus & Distance Ed.				
USU Eastern	Anthony Lott			
Senate	Foster Agblevor	Foster Agblevor		
Senate				
Senate	John Stevens	John Stevens		
Senate 1-yr supplemental				
Senate 1-yr supplemental				
Senate 1-yr supplemental				
Senate 1-yr supplemental				

group. Three appointments from Faculty senators.

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

Budget and Faculty Welfare Committee (see USU Policy 402.12.4)

College	2013-2014	2014-2015	2015-2016	2016-2017
Agriculture	Rhonda Miller (2)			
Business	Alan Stephens, Chair (2)	Alan Stephens (2)	Alan Stephens (2)	
CCA	Leslie Timmons	Leslie Timmons	Leslie Timmons	
CHaSS				
Education & Human Services	Dale Wagner	Dale Wagner		
Engineering				
Natural Resources	Karin Kettenring			
Science	Stephen Bialkowski (2)	Stephen Bialkowski (2)	Stephen Bialkowski (2)	
Libraries	Carol Kochan			
Extension	Joanne Roueche (2)	Joanne Roueche	Joanne Roueche	
Regional Campus & Distance Ed.				
USU Eastern	Curtis Icard			
Senate	Ilka Nemere (2)	Ilka Nemere (2)		
Senate	Christopher Skousen	Christopher Skousen		
Senate	Scott Bates (2)	Scott Bates (2)		

Budget and Faculty Welfare Committee (see USU Policy 402.12.4)

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.**

Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)

College	2013-2014	2014-2015	2015-2016	2016-2017
Agriculture	Heidi Wengreen	Heidi Wengreen		
Business	Randy Simmons (2)			
CCA	Chris Gauthier (2)	Chris Gauthier	Chris Gauthier	
CHaSS	Terry Peak (2)	Terry Peak	Terry Peak	
Education & Human Services				
Engineering	William Rahmeyer	William Rahmeyer		
Natural Resources	Nancy Mesner			
Science	Ian Anderson (2)	Ian Anderson (2)	Ian Anderson (2)	
Libraries	John Elsweller			
Extension	Jerry Goodspeed			
RCDE				
USU Eastern	Elaine Youngberg			
Senate	Jeanette Norton	Jeanette Norton		
Senate				
Senate	Stephen Bialkowski (chair)	Stephen Bialkowski		

Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)

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	2013-2014	2014-2015	2015-2016	2016-2017
Provost Office	Larry Smith, Chair			
Agriculture	Ed Reeve	Ed Reeve	Ed Reeve	
Business	Kelly Fadel	Kelly Fadel	Kelly Fadel	
CCA	Kevin Olson	Kevin Olson	Kevin Olson	
CHaSS	Eddy Berry			
Education & Human Services				
Engineering	Thom Fronk	Thom Fronk		
Natural Resources	Karen Mock	Karen Mock		
Science				
Regional Campus & Distance Ed.	Travis Peterson			
USU Eastern	Susan Neel			
Libraries	Kacy Lundstrom	Kacy Lundstrom	Kacy Lundstrom	
Graduate Council (faculty)				
ASUSU President	Doug Fiefia			
ASUSU Academic Senate President	Emily Esplin			
ASUSU Graduate Studies VP	Brittney Garbrick			
Curriculum subcomm. Chair	Ed Reeve			
Gen Ed subcomm. Chair	Norm Jones			
Acad Stds subcomm. Chair				
Staff	Cathy Gerber/Bill Jensen			

Educational Policies Committee (see USU Policy 402.12.5)

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 reprinted faculty group; Other representative appointed from their associated groups.

1-year term

1-year term

1-year term

Curriculum Subcommittee of EPC (see USU Policy 402.12.6(5))

College	2013-2014	2014-2015	2015-2016	2016-2017
Agriculture curric. comm. chair	Ed Reeve	Ed Reeve		
Business curric. comm. chair	Frank Caliendo			
CCA curric. Comm.chair	Darrin Brooks			
CHaSS curric. Comm. Chair	Kristine Miller			
Ed. & H. S. curric. comm. chair	Scott Hunsaker			
Engineering curric. comm. chair	Dean Adams			
Nat. Res. curric. comm. chair	Karen Mock			
Science curric. comm. chair	Richard Mueller			
Libraries	Wendy Holliday			
RCDE	Travis Peterson			
USU Eastern	Michelle Fleck			
Gen. Ed. Subcomm. Chair, Ex Off.	Norm Jones			
AS Subcommittee Chair, Ex-Off.	TBD			
Graduate Council	Richard Inouye			
ASUSU Academic Senate President	Emily Esplin			
ASUSU Graduate Studies VP	Brittney Garbrick			
ASUSU President	Doug Fiefia			
Staff:				
Registrar's Office	Roland Squires			
Registrar's Office	Cathy Gerber			

2007-2008 Roland Squire, Registrar's Office

2007-2008 Cathy Gerber, Registrar's Office

Curriculum Subcommittee of EPC (see USU Policy 402.12.6(5))

This subcommittee shall consist of the seven chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Libraries, and two students, one from the ASUSU and one from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

General Education Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(6))

College	2013-2014	2014-2015	2015-2016	2016-2017
Chair	Norm Jones			
Agriculture	Lee Rickords	Lee Rickords		
Business	Kathy Chudoba			
CCA	Laura Gelfand			
CHaSS	Charlie Huenemann			
Education & Human Services	Shelley Lindauer			
Engineering	Dean Adams			
Natural Resources	Karen Mock			
Science	Richard Mueller			
Libraries	Kacy Lundstrom			
Regional Campuses & Distance Ed.	Vince Lafferty			
USU Eastern	Scott Henrie			
Provost Office	Larry Smith			
ASUSU Officer	Douglas Fiefia			
American Institutions	Daniel McInerney			
Communications Lit./Intensive	Rhonda Miller			
Creative Arts	Cindy Dewey			
English (Ex-Officio)	Lezlie Park			
Humanities	Brian McCuskey			
Life & Physical Sciences	Ryan Dupont			
Quantitative Literacy/Intensive	Dan Coster			
Social Sciences	Roberta Herzberg			
Student Services (Ex-Officio)	John Mortensen			
Scheduling (no longer needed)				
University Advising (Ex-Officio)	Stephanie Hamblin			
HASS Advising Center (Ex-Officio)	Mary Leavitt			
Honors (Ex-Officio)	Nicholas Morrison			

General Education Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(6))

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

Academic Standards Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(7))

College	2013-2014	2014-2015	2015-2016	2016-2017
Agriculture				
Business				
CCA				
CHaSS				
Educ. & Human Services				
Engineering				
Natural Resources				
Science				
Libraries				
RCDE				
ASUSU Academic Senate Pres.	Emily Esplin			
Provost Office	Larry Smith			
Registrar's Office				
Advising & Transfer Services				

Academic Standards Subcommittee of EPC (virtually all "additional members" serving 2-year terms; Policy 402.12.6(7))

The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise. Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.

Faculty Evaluation Committee (see USU Policy 402.12.7)

College	2013-2014	2014-2015	2015-2016	2016-2017
Agriculture	Arthur Caplan	Arthur Caplan		
Business	Alan Stephens	Alan Stephens		
CCA				
CHaSS	Michael Lyons (3)			
Education & Human Services	Kit Mohr			
Engineering	Oenardi Lawanto	Oenardi Lawanto		
Natural Resources	Karen Mock (Chair)			
Science	Tom Lachmar			
Libraries	Kacy Lundstrom	Kacy Lundstrom		
Extension	Jeff Banks (2)	Jeff Banks (2)	Jeff Banks (2)	
Regional Campus & Distance Ed.	Karen Woolstenhulme	Karen Woolstenhulme		
USU Eastern	Anne Mackiewicz			
ASUSU Academic Senate Pres.	Emily Esplin			
ASUSU Student Advocate	Daryn Frischknecht			
ASUSU Graduate Studies Senator	Brittney Garbrick			

Faculty Evaluation Committee (see USU Policy 402.12.7)

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	2013-2014	2014-2015	2015-2016	2016-2017
Agriculture	Man-Keun Kim	Man-Keun Kim		
Business	Robert (Bob) Mills	Robert (Bob) Mills	Robert (Bob) Mills	
CCA	Nancy Hills	Nancy Hills	Nancy Hills	
CHaSS	Phebe Jensen			
Education & Human Services	Troy Berkert			
Engineering				
Natural Resources	Helga Van Miegroet	Helga Van Miegroet		
Science	Nancy Huntly	Nancy Huntly	Nancy Huntly	
Libraries	Kevin Brewer (Chair)			
Regional Campus & Distance Ed.				
USU Eastern	Jennifer Truschka			
Extension	Clark Israelsen	Clark Israelsen		
Senate	Ron Patterson			
Senate				
Senate				

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

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.

End of start-up terms (07+) were determined by Committee

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.**

Excutive Committee of the Faculty Forum (see USU Policy 402.12.9 was 12.8)

The membership of this committee shall consist of the 11 elected members of the Executive Committee of the Senate (see policy 402.9).

Senate Handbook Committee (2-year terms; see USU Policy 402.12.10 was 12.9)

	2013-2014	2014-2015	2015-2016	2016-2017
Immediate Past Senate President	Renee Galliher			
Senate President	Yanghee Kim			
Senate President-Elect	Doug Jackson-Smith			

Excutive Committee of the Faculty Forum (see USU Policy 402.12.9 was 12.8)

Senate Handbook Committee (2-year terms; see USU Policy 402.12.10 was 12.9)

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 and one is the current president.

UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY SENATE REPRESENTATION (see both 105.2 and 402.12.13)

Athletic Council (see USU Policy 105.2.1(2))

	2013-2014	2014-2015	2015-2016	2016-2017
3 men faculty reps				
appt'd. by Senate	Andy Walker	Andy Walker		
3-year staggered terms	Todd Crowl			
3 women faculty reps	Marie Walsh			
appt'd. by Senate	Jennifer Duncan	Jennifer Duncan		
3-year staggered terms	Sandra Weingart	Sandra Weingart		

Athletic Council (see USU Policy 105.2.1(2))

The Athletic Council advises the President with respect to the athletic program. Six faculty members, three men and three women with academic rank are elected by the Senate for terms of three years, with terms staggered so that two retire each year.

Bookstore Committee

2 faculty reps apptd by Senate	2013-2014	2014-2015	2015-2016	2016-2017
2-year staggered terms				

Bookstore Committee

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

4 faculty reps apptd by Senate Pres.	2013-2014	2014-2015	2015-2016	2016-2017
3 year term	Steve Mansfield			
	John R. Stevens	John R. Stevens		
	Keith Christensen			

Calendar Committee

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

2 faculty reps appt'd by Senate Pres.	2013-2014	2014-2015	2015-2016	2016-2017
(2-year terms seem implied)				
	Steve Mansfield			

Facilities Naming Committee

The committee membership includes two faculty appointed by the President of the Senate. Two faculty members appointed by the President of the FS

Graduate Council (see USU Policy 105.2.1(6))

1, 2, and 4 year terms	2013-2014	2014-2015	2015-2016	2016-2017
Dean of Graduate Studies	Mark McLellan	Mark McLellan	Mark McLellan	
Library (Dean of Inform. & Learning Res.)	John Elsweiler			
Agriculture 4-year term	Paul Johnson	Paul Johnson (thru 2016)	Paul Johnson	
Arts 4-year term	Dennis Hassan	Dennis Hassan		
Business 4-year term	Frank Caliendo			
Education & Human Services	Scott Deberard			
Engineering 4-year term				
CHaSS 4-year term				
Natural Resources 4-year term	Eugene Schupp			
Science 4-year term	Michelle Baker	Michelle Baker		
Senate 2 year term				
GS representative 1-year term				
GS representative 1-year term				

Graduate Council (see USU Policy 105.2.1(6))

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.

Honorary Degrees and Awards Screening Committee

	2013-2014	2014-2015	2015-2016	2016-2017
7 senate candidates of which the Senate votes 3 nominees from which President appoints 1.	Shannon Peterson			
3-year staggered terms	Vince Wickwar			

Honorary Degrees and Awards Screening Committee

A Senate vote is required for this committee (per Trustees Policies & Procedures). The Faculty Senate nominates a slate of seven candidates and votes for three. The top three names are sent to the president of the University. From this slate, one is appointed each year for a total of three faculty members representing the Faculty Senate. The term of office is three years.

Honors Program Advisory Board

	2013-2014	2014-2015	2015-2016	2016-2017
1 Senate Rep appointed 1 year terms (renewable)	Jim Rogers			

Honors Program Advisory Board - 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.

Parking / Transportation Advisory Committee

2 faculty reps apptd by Senate	2013-2014	2014-2015	2015-2016	2016-2017
	Sheri Haderlie			
	Steve Mansfield			

Parking/Transportation Committee - Two faculty members are appointed by the President of the Senate to serve on this committee.

Research Council (see USU Policy 105.2.1(8))

1 faculty rep appt'd. by Senate	2013-2014	2014-2015	2015-2016	2016-2017
2-year terms are traditional	Foster Agblevor			

Research Council (see USU Policy 105.2.1(8))

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

Department Teaching Excellence Award Committee

2 senators appt'd. by Senate	2013-2014	2014-2015	2015-2016	2016-2017
for 2-year terms	Ilka Nemere	Ilka Nemere		
	Dan (Jerome) Murphy			

Department Teaching Excellence Award Committee

... 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))

2 senators appt'd. by Senate	2013-2014	2014-2015	2015-2016	2016-2017
	Jim Rogers			
No Senate representation is required but committee reports are scheduled from the following				
Council on Teacher Education (see USU Policy 105.2.1(3))				
University Libraries Advisory Council (see USU Policy 105.2.1(7))				
University Scheduling Committee				

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



Faculty Senate Handbook 2013-2014



Utah State University - August 2013

Utah State University Faculty Senate Handbook

2013-2014



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Utah State University Faculty Senate



Introduction

Utah State University establishes for itself in its Policy Manual a system of shared authority or participatory governance between faculty and administration. In this system, the Faculty Senate - comprised of elected and ex-officio faculty, appointed administrators, and appointed student officers - occupies a central position. To quote from the Policy Manual (Section 402.2):

...The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates, and in curricular matters involving relations between colleges, divisions, or departments.

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

Clearly, then, the Senate has as its main charge the development, review, and modification of educational policies; but other duties and responsibilities are specified, and in practice the Senate has assumed the right to consider any opportunity or problem facing the University or any of its units, and to formulate a Senate position or recommendation. Its agendas have included information, discussion, or action on items as diverse as post-tenure review, course evaluations, distance education, and reports from many different councils and committees.

Included in this handbook are policies related to the faculty and the Faculty Senate, information on parliamentary procedure, a list of Faculty Senate members and a calendar of meetings.

We invite new and returning Senators to participate in Senate activities with diligence and enthusiasm. If the processes on occasion seem to grind too rapidly or too slowly, too coarse or too fine, know that the Senate's overall accomplishments substantially benefit the University and those whom it serves.

Faculty Senate Membership:

Utah State University						
Faculty Senate Member Roster by Alpha Sort 2013-2014						
Updated 26 August 2013						
NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Agblevor, Foster		foster.agblevor@usu.edu	2015	Engineering	4105	7-9268
Albrecht, Stan L.	e	stan.albrecht@usu.edu	Ex Officio	USU President	1400	7-7172
Allen, John	p	john.allen@usu.edu	2013	Dean Humanities/Soc. Sci.	0700	7-1195
Barnard, Dale	e, 2	dale.barnard@usu.edu	2014	Agriculture	5600	7-2696
Bates, Scott	2	scott.bates@usu.edu	2015	Ed. & Human Services	2810	7-2975
Beard, Karen		karen.beard@usu.edu	2014	Natural Resources	5230	7-8220
Beddes, Taun	2	taun.beddes@usu.edu	2016	Extension (Logan)	4900	435-752-6263
Bialkowski, Stephen	2	stephen.bialkowski@usu.edu	2016	Science PRPC Chair	0300	7-1907
Brasileiro, Marcus		marcus.brasileiro@usu.edu	2015	Humanities & Social Science	0720	7-8539
Brewer Kevin	c	kevin.brewer@usu.edu	Ex Officio	Chair FDDE	3105	7-3961
Britt, David		david.britt@usu.edu	2016	Engineering	4105	7-2158
Brown, Amy	e	amy.brown@usu.edu	2015	RCDE (Tooele)	5035	435-882-6611 or 813-765-1842
Brown, David		david.e.brown@usu.edu	2016	Science	3900	7-3224
Callister, Ronda		ronda.callister@usu.edu	2016	Business	3555	7-1905
Christensen, Keith		keith.christensen@usu.edu	2014	Agriculture	4005	7-0507
Clement, Richard	e, p	richard.clement@usu.edu	2013	Dean of Libraries	3000	7-2631
Cockett, Noelle	e	noelle.cockett@usu.edu	Ex Officio	USU Provost	1435	7-1167
Cowley, David	p	dave.cowley@usu.edu	2013	VP Business/Finance	2400	7-1146
Crowl, Todd	2	facrowl@gmail.com	2016	Natural Resources	5210	7-2498
Culver, Lawrence		lawrence.culver@usu.edu	2016	Humanities & Social Science	0710	7-3101
Davis, Dan		daniel.davis@usu.edu	2015	Libraries	3000	7-0890
Dew, Jeffrey		jeff.dew@usu.edu	2016	Ed. & Human Services	2705	7-9184
Dewey, Cindy		cindy.dewey@usu.edu	2014	Arts	4015	7-3055
Duncan, Jennifer	e	jennifer.duncan@usu.edu	2014	Libraries	3000	7-8148
Esplin, Emily	s	emily.esplin@aggiemail.usu.edu	2014	ASUSU Executive Vice President	0105	801-389-2041
Evans, Ted	a, 2	ted.evans@usu.edu	2014	Science	5305	7-2552
Fang, Ning	2	ning.fang@usu.edu	2015	Engineering	6000	7-2948
Fiefia, Doug	s	douglas.fiefia@aggiemail.usu.edu	2014	ASUSU President	0105	
Fifield, Bryce	c	bryce.fifield@usu.edu	Ex Officio	Chair AFT	6800	7-2816
Foley, Beth	p	beth.foley@usu.edu	2013	Dean Education & Human Serv.	2800	7-1470
Galliher, Renee	e	renee.galliher@usu.edu	2015	Ed. & Human Services Past-Pres.	2810	7-3391
Garbrick, Brittney	s	brittneygarbrick@gmail.com	2014	ASUSU Grad. Student Senator	0105	702-496-0409
Gunther, Jake		jake.gunther@usu.edu	2016	Engineering	4120	7-7229
Haderlie, Sheri	2	sheri.haderlie@usu.edu	2016	Ed. & Human Services,	2830	7-7003
Halling, Marv		marv.halling@usu.edu	2016	Engineering	4110	7-3179
Hatch, Royce		royce.hatch@usu.edu	2015	Agriculture	2300	7-1928
Holmgren, Lyle	e, 2	lyle.holmgren@usu.edu	2014	Extension (Brigham City)	4900	435-695-2545
Jackson-Smith, Doug	e, 2	doug.jackson-smith@usu.edu	2015	Humanities & Social Science	0730	7-0582
Jessop, Craig	p	craig.jessop@usu.edu	2013	Dean College of the Arts	4060	7-7942
Kim, Yanghee	e	yanghee.kim@usu.edu	2013	Ed. & Human Services, FS Pres.	2830	7-2653
Lawver, Becki		rebecca.lawver@usu.edu	2016	Agriculture	2300	7-1254
Legner, Peter		peter.legner@usu.edu	2015	USU Eastern (Price)		435-613-5627
Lott, Kimberly		kimberly.lott@usu.edu	2016	Ed. & Human Services	2805	7-1103
Lowry, Tony (sab 12-13)		tony.lowry@usu.edu	2014	Science	4505	7-7096
Luecke, Chris	p	chris.luecke@gmail.com	2013	Dean Natural Resources	5210	7-2463
Lyons, Michael		michael.lyons@usu.edu	2015	Humanities & Social Science	0725	7-1312
Mansfield, Steven	e	steven.mansfield@usu.edu	2014	Arts	2910	7-1566
McEvoy, Glenn	e, 2	glenn.mcevoy@usu.edu	2015	Business	3510	7-2375
McLellan, Mark	p	mark.mclellan@usu.edu	2013	VP Research/Dean Grad Studies	1450	7-1180
Memmmott, Margie		margie.memmmott@usu.edu	2014	Extension (Juab Co., Nephi)	4900	435-623-3451
Mock, Karen	c	karen.mock@usu.edu	Ex Officio	Chair FEC	5230	7-7870
Mohr, Kathleen (Kit)		kathleen.mohr@usu.edu	2016	Ed. & Human Services	2805	7-3946
Morales, James	p	james.morales@usu.edu	2013	VP for Student Services	0175	7-0226
Mueller, Robert		robert.mueller@usu.edu	2016	RCDE (Tooele)	5100	435-882-6611
Murphy, Daniel		dan.murphy@usu.edu	2014	Arts	4000	7-7372
Nemere, Ilka	2	ilka.nemere@usu.edu	2015	Agriculture	8700	7-3286
Norton, Jeanette		jeanette.norton@usu.edu	2015	Agriculture	4820	7-2166
Olsen, Jason	e	jason.olsen@usu.edu	2014	USU Eastern (Price)		435-613-5329
Pace, Michael	2	mike.pace@usu.edu	2016	Extension (Brigham City)	4900	435-695-2541
Patterson, Ron		ron.patterson@usu.edu	2014	Extension(Carbon Co. Ext.Off)	4900	435-636-3233
Peak, Terry		terry.peak@usu.edu	2015	Humanities & Social Science	0730	7-4080
Peterson, Shannon		shannon.peterson@usu.edu	2014	Business	3505	7-3966
Powell, Rob		rob.powell@usu.edu	2014	USU Eastern (Price)		435-613-5432
Qi, Xiaojun		xiaojun.qi@usu.edu	2016	Engineering	4205	7-8155

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Rogers, Jim		jim.rogers@usu.edu	2014	Humanities & Social Science	0715	7-3910
Schmidt, Robert	e	robert.schmidt@usu.edu	2014	Natural Resources	5215	7-2536
Skousen, Chris		chris.skousen@usu.edu	2015	Business	3540	7-2429
Spicer-Escalante, JP		jp.spicer@usu.edu	2015	Humanities & Social Science	0720	7-0709
Stephens, Alan	c	alan.stephens@usu.edu	Ex Officio	Chair BFW	3565	7-2367
Stevens, John		John.r.stevens@usu.edu	2015	Science	3900	7-2818
Walker, Andy	2	andy.walker@usu.edu	2015	Ed. & Human Services	2830	7-2614
Wallace, Dave	2	david.wallace@usu.edu	2014	Science	5305	7-7155
Walsh, Marie	2	marie.walsh@usu.edu	2016	Agriculture	8700	7-2177
Waugh, Charles		charles.waugh@usu.edu	2016	Humanities & Social Science	3200	73481
Wickwar, Vince	e, 2	vincent.wickwar@usu.edu	2015	Science	4405	7-3641
			2016	USU Eastern (Blanding)		
			2016	USU Eastern (Price)		

Notes: 2 = serving a second term

a = appointed to complete some else's term

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (Shaded green)

s = student representative (shaded blue)

red = newly elected

Faculty Senate Alternate Roster Alpha Sort 2013-2014

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Archuleta, Martha		martha.archuleta@usu.edu	2016	RCDE (Salt Lake)	5100	385-646-5576
Baktur, Reyhan		reyhan.baktur@usu.edu	2016	Engineering	4120	7-2955
Barnhill, James	2	james.barnhill@usu.edu	2014	Extension (Ogden)	4900	801-399-8208
Barta, Jim		jim.barta@usu.edu	2015	RCDE (Blanding)		801-678-8512
Camicia, Steven	2	steven.camicia@usu.edu	2015	Educ. & Human Services	2805	801-518-3193
Carman, John		john.carman@usu.edu	2016	Agriculture	4820	7-2238
Champagne, Brian		brian.champagne@usu.edu	2016	CHaSS	4805	7-3220
Cornforth, Daren		daren.cornforth@usu.edu	2014	Agriculture	8700	7-2114
Feigenbaum, Jim		j.feigenbaum@usu.edu	2015	Business	3565	7-2316
Fleck, Michelle		michelle.fleck@usu.edu	2015	USU Eastern (Price)		435-613-5232
Fronske, Hilda		hilda.fronske@usu.edu	2015	Educ. & Human Services	2905	7-1545
Gilbert, John		jgilbert@usu.edu	2016	Business	3565	7-2314
Hill, Nancy		nancy.hills@usu.edu	2016	Arts	4025	7-3049 or 435-753-1995
Isom, Clay		clay.isom@usu.edu	2015	Agriculture	4815	7-8114
Jenkins, Mike		mike.jenkins@usu.edu	2016	Natural Resources	5230	7-2531
Olsen, Shawn		shawn.olsen@usu.edu	2016	Extension (Davis Co. Ext.)	4900	801-451-3402
O'Neill, Colleen		colleen.oneill@usu.edu	2014	CHaSS	0710	7-1297
Perez, Elias		elias.perez@usu.edu	2015	USU Eastern (Price)		435-613-5251
Proctor, Debbie		debra.proctor@usu.edu	2014	Extension (Wasatch Co. Ext.)	4900	435-657-3234
Schwabe, Claudia		claudia.schwabe@usu.edu	2015	CHaSS	0720	7-8624
Shen, T.C.		tcshen@usu.edu	2015	Science	4415	7-7852
Stephens, Alan		alan.stephens@usu.edu	2016	Business	3565	72367
Urquhart, Sarah		sarah.urquhart@usu.edu	2016	Arts	2910	7-3348
Wesolek, Andrew		andrew.wesolek@usu.edu	2015	Libraries	3000	7-2650
TBN				Parliamentarian		

Faculty Senate Member Roster by College 2013-2014

Updated 8/26/2013

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Christensen, Keith		keith.christensen@usu.edu	2014	Agriculture	4005	7-0507
Barnard, Dale	e, 2	dale.barnard@usu.edu	2014	Agriculture	5600	7-2696
Hatch, Royce		royce.hatch@usu.edu	2015	Agriculture	2300	7-1928
Lawver, Becki		rebecca.lawver@usu.edu	2016	Agriculture	2300	7-1254
Nemere, Ilka	2	ilka.nemere@usu.edu	2015	Agriculture	8700	73286
Norton, Jeanette		jeanette.norton@usu.edu	2015	Agriculture	4820	7-2166
Walsh, Marie	2	marie.walsh@usu.edu	2016	Agriculture	8700	7-2177
Dewey, Cindy		cindy.dewey@usu.edu	2014	Arts	4015	7-3055
Mansfield, Steven	e	steven.mansfield@usu.edu	2014	Arts	2910	7-1566
Murphy, Daniel		dan.murphy@usu.edu	2014	Arts	4000	7-7372
Esplin, Emily	s	emily.esplin@aggiemail.usu.edu	2014	ASUSU Executive Vice President	0105	801-389-2041
Fiebia, Doug	s	douglas.fiebia@aggiemail.usu.edu	2014	ASUSU President	0105	
Garbrick, Brittney	s	brittneygarbrick@gmail.com	2014	ASUSU Grad. Student Senator	0105	702-496-0409
Callister, Ronda		ronda.callister@usu.edu	2016	Business	3555	7-1905
McEvoy, Glenn	e, 2	glenn.mcevoy@usu.edu	2015	Business	3510	7-2375
Peterson, Shannon		shannon.peterson@usu.edu	2014	Business	3505	7-3966
Skousen, Chris		chris.skousen@usu.edu	2015	Business	3540	7-2429
Fifield, Bryce	c	bryce.fifield@usu.edu	Ex Officio	Chair AFT	6800	7-2816
Stephens, Alan	c	alan.stephens@usu.edu	Ex Officio	Chair BFW	3565	7-2367
Brewer Kevin	c	kevin.brewer@usu.edu	Ex Officio	Chair FDDE	3000	7-3961
Mock, Karen	c	karen.mock@usu.edu	Ex Officio	Chair FEC	5230	7-7870
Bialkowski, Stephen	2	stephen.bialkowski@usu.edu	2016	PRPC Chair (Science)	0300	7-1907
Bates, Scott	2	scott.bates@usu.edu	2015	Ed. & Human Services	2810	7-2975
Dew, Jeffrey		jeff.dew@usu.edu	2016	Ed. & Human Services	2705	7-9184
Galliher, Renee	e	renee.galliher@usu.edu	2015	Ed. & Human Services Past-Pres.	2810	7-3391
Haderlie, Sheri	2	sheri.haderlie@usu.edu	2016	Ed. & Human Services,	2830	7-7003
Lott, Kimberly		kimberly.lott@usu.edu	2016	Ed. & Human Services	2805	7-1103
Mohr, Kathleen (Kit)		kathleen.mohr@usu.edu	2016	Ed. & Human Services	2805	7-3946
Kim, Yanghee	e	yanghee.kim@usu.edu	2013	Ed. & Human Services, FS Pres.	2830	7-2653
Walker, Andy	2	andy.walker@usu.edu	2015	Ed. & Human Services	2830	7-2614
Agblevor, Foster		foster.agblevor@usu.edu	2015	Engineering	4105	7-9268
Britt, David		david.britt@usu.edu	2016	Engineering	4105	7-2158
Gunther, Jake		jake.gunther@usu.edu	2016	Engineering	4120	7-7229
Halling, Marv		marv.halling@usu.edu	2016	Engineering	4110	7-3179
Fang, Ning	2	ning.fang@usu.edu	2015	Engineering	6000	7-2948
Qi, Xiaojun		xiaojun.qi@usu.edu	2016	Engineering	4205	7-8155
Beddes, Taun	2	taun.beddes@usu.edu	2016	Extension (Logan)	4900	435-752-6263
Holmgren, Lyle	e, 2	lyle.holmgren@usu.edu	2014	Extension (Brigham City)	4900	435-695-2545
Memmott, Margie		margie.memmott@usu.edu	2014	Extension (Juab Co., Nephi)	4900	435-623-3451
Pace, Michael	2	mike.pace@usu.edu	2016	Extension (Brigham City)	4900	435-695-2541
Patterson, Ron		ron.patterson@usu.edu	2014	Extension(Carbon Co. Ext.Off)	4900	435-636-3233
Brasileiro, Marcus		marcus.brasileiro@usu.edu	2015	Humanities & Social Science	0720	7-8539
Culver, Lawrence		lawrence.culver@usu.edu	2016	Humanities & Social Science	0710	7-3101
Jackson-Smith, Doug	e,2	doug.jackson-smith@usu.edu	2015	Humanities & Social Science	0730	7-0582
Lyons, Michael		michael.lyons@usu.edu	2015	Humanities & Social Science	0725	7-1312
Peak, Terry		terry.peak@usu.edu	2015	Humanities & Social Science	0730	7-4080
Rogers, Jim		jim.rogers@usu.edu	2014	Humanities & Social Science	0715	7-3910
Spicer-Escalante, JP		jp.spicer@usu.edu	2015	Humanities & Social Science	0720	7-0709
Waugh, Charles		charles.waugh@usu.edu	2016	Humanities & Social Science	3200	73481
Davis, Dan		daniel.davis@usu.edu	2015	Libraries	3000	7-0890
Duncan, Jennifer	e	jennifer.duncan@usu.edu	2014	Libraries	3000	7-8148
Beard, Karen		karen.beard@usu.edu	2014	Natural Resources	5230	7-8220
Crowl, Todd	2	facrowl@gmail.com	2016	Natural Resources	5210	7-2498
Schmidt, Robert	e	robert.schmidt@usu.edu	2014	Natural Resources	5215	7-2536
Brown, Amy	e	amy.brown@usu.edu	2015	RCDE (Tooele)	5035	435-882-6611 or 813-765-1842
Mueller, Robert		robert.mueller@usu.edu	2016	RCDE (Tooele)	5100	435-882-6611
Bialkowski, Stephen	2	stephen.bialkowski@usu.edu	2016	Science	0300	7-1907
Brown, David		david.e.brown@usu.edu	2016	Science	3900	7-3224
Evans, Ted	a, 2	ted.evans@usu.edu	2014	Science	5305	7-2552

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Lowry, Tony (sab 12-13)		tony.lowry@usu.edu	2014	Science	4505	7-7096
Stevens, John		John.r.stevens@usu.edu	2015	Science	3900	7-2818
Wallace, Dave	2	david.wallace@usu.edu	2014	Science	5305	7-7155
Wickwar, Vince	e, 2	vincent.wickwar@usu.edu	2015	Science	4405	7-3641
			2016	USU Eastern (Blanding)		
			2016	USU Eastern (Price)		
Legner, Peter		peter.legner@usu.edu	2015	USU Eastern (Price)		435-613-5627
Olsen, Jason	e	jason.olsen@usu.edu	2014	USU Eastern (Price)		435-613-5329
Powell, Rob		rob.powell@usu.edu	2014	USU Eastern (Price)		435-613-5432
Albrecht, Stan L.	e	stan.albrecht@usu.edu	Ex Officio	USU President	1400	7-7172
Cockett, Noelle	e	noelle.cockett@usu.edu	Ex Officio	USU Provost	1435	7-1167
Allen, John	p	john.allen@usu.edu	2013	Dean Humanities/Soc. Sci.	0700	7-1195
Clement, Richard	e, p	richard.clement@usu.edu	2013	Dean of Libraries	3000	7-2631
Cowley, David	p	dave.cowley@usu.edu	2013	VP Business/Finance	2400	7-1146
Foley, Beth	p	beth.foley@usu.edu	2013	Dean Education & Human Serv.	2800	7-1470
Jessop, Craig	p	craig.jessop@usu.edu	2013	Dean College of the Arts	4060	7-7942
Luecke, Chris	p	chris.luecke@gmail.com	2013	Dean Natural Resources	5210	7-2463
McLellan, Mark	p	mark.mclellan@usu.edu	2013	VP Research/Dean Grad Studies	1450	7-1180
Morales, James	p	james.morales@usu.edu	2013	VP for Student Services	0175	7-0226

Notes: 2 = serving a second term

a = appointed to complete some else's term

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (Shaded green)

s = student representative (shaded blue)

red = newly elected

Faculty Senate Alternate Roster by College 2013-2014

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Carman, John		john.carman@usu.edu	2016	Agriculture	4820	7-2238
Cornforth, Daren		daren.cornforth@usu.edu	2014	Agriculture	8700	7-2114
Isom, Clay		clay.isom@usu.edu	2015	Agriculture	4815	7-8114
Hill, Nancy		nancy.hills@usu.edu	2016	Arts	4025	7-3049 or 435-753-1995
Urquhart, Sarah		sarah.urquhart@usu.edu	2016	Arts	2910	7-3348
Feigenbaum, Jim		j.feigenbaum@usu.edu	2015	Business	3565	7-2316
Gilbert, John		jgilbert@usu.edu	2016	Business	3565	7-2314
Stephens, Alan		alan.stephens@usu.edu	2016	Business	3565	72367
Camicia, Steven	2	steven.camicia@usu.edu	2015	Educ. & Human Services	2805	801-518-3193
Fronske, Hilda		hilda.fronske@usu.edu	2015	Educ. & Human Services	2905	7-1545
Baktur, Reyhan		reyhan.baktur@usu.edu	2016	Engineering	4120	7-2955
Barnhill, James	2	james.barnhill@usu.edu	2014	Extension (Ogden)	4900	801-399-8208
Olsen, Shawn		shawn.olsen@usu.edu	2016	Extension (Davis Co. Ext.)	4900	801-451-3402
Proctor, Debbie		debra.proctor@usu.edu	2014	Extension (Wasatch Co. Ext.)	4900	435-657-3234
Champagne, Brian		brian.champagne@usu.edu	2016	CHaSS	4805	7-3220
Schwabe, Claudia		claudia.schwabe@usu.edu	2015	CHaSS	0720	7-8624
O'Neill, Colleen		colleen.oneill@usu.edu	2014	CHaSS	0710	7-1297
Wesolek, Andrew		andrew.wesolek@usu.edu	2015	Libraries	3000	7-2650
Jenkins, Mike		mike.jenkins@usu.edu	2016	Natural Resources	5230	7-2531
Archuleta, Martha		martha.archuleta@usu.edu	2016	RCDE (Salt Lake)	5100	385-646-5576
Barta, Jim		jim.barta@usu.edu	2015	RCDE (Blanding)		801-678-8512
Fleck, Michelle		michelle.fleck@usu.edu	2015	USU Eastern (Price)		435-613-5232
Perez, Elias		elias.perez@usu.edu	2015	USU Eastern (Price)		435-613-5251
Shen, T.C.		tcshen@usu.edu	2015	Science	4415	7-7852
TBN				Parliamentarian		

Faculty Senate Webpage

The URL for the Faculty Senate website is: <http://www.usu.edu/fsenate>

At this website are links to the Agenda, Agenda Packet, Archives, Faculty Senate Committees, Executive Committee, Executive Committee Calendar, Forms, Membership Roster, and Faculty Senate Calendar. Also provided are links to: Councils and Committees Handbook and Faculty Senate Handbook.

Faculty Senate and Executive Committee Agenda Packets

Senate members are responsible to review the information in the agenda packets and come to the meeting prepared to make informed contributions. Agenda packets for Senate and Executive Committee meetings will be posted on the Faculty Senate website one week prior to the scheduled meeting. Senate members will receive email notification with the agenda packet attached and will also be notified of any changes or additions to the package. See the Faculty Senate Calendar of Meetings and Committee Reports below.

FACULTY SENATE		UtahState UNIVERSITY	
2013-2014 Session			
Calendar of Meetings and Committee Reports			
Executive Committee Meeting Champ Hall, Main 136 3:00 – 4:30 p.m.	Senate Meeting Merrill-Cazier Library, Room 154 3:00 – 4:30 p.m.	Senate Committee Annual Reports	University Council and Committee Reports
August 26, 2013	September 9, 2013		Research and Graduate Studies – Mark McLellan
September 23, 2013	October 7, 2013	Educational Policies Committee (EPC) – Larry Smith	Honors Program – Nick Morrison Libraries Advisory Council – Joe Tainter Parking Committee – James Nye
October 21, 2013 Immediately following FSEC Mtg. - Faculty Forum Planning	December 2, 2013 (This is the next FS meeting after Faculty Forum when reports come to the Senate)	Faculty Evaluation Committee (FEC) – Karen Mock	Athletic Council – Ken White
November 4, 2013 - FACULTY FORUM Taggart Student Center Auditorium 3:00 – 4:30 p.m.			
November 18, 2013	December 2, 2013		ASUSU – Doug Fiefla Retention and Student Success – John Mortensen
December 9, 2013	January 6, 2014		Council on Teacher Education – Francine Johnson Scholarship Advisory Board – Patti Kohler

January 21, 2014 (Tuesday)	February 3, 2014		Bookstore Report – David Hansen
February 18, 2014 (Tuesday)	March 3, 2014	Budget and Faculty Welfare Committee (BFW) – Alan Stephens Academic Freedom and Tenure Committee (AFT) – Bryce Fifield	
March 17, 2014	April 7, 2014	Professional Responsibilities and Procedures Committee (PRPC) – Stephen Bialkowski	Honorary Degrees and Awards – Sydney Peterson
April 14, 2014	April 28, 2014	Faculty Diversity, Development, & Equity Committee (FDDE) – Kevin Brewer Committee on Committees – Robert Schmidt	Calendar Committee – Janis Boettinger

Updated: 8/30/2013



Appendix A: **Committees of the Faculty Senate**

Executive Committee of the Faculty Senate and Faculty Forum

The Executive Committee shall perform the following duties: (a) prepare Senate meeting agendas; (b) propose such standing and special committees of the Senate as may be needed; (c) examine the work of Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out; (d) act as a steering committee to direct problems to the proper committees; (e) act as a liaison to harmonize the work of all committees; (f) transact such business as may be referred to it by the Senate.

The Senate Executive Committee shall consist of the following 14 members: (a) the Senate President; (b) Senate President Elect; (c) immediate Past President; (d) elected faculty senators representing each of the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library; (e) the president of the university and executive vice president and provost, who shall serve as ex officio members; (f) a senator appointed by the president and approved by the Senate.

Yanghee Kim - Faculty Senate President
Renee Galliher - Faculty Senate Past-President
Doug Jackson-Smith - Faculty Senate President-Elect
Dale Barnard - Agriculture
Steven Mansfield - Arts
Glenn McEvoy - Business
Renee Galliher - Education & Human Services
TBD - Engineering
Doug Jackson-Smith - Humanities, Arts and Social Sciences
TBD - Natural Resources
Vince Wickwar - Science
Jennifer Duncan - Libraries
Lyle Holmgren – Extension
Amy Brown – Regional Campuses and Distance Education
Jason Olsen - USU Eastern
Richard Clement - Presidential Appointee
Stan Albrecht - Ex-Officio, USU President
Noelle Cockett - Ex-Officio, USU Provost

Academic Freedom & Tenure Committee

The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals and other sanctions, and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

The Academic Freedom and Tenure Committee consists of the following members; (a) one faculty member elected by and from the faculty in each college, Regional Campus, USU-CEU, Extension, and the Library, and (b) three faculty members appointed from the elected faculty senators by the Committee on Committees.

Grant Cardon (15) - Agriculture
Lynn Jemison Keisker (16) - Arts
Kathy Chudoba, Vice Chair (15) - Business
Bryce Fifield, Chair (14) - Education & Human Services
Robert Spall (15) - Engineering
Cathy Bullock (16) - Humanities and Social Sciences
Kurt Becker (16) - Natural Resources
Mark Riffe (14) - Science

Becky Thoms (16) - Libraries
Kathy Riggs (15) - Extension
TBD (16) - Regional Campuses and Distance Education
Anthony Lott (14) - USU-Eastern
Foster Agblevor (15)- Senate
TBD (16) - Senate
John R. Stevens (15) - Senate
TBN - Senate 1-yr supplemental
TBN – Senate 1-yr supplemental

Budget and Faculty Welfare Committee

The duties of the Budget and Faculty Welfare Committee are to: (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance program, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university, and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

The membership, election and appointment of members, terms 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).

Rhonda Miller (14) - Agriculture
Leslie Timmons - (16) - Arts
Alan Stephens, Chair (16) - Business
Dale Wagner (15) - Education & Human Services
TBD (16) - Engineering
TBD (16) - Humanities and Social Sciences
Karin Kettenring (14) - Natural Resources
Stephen Bialkowski (16) - Science
Carol Kochan (14) - Libraries
Joanne Rouche (16) - Extension
TBD (16) - Regional Campuses and Distance Education
Curtis Icard (14) - USU-Eastern
Ilka Nemere (15) - Senate
Christopher Skousen (15) - Senate
Scott Bates (15) - Senate

Committee on Committees

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

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

TBD, Chair (16) - Senate
Dan Davis (15) - Senate
Jeanette Norton (15) - Senate

Educational Policies Committee

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

The Educational Policies Committee consists of the executive vice president and provost or designee; one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, and 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

Larry Smith, Chair - Provost Office

Ed Reeve (16) - Agriculture

Kevin Olson (16) - Arts

Kelly Fadel (16) - Business

TBD (16) - Education & Human Services

Thom Fronk (15) - Engineering

Eddy Berry (14) - Humanities and Social Sciences

Karen Mock (15) - Natural Resources

TBD (16) - Science

Kacy Lundstrom (16) - Libraries

Travis Peterson (14) - Regional Campuses and Distance Education

Susan Neel - (14) – USU Eastern

TBD - Graduate Council (faculty)

Doug Fiefia (14) - ASUSU President

Emily Esplin (14) - ASUSU Academic Senate President

Brittney Garbrick (14) - ASUSU Graduate Studies Vice President

Ed Reeve - Curriculum Subcommittee Chair

Norm Jones - General Education Subcommittee Chair

TBN - Academic Standards Subcommittee Chair

Non voting members:

- Bill Jensen
- Cathy Gerber

Faculty Evaluation Committee

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Professor and Advisor for the Year.

The committee shall consist of one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and the Library, two student officers from ASUSU and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with Section 402.11.2. The committee will elect a chair a chair annually, preferably at the last meeting of the academic year.

Arthur Caplan (15) - Agriculture

TBD (16) - Arts

Alan Stephens (15) - Business
Kit Mohr (14) - Education & Human Services
Oenardi Lawanto (15) - Engineering
Michael Lyons (14) - Humanities and Social Sciences
Karen Mock, Chair (14) - Natural Resources
Tom Lachmar (14) - Science
Kacy Lundstrom (15) - Libraries
Jeff Banks (16) - Extension
Karen Woolstenhulme (15) - Regional Campuses and Distance Education
Anne Mackiewicz (14) – USU Eastern
Emily Esplin (14) - ASUSU Academic Senate President
Daryn Frischknecht (14) - ASUSU Student Advocate
Brittney Garbrick (14) - ASUSU Graduate Studies Senator

Faculty Diversity, Development, and Equity Committee

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

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).

Man-Keun Kim (15) - Agriculture
Nancy Hills (16) - Arts
Robert (Bob) Mills (16) - Business
Troy Berkert (14) - Education & Human Services
TBD (16) - Engineering
Phoebe Jensen (14) - Humanities and Social Sciences
Helga Van Miegroet (15) - Natural Resources
Nancy Huntly (16) - Science
Kevin Brewer, Chair (14) - Libraries
Clark Israelsen (15) - Extension
TBD (16) - Regional Campuses and Distance Education
Jennifer Truschka (14) – USU Eastern
Ron Patterson (14) - Senate
TBD (16) - Senate
TBD (16) - Senate

Professional Responsibilities and Procedures Committee

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

The membership, election and appointment of members, terms 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).

Heidi Wengreen (15) - Agriculture
Chris Gauthier (13) - Arts

Randy Simmons (14) - Business
TBD (16) - Education & Human Services
William Rahmeyer (15) - Engineering
Terry Peak (16) - Humanities and Social Sciences
Nancy Mesner (13) - Natural Resources
Ian Anderson (13) - Science
John Elsweiler (14) - Libraries
Jerry Goodspeed (14) - Extension
TBD (16) - Regional Campuses and Distance Education
Elaine Youngberg (14) – USU Eastern
Jeanette Norton (15) - Senate
Stephen Bialkowski, Chair (15) - Senate
TBD (16) - Senate

Curriculum Subcommittee of EPC

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the chairs of the curriculum committees of each academic college, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from each Regional Campus, USU-CEU, Extension, and the Library, and two students, one from the ASUSU and one from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

Ed Reeve, Chair - Agriculture
Darrin Brooks - Arts
Frank Caliendo - Business
Scott Hunsaker - Education & Human Services
Dean Adams - Engineering, Chair
Kristine Miller - Humanities and Social Sciences
Karen Mock - Natural Resources
Richard Mueller - Science
Wendy Holliday - Libraries
Travis Peterson - Regional Campuses and Distance Education
Michelle Fleck – USU Eastern
Norm Jones - General Education Subcommittee Chair
TBD - Academic Standards Subcommittee Chair
Richard Inouye - Graduate Council
Emily Esplin - ASUSU Academic Senate President
Brittney Garbrick - ASUSU Graduate Student Studies Senator
Doug Fiefia – ASUSU President

Non voting members:

Roland Squire, Registrar's Office
Cathy Gerber, Registrar's Office (Secretary)

General Education Subcommittee of EPC

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

meeting of the academic year.

Norm Jones - Chair
Lee Rickords - Agriculture
Laura Gelfand – Art & Design
Kathy Chudoba - Business
Shelley Linduer - Education & Human Services
Dean Adams - Engineering
Charlie Huenemann - Humanities and Social Sciences
Karen Mock - Natural Resources
Richard Mueller - Science
Kacy Lundstrom - Libraries
Vince Lafferty - Regional Campuses and Distance Education
Scott Henrie – USU Eastern
Larry Smith - Provosts Office
Doug Fiefia - ASUSU Officer
Danie McInerney - American Institutions
Rhonda Miller - Communications Lit./Intensive
Cindy Dewey - Creative Arts
Brian McCuskey - Humanities
Ryan Dupont - Life & Physical Sciences
Dan Coster - Quantitative Literacy/Intensive
Roberta Herzberg - Social Sciences
Lezlie Park – English (Ex-Officio)
John Morentsen – Student Services (Ex-Officio)
Stephanie Hamblin - University Advising (Ex-Officio)
Mary Leavitt - HASS Advising Center (Ex-Officio)
Nicholas Morrison – Honors (Ex-Officio)

Academic Standards Subcommittee of EPC

The Academic Standards Subcommittee (a) recommends policy on all matter pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

Brian Warnick - Agriculture
TBN - Arts
TBN - Business
TBN - Education & Human Services
TBN - Engineering
TBN - Humanities and Social Sciences
TBN - Natrual Resources
TBN - Science
TBN - Libraries
TBN (yr.) - Regional Campuses and Distance Education
Larry Smith - Provost's Office
Emily Esplin - ASUSU Academic Senate President

University Committees with Faculty Senate Representation

Athletic Council

The Athletic Council advises the President about the athletic programs. 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. The Chair of the Athletic Council is one of the six elected members or the NCAA representative. The following appointments are recommended:

TBN (15)
Andy Walker (15)
Todd Crowl (14)
Marie Walsh (14)
Jennifer Duncan (15)
Sandra Weingart (15)

Bookstore Committee

The Bookstore Committee establishes and promotes communications and understanding between the Bookstore and the faculty and students. The Committee includes two faculty appointed by the Senate. The committee is chaired by one of the two faculty members.

TBN (15) Chair
TBN (15)

Calendar Committee

The Calendar Committee determines the beginning and ending days of the school year and the holidays within each of the three semesters. In addition, the committee projects the academic calendar for 3 to 5 years in advance. Membership on the committee includes four faculty appointed by the president of the Faculty Senate for three-year terms. The Committee on Committees recommends the following to the Faculty Senate President.

Steve Mansfield (14)
John R. Stevens (15)
TBN (15)
Keith Christensen (14)

Facilities Naming Committee

The Facilities Naming Committee considers recommendations for naming buildings and lesser facilities in recognition of major donations or for outstanding service to the University. The committee membership includes two faculty appointed by the President of the Senate. The following appointment is recommended:

TBN (15)
Steven Mansfield (14)

Graduate Council

The Graduate Council establishes regulations and standards for graduate study with the approval of the Faculty Senate and advises the Dean of the School of Graduate Studies on exceptions or adjustments to policy.

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; (4) one representative from the Faculty Senate; and (5) two graduate students. The Faculty Senate

representative is nominated by the Faculty Senate for a two-year term.

TBN (15)

Honorary Degrees and Awards

A Senate vote is required for this committee. The Faculty Senate nominates a slate of seven candidates and votes for three. The top three names are sent to the President of the University, from this slate, one is appointed each year for a total of the three faculty members representing the Faculty Senate. The term of office is three years.

Shannon Peterson (14)

Vince Wickwar (14)

TBN (16)

Honors Program Advisory Board

The Honors Board reviews activities and policies of honors programs and serves as liaison with the Faculty Senate. 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.

Jim Rogers (14)

Parking Transportation Advisory Committee

Two faculty members are appointed by the President of the Senate to serve on this committee. The Committee on Committees recommends the following to the Faculty Senate President:

Sheri Haderlie (14)

Steve Mansfield (14)

Research Council

The Research Council advises the Vice President for Research in all matters pertaining to research and other scholarly or creative activity of the University: (a) in the formulation of policy, including research priorities and procedures for attaining them; (b) in the encouragement and stimulation of research in the context of instructional and other goals of the University; (c) in monitoring, reviewing, and evaluating cross-college research programs in the University; and (d) in recommending to the Vice President for Research the allocation of funds available for research and related purposes to be expended through the office of the Vice President for Research. One faculty rep has been invited by the VP for Research

Foster Agblevor (14)

Teaching Excellence Award Committee

Members 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.

Ilka Nemere (15)

Dan Murphy (14)

University Assessment Coordinating Council

The University Assessment Coordinating Council coordinates and represents the University's efforts in educational and program assessment at the university, college, department and unit levels. This council also coordinates the University's regional accreditation.

Jim Rogers

TBD



Appendix B:
Composition & Authority of the Faculty
Faculty Policy 401



POLICY MANUAL

FACULTY

Number 401

Subject: Composition and Authority of the Faculty

Effective Date: July 1, 1997

Revision: July 1, 1999, March 6, 2009, August 13, 2010

Date of Last Revision: July 8, 2011

401.1 FACULTY MEMBERSHIP

Utah State University is an institution of higher education comprising multiple, geographically dispersed campuses, each of which employs faculty. The faculty consists of the president, the provost, the chancellor, academic deans, regional campus deans, and other members of the tenured and tenure-eligible faculty, faculty with term appointments, faculty with special appointments, and emeritus faculty as defined herein. All appointed faculty, without regard to which campus they are assigned, are members of the Utah State University faculty.

401.2 DEFINITIONS

2.1 Faculty Defined; Faculty Categories

The terms "faculty" and "faculty members" designate university employees appointed for the purpose of carrying out one or more of the following primary functions of the university: (1) academic instruction and technical training, (2) enlargement of knowledge through research and other creative activities, and (3) dissemination of knowledge through extension, service, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or tenure-eligible appointments; (2) term appointments without eligibility for tenure; (3) special appointments without eligibility for tenure and; (4) emeritus appointments.

2.2 Academic Units and Academic Departments Defined

The term “school” has been used in two different ways at the university. In all cases but one, a “school” is the equivalent of a “department.” In one case, the Jon M. Huntsman School of Business, the term is used as the equivalent of a “college.” Throughout the remainder of Section 400, whenever the term “department” appears it is assumed to encompass all “schools” except the Jon M. Huntsman School of Business. The latter is governed by policies that apply to colleges, not departments. Whenever the term “college” is used in this policy, it will encompass all academic colleges and the Jon M. Huntsman School of Business.

An academic unit is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current university catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

An academic department is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the university; (b) have an identifiable curriculum and formal description in current university catalogs or other publications; (c) have a separate identifiable budget; (d) be designated an academic department by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

All academic departments are academic units. Two academic units are not academic departments. These are the Library and Extension.

401.3 THE TENURED AND TENURE-ELIGIBLE FACULTY

3.1 Description and Eligibility

The tenured and tenure-eligible faculty consists of those individuals appointed to carry out the university's scholarly and educational functions and who have been or may be granted permanent status (policy 405.1.2). They receive their appointments within academic units. All faculty in this category either hold tenure or enter the process that may lead to the granting of tenure. Tenured and tenure-eligible faculty appointments shall not be made for less than 0.5 FTE.

3.2 Academic Ranks: Core Faculty

Tenure and tenure-eligible faculty members appointed to an academic department are the "core" faculty and hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor. A description of each follows. (See policy 405.2 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Instructor.

Appointment as instructor requires a master's degree or its equivalent, as determined by the appropriate administrator, and demonstrated ability in accordance with the role statement.

(2) Assistant Professor.

Appointment as or advancement in rank to assistant professor requires a terminal degree or its equivalent; demonstrated ability in teaching, research or creative endeavors, extension, service, or other qualifying work in accordance with the role statement and evidence of progressive professional development as determined by the appropriate administrator.

(3) Associate Professor.

Appointment as or advancement in rank to associate professor requires all the qualifications prescribed for an assistant professor; an established reputation in teaching, research or creative endeavors, extension, service, or other qualifying work in accordance with the role statement; and broad recognition for professional success in the field of appointment.

(4) Professor.

Appointment as or advancement in rank to professor requires all the qualifications prescribed for an associate professor and an established outstanding reputation in the field of appointment.

3.3 Academic Ranks: Librarians

Faculty members appointed to the academic unit of the library hold one of the following ranks: affiliate librarian, assistant librarian, associate librarian, or librarian. A description of each follows. (See policy 405.3 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Affiliate Librarian.

Appointment as affiliate librarian requires, a master's degree in library and information science from an institution accredited by the American Library Association or a master's degree and appropriate credentials for assignment to areas with specialized needs and demonstrated ability in accordance with the role statement.

(2) Assistant Librarian.

Appointment as or advancement in rank to assistant librarian requires all the qualifications prescribed for an affiliate librarian; demonstrated ability in librarianship, research, or other qualifying work; and evidence of professional development as determined by the appropriate administrator.

(3) Associate Librarian.

Appointment as or advancement to associate librarian requires all the qualifications prescribed for an assistant librarian; an established reputation in librarianship based on scholarship, and service; and broad recognition for professional success in librarianship.

(4) Librarian.

Appointment as or advancement to librarian requires all the qualifications prescribed for an associate librarian and an established outstanding reputation in the field of academic librarianship.

3.4 Academic Ranks: Extension

Faculty members appointed to the academic unit of Extension and who fulfill general Extension responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. A description of each follows. (See policy 405.4 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Extension Instructor.

Appointment as extension instructor requires a master's degree or its equivalent, as determined by appropriate administrator, and demonstrated ability related to the role statement.

(2) Extension Assistant Professor.

Appointment as or advancement in rank to extension assistant professor requires a master's degree or its equivalent; demonstrated ability in teaching, research, extension, or other qualifying work; and evidence of progressive professional development as determined by appropriate administrator.

(3) Extension Associate Professor.

Appointment as or advancement in rank to extension associate professor requires all the qualifications prescribed for an extension assistant professor; an established reputation based upon a balance of scholarship, teaching, and service; and broad recognition for professional success in the field of appointment.

(4) Extension Professor.

Appointment as or advancement in rank to extension professor requires all the qualifications prescribed for an extension associate professor and an established outstanding reputation in the field of appointment.

3.5 Academic Ranks: Professional Career and Technical Education

Faculty members appointed to the School of Applied Sciences, Technology, and Education with responsibilities for professional career and technical education will hold one of the following ranks: Professional Career and Technical Education Instructor, Professional Career and Technical Education Assistant Professor, Professional Career and Technical Education Associate Professor, or Professional Career and Technical Education Professor. A description of each follows. (See policy 405.5 for a complete discussion of the criteria for appointment or promotion to these ranks.)

(1) Professional Career and Technical Education Instructor.

Appointment as a professional career and technical education instructor requires six years of applicable work experience at the journeyman level. Up to three years of academic training from an accredited college may be substituted for three years of work experience.

(2) Professional Career and Technical Education Assistant Professor.

Appointment as a professional career and technical education assistant professor requires an associate of applied science or associate of science degree from an accredited college plus basic industry qualifications; three years full-time teaching experience at an accredited college; demonstrated ability in accordance with the role statement and evidence of progressive professional development.

(3) Professional Career and Technical Education Associate Professor

Appointment as or advancement in rank to a professional career and technical education associate professor requires all of the qualifications prescribed for assistant professor; a bachelor's degree from an accredited university; a minimum of seven years of full-time teaching at an accredited college; an established reputation in accordance with the role statement; and broad recognition for professional success in professional career and technical education.

(4) Professional Career and Technical Education Professor

Appointment as or advancement in rank to a professional career and technical education professor requires all of the qualifications prescribed for an associate professor; a master's degree or higher from an accredited university; a minimum of 12 years of full-time teaching experience at an accredited college; an outstanding reputation in accordance with the role statement; and national recognition for professional success in professional and technical education.

3.6 Exceptions

Under extraordinary circumstances, exceptions to Section 401.3 may be made to the qualifications for appointment in the various ranks in order to fulfill the mission of the

university. Exceptions require petition to and approval by the president, and must specify a time period for meeting the qualifications.

401.4 THE FACULTY WITH TERM APPOINTMENTS

4.1 Description and Appointment Requirements

The faculty with term appointments consists of individuals appointed to perform specialized academic duties that make substantial and regular contributions to a university academic unit, but do not have the permanence of appointment of tenured faculty.

Term appointments are for one academic or fiscal year in duration and are automatically renewed based on funding and performance, unless the faculty members holding such appointments are given notice of nonrenewal (policy 404.1.2(4)). The faculty member who holds a term appointment has no claim to a de facto permanent appointment based on length of service. Appointments for less than one academic or calendar year's duration are made to the temporary ranks (policy 401.5.2(3)). For those faculty whose appointments depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit.

4.2 Academic Ranks

The academic ranks for the faculty with term appointments follow.

(1) Lecturer Ranks.

Faculty members whose function it is to teach remedial (0010-0990), lower division (1000-2990), or, on occasion, upper division (3000-4990) university courses, are appointed to one of the following titles: lecturer, senior lecturer, or principal lecturer. Lecturers who are uniquely qualified through education and/or experience may, under special circumstances, teach a course 5000 and above after full consultation between the department head and the faculty of the department that grants credit for the course.

(2) Clinical Ranks.

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs may be appointed to one of the following ranks: clinical instructor, clinical assistant professor, clinical associate professor, or clinical professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

(3) Research Ranks.

Faculty members whose primary function is research and whose source of funding is extramural may be appointed to one of the following ranks: research assistant professor, research associate

professor, or research professor, after full consultation between the department head and the faculty of the department that grants credit in this area. Appointment to the research ranks requires a terminal degree or its equivalent.

(4) Federal Cooperator (FC) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and the federal government (e.g., U.S. Department of the Interior, Fish and Wildlife Service) may be appointed to one of the following ranks: instructor (FC), assistant professor (FC), associate professor (FC), or professor (FC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

(5) Federal Research (FR) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is research, and who serve as faculty under agreements between the university and the federal government (e.g., U.S. Department of Agriculture) may be appointed to one of the following ranks: assistant professor (FR), associate professor (FR), or professor (FR), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal research ranks are made only in academic units where such agreements exist.

(6) Professional Practice Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to an academic program by administration, teaching, mentoring, advising, service, or other responsibilities based on his or her professional experience may be appointed to one of the following ranks: professional practice instructor, professional practice assistant professor, professional practice associate professor, or professional practice professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

4.3 Limitations on Positions: Faculty with Term Appointments

(1) No Tenure.

Faculty with term appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

(2) Changes in Status.

All changes in status from term appointment faculty to faculty with tenure or tenure-eligibility require a national search.

(3) Leave.

Faculty with term appointments are not eligible for sabbatical leave, but may be granted professional leave under appropriate conditions, as determined by the appropriate administrator.

(4) Limitations on Faculty Participation.

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or professional practice ranks is subject to the following limitations: (a) they may participate in the processes of setting policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty; and (c) they may not be counted among the number of tenured and tenure-eligible faculty members for purposes of apportioning Faculty Senate members. Federal cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to retention or tenure of tenure-eligible faculty.

401.5 FACULTY WITH SPECIAL APPOINTMENTS

5.1 Description and Appointment Requirements

The faculty with special appointments consists of those individuals whose appointments confer a limited association with the university. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with special appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or term appointment faculty. Proposed special appointments must be considered by appropriate departmental procedures. Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty members with special appointments are not eligible for tenure.

5.2 Academic Ranks

The academic ranks for the faculty with special appointments follow.

(1) Adjunct Ranks.

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests can be appointed as adjunct faculty. The term “adjunct” may precede any

faculty title in the tenure and term appointment ranks. Adjunct appointments are made for less than 50 percent time only.

(2) Visiting Ranks.

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more semesters for an academic department while on leave from another academic institution are appointed to one of the following ranks: visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor.

(3) Temporary Ranks.

The term “temporary” may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units may fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

5.3 Limitations on Positions: Faculty with Special Appointments

(1) No tenure eligibility.

Faculty members with special appointments are ineligible for tenure.

(2) Limitations on faculty participation.

The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.

401.6 EMERITUS FACULTY

At the time of retirement and upon recommendation of the president and the approval of the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus preceding their final academic rank.

401.7 LIST OF FACULTY

Each year the university shall publish a list of all faculty in an electronic format that is readily accessible, which states the faculty category and the academic unit to which they are appointed or, in the case of emeritus faculty, to which they were appointed.

401.8 AUTHORITY OF THE FACULTY

8.1 Policy Statement

(1) American Association of University Professors Joint Statement.

Although this policy statement may contain some provisions that are the same or similar to certain principles promulgated by the American Association of University Professors (AAUP), this policy statement is not intended to incorporate AAUP principles and interpretations, and any such incorporation by reference is expressly disclaimed.

(2) Faculty Responsibility for Educational Process.

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, and those aspects of student life which relate to the educational process. In those exceptional circumstances when the power of review or final decision of the president is exercised adversely on these matters, it shall be communicated to the faculty. Following such communication, the faculty shall have the opportunity for further consideration and further transmittal of its view to the president.

The faculty sets the requirements for the degrees offered, determines when the requirements have been met, and recommends to the president that the degrees be granted.

(3) Faculty Status and Related Matters.

Faculty status and related matters, such as appointments, reappointments, nonrenewals of appointments, terminations, dismissals, reductions in status, promotions, and the granting of tenure are primarily a faculty responsibility. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determination in these matters should be first by faculty action through established university procedures, reviewed and approved by the president, followed where necessary, by the approval of the Board of Trustees and/or the Board of Regents.

(4) Collegial Governance of the University.

There is shared responsibility in the governance of the university with a meaningful role for the faculty. This role includes participation in decisions relating to the general academic operations

of the university, such as budget matters and the appointment of administrators. The faculty should actively advise in the determination of policies and procedures governing salary increases.

Organizations and methods for faculty participation in the collegial governance of the university should be established wherever faculty responsibility is present. The organizations and methods may consist of meetings of the faculty members of a department, college, library, extension, other academic unit, or the university as a whole; or they may take the form of faculty-elected committees in academic units and a faculty designed, approved, and established committee through the joint effort of the faculty and the administration.

(5) Faculty and Administration Communications.

Suggested means of communication among the faculty university administrators, and the Board of Trustees are:

- (a) circulation of memoranda and reports,
- (b) joint ad hoc committees of the groups,
- (c) standing liaison committees of the groups, and
- (d) membership of faculty members on administrative councils, committees, and other bodies.

8.2 Legislative Authority of the Faculty

Subject to the authority of the Board of Regents, the Board of Trustees, and the president, faculty shall legislate on all matters of educational policy, enact such rules and regulations as it deems desirable to promote or enforce such policies, and decide upon curricula and new courses of study. The legislative power will normally be exercised by the Faculty Senate. In all matters except those within the authority of the Faculty Senate, the faculty retains original jurisdiction.

8.3 Appellate Authority of the Faculty: Right to Review and to Modify Faculty Senate Actions

Faculty members who are eligible to vote in Faculty Senate shall have the appellate power to review Faculty Senate actions by means of a special meeting. Upon the written petition of 10% of these faculty members, or upon the written request of 25 senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the university president as chair of the faculty.

401.9 MEETINGS OF THE FACULTY

9.1 Calling Meetings

Meetings of the faculty may be convened upon the call of the university president. Upon receipt by the president of a written request or a written petition as provided in policy 401.8.3, the

president must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.

9.2 Notice

Faculty must receive individual notice of the meeting and its agenda a minimum of five days before the meeting, unless a majority of them waives that notice prior to or at the meeting or unless the president waives the notice on the grounds of emergency.

9.3 Quorum

Any number over ten percent of the faculty eligible to vote in Faculty Senate elections shall constitute a forum for discussion at faculty meetings, but no vote shall be binding unless a quorum is present. Fifty percent plus one member of the voting faculty shall constitute a quorum. A quorum being present, all actions shall be by majority vote of those in attendance with voting power. Meeting procedures shall be governed by Robert's Rules of Order.

401.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY

The president of the university (and in the president's absence, the executive vice president and provost) is the chair of the faculty and presides over all meetings of the faculty. The president of the university shall appoint a secretary for the faculty who will also be ex officio Executive Secretary of the Faculty Senate. The secretary shall record all actions of the faculty when it meets, and shall preserve the records in a form convenient for reference.

401.11 COMMITTEES OF THE FACULTY

The faculty may appoint, at any time, such committees as the work of the university may require. These committees must report to the faculty and to the Faculty Senate the progress of their work and the action they have taken.



Appendix C:
Faculty Senate and Its Committees
Faculty Policy 402

POLICY MANUAL

FACULTY

Number 402

Subject: The Faculty Senate and Its Committees

Effective Date: July 1, 1997

Revision Dates: November 16, 2001, April 29, 2002, January 12, 2007, April 30, 2007, March 6, 2009, August 13, 2010, July 8, 2011

Date of Last Revision: January 6, 2012

402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.7.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

402.2 AUTHORITY OF THE SENATE

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.7. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

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

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

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

forwarded by the Executive Secretary to the president of the university and, in appropriate cases, to the Board of Trustees.

2.2 The President, University Administrators, and Board of Trustees

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

2.3 Senator's Handbook

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

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 Membership

The Senate shall be composed of the following members: (1) sixty faculty members assigned in proportion to the number of tenured and tenure eligible faculty in the academic colleges, the Regional Campuses, USU-CEU, Extension, and the Library. These sixty will be elected by and from faculty members eligible to vote in Senate elections (see policy 401.4.2(c)); (2) the president and the executive vice president and provost of the university or their designees; (3) eight appointees of the president of the university who shall be a vice president an academic college dean, a regional campus dean, or a chancellor, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Academic Senate President or a designee, and the Graduate Student Senate (GSS) President or a designee.

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

3.2 Alternates for Elected Members

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

Senators must notify the Executive Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If a senator fails twice to make a documented effort to arrange for an alternate during an academic year, then that senator's position will be considered vacant (see policy 402.3.4).

3.3 Term

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

3.4 Vacancies

A senate seat shall be declared vacant if a senator (1) resigns from Faculty Senate, (2) is no longer a member of the faculty of the academic unit from which he or she was elected, or (3) misses two regularly scheduled senate meetings during an academic year without making a documented effort to arrange for an alternate and keeping the Executive Secretary of the Faculty Senate informed in writing (email is acceptable). The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. The Committee on Committees will then contact the affected academic dean, vice president, or, where applicable, the chancellor or regional campus dean, who will appoint an alternate elected senator to fill the seat within 30 days (see policy 402.3.2). Colleges whose alternates are not responsive to requests to fill in for senators with planned absences or which do not have sufficient alternates will be required to run a replacement election (see policy 402.3.1). The Faculty Senate Presidency will address other vacancies on a case-by-case basis. For vacancies among Presidential appointees, the president shall appoint a new senator within 30 days (see policy 402.3.1).

402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 Records

The records of the Senate shall be kept by the Executive Secretary for the use of the members of the faculty, the president of the university, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the president of the university, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are distributed to faculty on all campuses within an appropriate time frame and included in the Senate records.

4.2 Agenda and Minutes

(1) Senate agenda.

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

(2) Faculty petition to place an item on the agenda.

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

(3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall make available to all faculty a copy of the agenda of the next meeting, and minutes of the prior Senate meeting.

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

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other university policies or procedures are communicated in a timely manner to all campuses.

4.3 Order of Business

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

402.5 PARLIAMENTARY PROCEDURE

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

402.6 MEETINGS; QUORUM

6.1 Scheduled Meetings

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

6.2 Special Meetings

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

6.3 Quorum and Voting

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

6.4 Consulting with Constituents

The elected senators shall communicate and/or meet regularly with their constituents to answer questions and discuss Senate business.

402.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT

7.1 Duties of the Senate President

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

7.2 Duties of the Senate President-Elect

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

7.3 Duties of the Immediate Past President

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

7.4 Eligibility and Term

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

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

402.8 SENATE EXECUTIVE SECRETARY

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

402.9 FACULTY FORUM

9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the president of the university, the executive vice president and provost, the presidential appointees, academic deans and department heads, chancellors, regional campus deans, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum (see Policy 402.9.3(2)). During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

9.2 Meetings; Agenda; Notice

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

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

9.3 Officers and Executive Committee of the Faculty Forum

(1) Officers.

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

(2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the elected faculty members on the Senate Executive Committee (policy 402.12).

402.10 SENATE ELECTIONS

10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library in proportion to the number of tenured and tenure-eligible faculty. The minimum representation from each of these academic units shall be one.

10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to academic deans, the vice president for extension, vice provost of regional campuses and distance education, and chancellor.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by academic colleges, Regional Campuses, USU-CEU, Extension, and the Library. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during January and February of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate academic deans, or vice president for extension, chancellor, or the vice provost of regional campuses and distance education of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate academic deans or vice president for extension, chancellor, or vice provost of regional campuses and distance education shall communicate with their faculty members eligible to vote in Senate elections (see policy 401.4.3 for limitations) for the purpose of nominating Senate candidates and alternates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. Balloting within each academic college, the Regional Campuses, USU-CEU, Extension, and the Library shall be by an appropriate method to ensure timeliness, fairness, and verifiability.

(4) Verification and notice of election results.

The academic colleges, Regional Campuses, USU-CEU, Extension, and the Library must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at its regularly scheduled April meeting. Election results shall be made public.

10.3 Elections within the Senate

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

402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

11.1 Purpose; Reporting

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

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

11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees (see policy 401.4.3(4) (c) for limitations).

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

A vacancy shall be declared among the elected committee members if that member resigns, is terminated, goes on extended medical leave, or has four or more unexcused absences from regularly scheduled committee meetings during an academic year. If a vacancy occurs, then a replacement will be appointed. The Senate Committee on Committees will appoint seats vacated by representatives of the Faculty Senate, and the academic deans, vice president for extension, chancellor, or vice provost of regional campuses and distance education, will appoint seats

vacated by representatives of the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library .

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

11.3 Senate Committee Procedures

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

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

(2) Committee minutes.

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

(3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually, preferably at the last meeting of the academic year.

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee

(1) Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas;
- (b) propose such standing and special committees of the Senate as may be needed;

- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;
- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and

(2) Membership.

The Senate Executive Committee shall consist of the following members:

- (a) the Senate President;
- (b) the President-Elect of the Senate;
- (c) immediate Past President;
- (d) elected faculty senators, representing each of the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library;
- (e) the president of the university and executive vice president and provost, who shall serve as ex-officio members; and
- (f) a senator appointed by the president and approved by the Senate.

All members have a vote.

(3) Eligibility; election; term.

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

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

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

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

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

(5) Meetings; Senate agenda.

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

(6) Reports and recommendations of other Senate committees.

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

12.2 Committee on Committees (CoC)

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

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

12.3 Academic Freedom and Tenure Committee (AFT)

(1) Duties.

(a) Jurisdiction as an administrative hearing body.

The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

(b) Procedural due process.

Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.6.6(8)) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee.

(c) Policy revisions.

The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction.

(d) Review.

The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

(2) Membership.

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

(a) one faculty member elected by and from the faculty in each academic college, Regional Campus, USU-CEU, Extension, and the Library, and (b) three faculty members appointed from the elected faculty senators by the Committee on Committees.

(3) Election and appointment of members; terms.

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

(4) Officers.

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

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

(5) Supplemental appointments.

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

(6) Hearing panels.

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

12.4 Budget and Faculty Welfare Committee (BFW)

(1) Duties.

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

(2) Membership.

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).

12.5 Professional Responsibilities and Procedures Committee (PRPC)

(1) Duties.

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

(2) Membership.

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).

12.6 Educational Policies Committee (EPC)

(1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the

Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.

The Educational Policies Committee consists of the executive vice president and provost or designee; one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected ASUSU student government and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2.

(3) Term of members.

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

(4) Chair.

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

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the chairs of the curriculum committee of each academic college, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from each Regional Campus, USU-CEU, Extension, and the Library, and two students, one from the ASUSU and one from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

(6) General Education Subcommittee.

The General Education Subcommittee formulates and reviews policy with respect to general education. The subcommittee shall consist of three faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-

year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the university. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

(7) Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

12.7 Faculty Evaluation Committee (FEC)

(1) Duties.

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Professor and Advisor of the Year.

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and the Library, two student officers from the ASUSU and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

(1) Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity,

fair pay standards, and work/life balance for the faculty; (3) report on the status of faculty development, mentoring, diversity, and equity; and (4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

(2) Membership.

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).

12.9 Executive Committee of the Faculty Forum (ECFF)

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Faculty Senate Executive Committee excluding administrators (see policy 402.12.1(2a-2d)).

12.10 Senate Handbook Committee (SHC)

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3). This committee consists of the Faculty Senate President, President-Elect of the Senate, and the Past President of the Senate. Additional members may be appointed by the Committee on Committees.

402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following university councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, Diversity Council, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4). In the spirit of shared governance, at the Regional Campuses and USU-CEU, the chancellor and regional campus deans will establish procedures whereby faculty members on those campuses can be actively engaged and represented in key local decisions parallel to the councils and committees described in this paragraph.



Appendix D: Authority and Admendments Policy 202



POLICY MANUAL

AUTHORITY AND AMENDMENTS

Number 202

Subject: Authority and Amendments: Faculty Policies (Section 400)

Covered Employees: Faculty

Effective Date: January 24, 1997

Date of Last Revision: April 10, 2009

202.1 AUTHORITY AND VIOLATION

1.1 Authority of the Policy

This policy is subordinate to the Code of Policies and Procedures of the Board of Regents' of the Utah System of Higher Education (hereafter Regents' Code) and the authority of the Board of Trustees and the President. This policy supersedes all previous University codes or policies and procedures affecting faculty and staff of the University, and takes precedence over previous executive memoranda and other policy directives affecting the provisions of this policy. If new executive memoranda or policy directives are issued which conflict with existing policy, the memoranda or policy directives will take precedence until action is taken to reconcile them with policy.

1.2 Violation of Policies

Any faculty or staff employee or any group of faculty or staff employees shall have the right to grieve any alleged violation of the policies. A faculty or staff employee may be sanctioned for violations of these policies as provided herein. (Section 407)

202.2 PROCEDURES FOR AMENDING SECTION 400

2.1 Proposal Process

Proposals for amendments to this section may only be made by faculty members who hold tenured, tenure-eligible, or term appointments and members of the Faculty Senate.

(1) Proposals for amendments by individual faculty members.

Proposals for amendments to this code by individual faculty members shall be submitted in writing to any faculty senator(s). The faculty senator(s) may submit the proposal for amendment to the Executive Committee of the Senate for consideration of inclusion on the agenda of the

next regularly scheduled meeting of the Senate. Individual faculty members may also communicate their interest in general or specific changes to the policies directly to the Professional Responsibilities and Procedures Committee (PRPC) which will take such communications under advisement and make recommendations to the Faculty Senate.

(2) Proposals for amendments by members of the Faculty Senate.

Proposals for amendments to these policies by members of the Faculty Senate shall be presented to any regularly scheduled meeting of the Senate. The PRPC shall consider proposals for policy amendments upon the formal action of the Senate. Members of the Faculty Senate may also communicate their interest in general or specific changes to the policies directly to the PRPC which will take such communications under advisement and make recommendations to the Faculty Senate.

(3) Proposals for amendments by petition of the faculty.

Any 25 or more faculty members who hold tenured, tenure-eligible, or term appointments may directly petition the Senate for consideration of a proposal for amendment to the policies at any time. Such a petition shall be presented in writing to the secretary of the Senate who shall then give notice of the proposal to the Executive Committee of the Senate at its next regularly scheduled meeting. In turn, the Executive Committee of the Senate shall schedule the proposal for amendment as an action item to be presented at the next regularly scheduled meeting of the Senate.

(4) Forwarding of proposals to the PRPC.

Upon favorable formal action by the Senate on any proposal to amend the code, the proposal to amend shall be forwarded to the PRPC for drafting of the proposed amendment.

2.2 Proposed Amendments to Section 400

(1) Drafting of proposed amendments to the section.

The drafting of all proposed amendments to Section 400 shall be performed by the PRPC. The draft of the proposed amendment shall be forwarded to the Senate no later than the second regular meeting of the Senate after receipt of the proposal for amendment by the PRPC. This time limit may be extended by majority vote of the Senate.

(2) Proposed amendments originated by the PRPC.

As one of its two principal functions, the PRPC will monitor the language of the policies for congruence of policy language with actual University practices, internal consistency of policy language, and clarity of the meaning of policy language. Where actual practice and the policies differ, the PRPC shall seek resolution either in changed practice, proposed amendments to the policies, or both. The PRPC shall also propose amendments to the policies to increase their clarity and internal consistency. Amendments to the policies proposed by the PRPC shall be presented in writing to the Senate initially as information items. Revision of the policies will be undertaken by the PRPC only under the formal instruction of the Senate.

(3) Proposed amendments by the Regents.

While the Regents may amend this code to be congruent with their own Code of Policies and Procedures (202.2.4.4), such amendments shall ordinarily occur as a result of collaborative interactions among the Regents, the University, and the PRPC acting on behalf of the Senate.

2.3 Publication of Proposed Amendments

The language of any proposed amendments to the policies shall be published in the minutes of the Senate meeting in which they are brought forward by the PRPC as information items.

2.4 Ratification of Proposed Amendments

Ratification of proposed amendments to the policies is a four-step process:

(1) Ratification by the Senate.

Approval of a proposed amendment to these policies shall be by a two-thirds majority of a quorum of faculty senators at any regularly scheduled meeting of the Senate where the proposed amendment is on the agenda as an action item, provided that the proposed amendment has been presented for information at a previous regularly scheduled meeting of the Senate, and provided further that the proposed amendment remains unchanged except for editorial clarifications. Changes in the proposed amendment approved by a simple majority of the Senate during its meeting will result in the postponement of action on the proposed amendment, the re-initiation of the publication process (202.2.3), and the rescheduling of action on the proposed amendment for the following regularly scheduled meeting of the Senate.

Upon approval of the proposed amendment by the Senate, proposed amendments will be forwarded to the President.

(2) Ratification by the President.

Within 30 calendar days of receipt of the proposed amendment, the President will either forward the proposed amendment to the Board of Trustees with a recommendation for its approval, forward the proposed amendment to the Board of Trustees with no recommendation, remand the proposed amendment to the Senate, or inform the Senate of his/her disapproval.

(3) Ratification by the Board of Trustees.

The Board of Trustees will either approve the proposed amendment to the policies and forward the proposed amendment to the Regents, if required, or disapprove the proposed amendment and remand it to the President who will report such action to the Senate at its next regularly scheduled meeting. On specific matters, identified by Regents' policy or request, and pursuant to procedures provided by the Commissioner of Higher Education, the Board of Trustees, in exercising its approval authority, is responsible to review and report to the Regents any policies

herein or any proposed policies that are not in compliance with state law and the Regents' rules relating to such matters.

(4) Ratification by the Regents.

Upon approval by the Board of Trustees, a proposed amendment to the policies shall be submitted to the Regents for approval (if required). These policies shall be consistent with the Regents' Code. Substantive differences or exceptions of these policies from the Regents' code must be reviewed and approved by the Regents. Once approved, the policies herein will apply. In cases where a new amendment is silent on issues addressed by the Regents' Code, the Regents' Code applies.

Subsequent proposed amendments to already approved policies herein, determined by the Commissioner of Higher Education to represent a substantive change, must be reviewed and approved by the Regents. If the Regents disapprove of the proposed amendment, they may remand the proposed amendment to the University, and the PRPC acting on behalf of the Senate. At this time the Regents may also propose their own language and negotiate with the University and the PRPC whatever changes they determine are necessary in the proposed amendment to these policies.

Substantive changes to the proposed amendment negotiated by the Regents are brought back to the Senate by the PRPC for appropriate Senate action.



Appendix E:
Parliamentary Procedures:
Table of Motions and Their Uses

	Motions by Category and Precedence	Purpose of Motion	Interrupt Speaker	Needs Second	Amendable	Debatable	Can be Reconsidered	Takes Subsidiary Motion	Required Vote
Privileged Motions: Arise from questions of meeting arrangements, comfort, member's rights; Requires immediate action.									
1	Fix Time, Place for Next Meeting	Close Meeting	No	Yes	Yes	Yes	Yes	Yes	Majority
2	To Adjourn	Close Meeting	No	Yes	No	No	No	No	Majority
3	To Recess	Interrupt Meeting	No	Yes	No	Yes	---	Yes	Majority
4	Question of Privilege	Assert Rights	Yes	No	No	No	No	No	Chair
5	Orders of the Day	Assert Rights	Yes	No	No	No	No	No	Majority
Incidental Motions: Relate to questions which arise from other motions or business (no order of precedence within this group)									
6	Point of Order	Assert Rights	Yes	No	No	No	No	No	Chair
7	Appeal Decision of the Chair	Assert Rights	Yes	Yes	No	Yes	Yes	Yes	Majority
8	Object to Consideration	Prevent Action	Yes	No	No	No	Yes	No	2/3
9	Reading of Papers	Present Information	No	Yes	No	No	Yes	No	Majority
10	Withdrawal of a Motion	Prevent Action	No	No	No	No	Yes	No	Majority
11	Suspend Rules	Speed up Action	No	Yes	No	No	No	No	2/3
12	Divide Question	Simplify Complex Motion	Yes	Yes	Yes	No	No	Yes	Majority
13	Nominate	Elections	No	No	No	Yes	No	Yes	Majority
14	Parliamentary Inquiry	Clarify Rules	Yes	No	No	No	No	No	Chair
15	Divide the Assembly	Count Vote	Yes	No	No	No	No	No	---
16	Point of Information	Request Information	Yes	No	No	No	No	---	Chair
17	Committee of the Whole	Consider Informally	No	Yes	No	Yes	Yes	No	Majority
Subsidiary Motions: Act upon motions in order to dispose of them; Do not amend									
18	To Table	Delay Action	No	Yes	No	No	No	No	Majority
19	Order Previous Question	Close Debate	No	Yes	No	No	Yes	No	2/3
20	Extend or Limit Debate	Speed (Suppress) Debate	No	Yes	Yes	No	Yes	Yes	2/3
21	Postpone to a Definite Time	Delay Action	No	Yes	Yes	Yes	Yes	Yes	Majority

22	Refer to Committee	Further Study (Delay)	No	Yes	Yes	Yes	Yes	Yes	Majority
23	Amend	Modify Motion	No	Yes	Yes	Yes	Yes	Yes	Majority
24	Postpone Indefinitely	Prevent Action	No	Yes	No	Yes	No	No	Majority
Principal Motions: Directly concerns a proposition, idea or main motion (no order of precedence within this group)									
25	Reconsider	Change a Decision	Yes	Yes	No	Yes	No	Yes	Majority
26	Rescind (Repeal)	Change a Decision	No	Yes	Yes	Yes	Yes	Yes	2/3
27	Take from the Table	Renew Discussion	No	Yes	No	No	No	No	Majority
28	Special Order of Business	Speed up Action	No	Yes	Yes	Yes	Yes	Yes	2/3
29	Discharge Committee	Speed Action	No	Yes	No	Yes	Yes	Yes	2/3
30	Main Motions	New Business	No	Yes	Yes	Yes	Yes	Yes	Majority

BASIC PARLIAMENTARY INFORMATION

Prepared by the Education Committee
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Based on *Robert's Rules of Order Newly Revised*, 1990 Edition

Ranking Motions

Motions are listed in the order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions, except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Privileged Motions						
# Fix the time to Which to Adjourn		S		A	M	R
* Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the Day	I				+	
Subsidiary Motions						
Lay on the Table		S			M	
Previous Question (close debate)		S			2/3	R
# Limit or Extend Limits of Debate		S		A	2/3	R
# Postpone to a Certain Time (or Definitely)		S	D	A	M	R
# Commit or Refer		S	D	A	M	R
# Amend		S	D*	A*	M	R
# Postpone Indefinitely		S	D		M	R*
Main Motion		S	D	A	M	R

Meaning of Symbols

- A Can be amended.
- D Is debatable.
- I Is in order when another has the floor.
- M Requires a majority vote (i.e., more than half the votes cast).
- R The vote on this motion may be reconsidered.
- S Requires a second.
- 2/3 Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative.)
- +
- # Usually no vote is taken. The chair decides.
- # A main motion when no other motion is pending.
- No vote is taken. The chair responds.
- * See *Robert's Rules of Order Newly Revised*, 1981 edition, for specific rule. Consult index and tinted pages for further information and page references.

Procedure For Handling a Main Motion

- I. Obtaining and assigning the floor
 - A. Member rises and addresses chair.
 - B. Chair recognizes member.
- II. How the motion is brought before the assembly
 - A. Member makes motion.
 - B. Another member seconds motion.
 - C. Chair states motion.
- III. Consideration of the motion
 - A. Members debate motion.
 - B. Chair puts question and members vote.
 - C. Chair announces result of vote.

See page 152 for sample dialogue of proper procedure.

Processes of Amending

1. To **insert** or to **add** (a word, consecutive words, or a paragraph)
2. To **strike out** (a word, consecutive words, or a paragraph)
3. To **strike out and insert** (which applies to words) or to **substitute** (which is not applied to anything less than a complete paragraph of one or more sentences)

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Non-Ranking Motions

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Incidental Motions						
Appeal	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	2/3	
Consideration by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of a Question		S*		A	M*	
Division of the Assembly	I				*	
Objection to the Consideration of a Question	*				2/3	*
Parliamentary Inquiry	I				-	
Point of Information	I				-	
Point of Order	I		*		+	
Reopen Nominations or the Polls		S		A	M	*
Request for Permission to Withdraw a Motion	*	*			M	*
Suspend the Rules		S			2/3*	
Motions That Bring a Question Again Before the Assembly						
Take from the Table		S			M	
**Rescind or Amend Something Previously Adopted		S	D	A	*	*
**Discharge a Committee		S	D	A	*	*
Reconsider	*	S	D*		M	

** An incidental main motion which usually requires a majority vote with previous notice or a 2/3 vote without previous notice.

Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by general consent or a majority vote of the assembly.

Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day after the original vote was taken (not counting a day on which no business meeting is held during a session).

Pertinent Facts

A **main motion** brings business before the assembly.

A **subsidiary motion** assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A **privileged motion** deals with special matters of immediate importance. It does not relate to the pending business.

An **incidental motion** is related to the parliamentary situation in such a way that it must be decided before business can proceed.

Forms of Voting

A **voice vote** is the most commonly used form of voting.

A **rising vote** is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A **count** can be ordered by the chair or by a majority vote of the assembly.

General consent is a vote of silent agreement without a single objection.

A **ballot** or **roll call** vote can be ordered by a majority.

Rulings of the chair can be appealed.

Procedure For Handling a Main Motion

- I. Obtaining and assigning the floor
 - A. A member rises when no one else has the floor and addresses the chair: "Mr./Madam President," "Mr./Madam Chairman," or by other proper title.
 - 1. In a large assembly, the member gives his name and identification.
 - 2. The member remains standing and awaits recognition by the chair.
 - B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.
- II. How the motion is brought before the assembly
 - A. The member makes the motion: "I move that (or 'to') ..." and resumes his seat.
 - B. Another member, without rising, seconds the motion: "I second the motion," or "I second it" or, even, "Second."
 - C. The chair states the question on the motion: "It is moved and seconded that (or 'to') Are you ready for the question?"
- III. Consideration of the motion
 - A. Members can debate the motion.
 - 1. Before speaking in debate, members obtain the floor as in I above.
 - 2. The maker of the motion has first right to the floor if he claims it promptly.
 - 3. All remarks must be addressed to the chair.
 - 4. Debate must be confined to the merits of the motion.
 - 5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
 - B. The chair puts the question (puts it to vote).
 - 1. The chair asks: "Are you ready for the question?" If no one then rises to claim the floor, the chair proceeds to put the question.
 - 2. The chair says: "The question is on the adoption of the motion that (or 'to') As many as are in favor, say 'Aye'. (Pause for response.) Those opposed say, 'No'." (Pause for response.)
 - C. The chair announces the result of the vote.
 - 1. "The ayes have it, the motion is adopted, and a ... (indicating the effect of the vote or ordering its execution)." (or)
 - 2. "The noes have it and the motion is lost."

The Chair and a Sample Order of Business

Call to Order

The presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says, "The meeting will come to order."

Opening Ceremonies (religious, patriotic, ritualistic, etc. – optional)

"Please rise and remain standing for the invocation, which will be given by ..., and the Pledge of Allegiance to the Flag of the United States of America, which will be led by ..." (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order).

Roll Call (if customary)

"The Secretary will call the roll of officers (or 'will call the roll')."

Reading and Approval of Minutes

"The Secretary will read the minutes." (The presiding officer sits down.).

Except in the smallest of meetings, the secretary stands to read the minutes.

"Are there any corrections to the minutes?" (Pause)

"If there are no corrections, the minutes stand (or 'are') approved as read."

With corrections: "If there is no objection, the Secretary will make the correction(s) If there are no further corrections, the minutes stand (or 'are') approved as corrected."

Reports of Officers, Boards, and Standing Committees

"The next business in order is hearing reports of the officers, boards and standing committees."

Officers and standing committees are called on in the order they are listed in the bylaws. The chair usually calls on only those who have reports to make.

In calling on the secretary: "Is there any correspondence?"

In calling on the treasurer: "May we have the Treasurer's report."

A treasurer's report is never adopted. An auditor's report, usually made annually, is adopted.

"The question is on the adoption of the Auditor's report. As many as are in favor, say 'Aye'. Those opposed say 'No'. The ayes have it and the Auditor's report is adopted."

An officer should not move the implementation of a recommendation in his report; another member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting member of a committee, "on behalf of (or "by direction of") the board (or "the committee")," moves the adoption of the necessary motion to implement any recommendations the board or committee makes.

A motion arising out of an offer's, board's, or committee's report is taken up immediately.

Reports of Special Committees (announced only if there are such committees prepared or instructed to report)

"The next business in order is hearing reports of special committees. The committee appointed to ... will now report."

Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "on behalf of (or "by direction of") the committee," moves the adoption of motions or resolutions in the report.

Special Orders (announced only if there are such items)

Unfinished special orders from the previous meeting and items made special orders for this meeting and not set for specific hours are taken up under this heading. Matters set by the bylaws for a particular meeting may be taken up.

"The next business in order is the consideration of special orders. At the previous meeting, the motion relating to ... was postponed to this meeting and made a special order. The question is on the motion that Are you ready for the question?"

"The Secretary will read from the bylaws Article ____ Section ____ concerning the election of a Nominating Committee."

Unfinished Business and General Orders (announced only if there are such items)

Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.

"Under *Unfinished Business and General Orders*, the first item of business is the motion relating to ... that was pending when the previous meeting adjourned. The question is on the adoption of the motion that Are you ready for the question?"

"The next item of business is the motion relating to ... that was postponed to this meeting. The question is on the adoption of the motion that Are you ready for the question?"

New Business

"Is there any new business?"

"Is there any further new business?"

Announcements

"The chair has the following announcements Are there other announcements?"

Program

The chair does not "turn the meeting over" but announces: "The Program Committee will now present the program," or "... will introduce our speaker."

Adjournment

"Is there any further business? (Pause) Since there is no further business, the meeting is adjourned." (or)

"A motion to adjourn is in order."

In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it and the meeting is adjourned." (A single rap of the gavel may be used.)

Unfinished Tasks from 2012-2013

1. Faculty Code revisions (405.12 & 406)

- Two Task Forces were established, each on 405.12 & on 406 in 2011.
- 405.12: Post Tenure Review of Faculty (Annual Review and Quinquennial Review)
Impetus for this effort:
 - 1) The NWCCU 2007 accreditation team's recommendation for the consistent implementation of the PTR process across colleges and also for rigorous annual reviews;
 - 2) Two legislative bills concerning the tenure system in 2011 & 2012 which are now off the table.

The progress to date:

In April, the full senate took a straw poll vote on the task force's second-round revision proposal in terms of (a) standard of evaluation and (b) remediation timeline. The results:
(a) 25 in favor of keeping the current code versus 16 in favor of proposed code;
(b) 23 in favor of proposed timeline versus 17 opposed to proposed timeline.

Some consistent reactions from faculty on the second proposal of the 405 Task Force:

- (a) Broad agreement on the need for a strong measure on consistently poor-performing tenured faculty;
 - (b) The overall tone of the task force proposal is punitive rather than appreciative, discouraging hard-working faculty and making them feel less respected;
 - (c) In favor of efficiency, i.e., not having to submit the quinquennial binder when a faculty member has been evaluated as performing well consistently in the annual reviews.
- 406: Program Discontinuance, Financial Exigency, and Financial Crisis
Impetus for this effort:

There is broad concern about the ambiguity in language and inefficiency in procedure in the current code.

The progress to date:

The Task Force's second-round proposal will be presented in the exec meeting in Sep 23.

2. Restructuring the Faculty Senate Committees & more engagement in Faculty Senate meetings.

3. Concerns about the Central Committee's Tenure/Promotion Review Policy (i.e., Role statements)

4. USU-Eastern: Concerns about Administration and Faculty Morale

5. The Intellectual Property Policy (Faculty from Engineering): Faculty Code 402.4.2(2) requires a written petition by 25 members.

Faculty Code, Section 402.

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee (FSEC)

(1) Duties

The Executive Committee shall perform the following duties:

- (a) Prepare Senate meeting agendas;
- (b) Propose such standing and special committees of the Senate as may be needed;
- (c) Examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) Act as a steering committee to direct problems to the proper committees;
- (e) Act as a liaison to harmonize the work of all committees; and
- (f) Transact such business as may be referred to it by the Senate.

(2) Membership

- (a) The Senate President, President-Elect, & Past President;
- (b) Elected faculty senators, representing each of the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library;

<i>Colleges and units</i>	<i>FSEC representatives</i>
Agriculture	Dale Barnard (dale.barnard@usu.edu)
Arts	Steven Mansfield (steven.mansfield@usu.edu)
Business	Glenn McEvoy (glenn.mcevoy@usu.edu)
Education	Renee Galliher (renee.galliher@usu.edu)
Engineering	
Humanities & Social Sciences	Doug Jackson-Smith (doug.jackson-smith@usu.edu)
Natural Resources	Robert Schmidt (Robert.Schmidt@usu.edu)
Science	Vincent Wickwar (vincent.wickwar@usu.edu)
Libraries	Jennifer Duncan (jennifer.duncan@usu.edu)
Extension	Lyle Holmgren (lyle.holmgren@usu.edu)
RCDE (Toole)	Amy Brown (amy.brown@usu.edu)
USU-Eastern	Jason Olsen (Jason.olsen@usu.edu)

- (c) Ex-officio members: the president of the university and executive vice president and provost;
- (d) Presidential appointee: Richard Clement, Dean of Libraries.

OFFICE OF RESEARCH & GRADUATE STUDIES
ANNUAL REPORT TO THE FACULTY SENATE

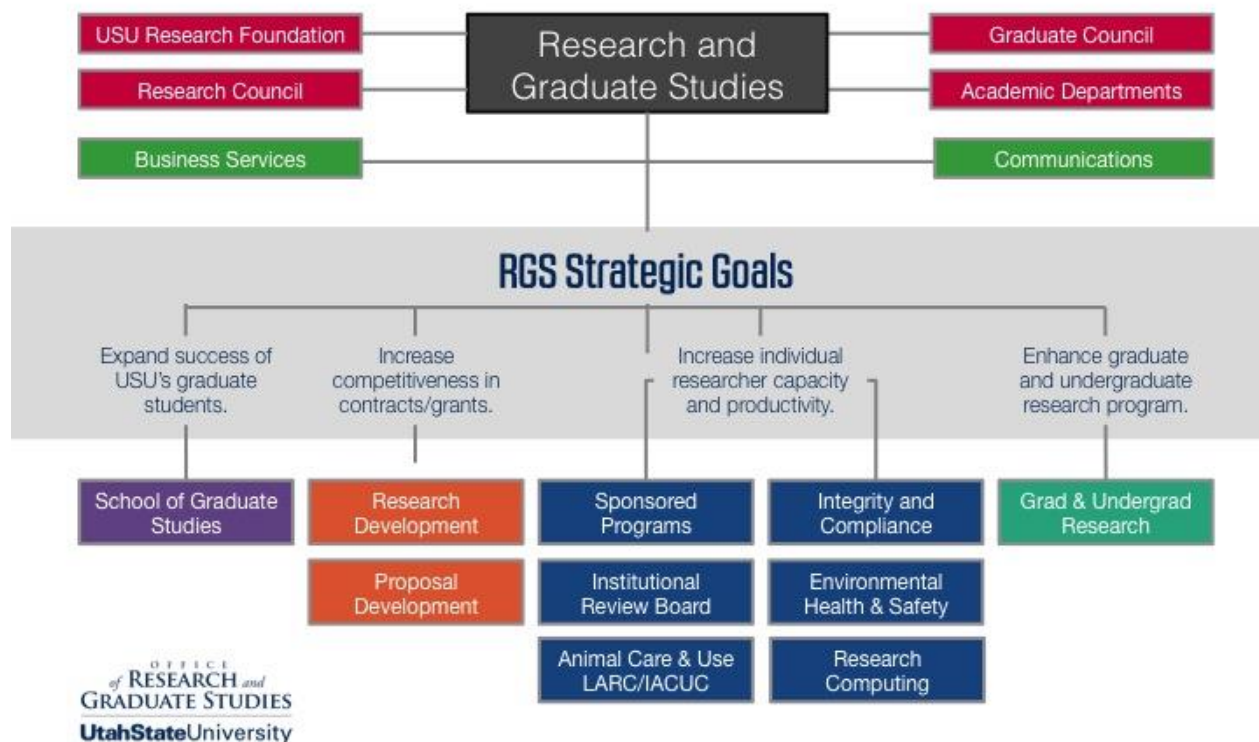
2012-2013

Prepared by
Mark R. McLellan
Vice President for Research and
Dean of the School of Graduate Studies

Executive Summary

The annual report to the Faculty Senate covers the major activities of the Office of Research and Graduate Studies, Research Council and Graduate Council from July 1, 2012 through June 30, 2013. It is a summary of all units for which the Vice President and Dean has responsibility and includes the Graduate School, Sponsored Programs Division, Research & Proposal Development Division, Environmental Health and Safety Division, Institutional Review Board,

USU Office of Research and Graduate Studies



Laboratory Animal Research Center, Research Computing Division, and Research Integrity & Compliance Division. Additionally, this office is responsible for the management of the USU Research Council and the USU Graduate Council. This report, for the first time, reflects the full integrated Office of Research and Graduate Studies and will be presented based on the mission and goals of the office, including the specific actions of the two associated university councils.

Mission of the Office of the Vice President for Research and Dean of the Graduate School

It is the mission of USU's Office of Research and Graduate Studies to facilitate research and graduate education among faculty and students by:

- Producing internal funding opportunities and external funding guidance.
- Providing efficient research support services.
- Developing individual researcher capacity.
- Facilitating graduate student recruitment, admissions, support and degree completion.
- Supporting graduate and undergraduate research.

Goals of the Office of Research & Graduate Studies

- A. Expand the success of Utah State University's graduate students.
- B. Increase the competitiveness of Utah State University in contracts and grants.
- C. Increase individual researcher capacity and productivity.
- D. Enhance graduate and undergraduate research programs.

RGS Office Staff Changes

In FY2012 the Office of Research and Graduate Studies implemented several organizational and staffing changes:

- Scott Bates – in addition to responsibilities as associate vice president for research, was named associate dean of graduate studies. Among his duties as associate dean, he will carry a primary responsibility for graduate and undergraduate research.
- Richard Inouye – Replaced Shelley Lindauer as associate vice president for research and associate dean of graduate studies. His primary assigned responsibilities are for the Division of Research Computing (formally the center for High Performance Computing), and administration of the graduate school office functions.

Addressing the Strategic Goals of the Office

A. Expand the success of Utah State University's graduate students.

1. **Tuition Award Pool** – Major advancements were made in the effort to expand resources for graduate tuition. USU's graduate tuition award pool from state funds had remained virtually unchanged since FY2004, despite annual tuition increases that averaged 7.9%. To address the diminishing impact of a stagnant tuition awards pool, Dean McLellan initiated discussions with the President; Provost; deans; David Cowley, Vice President for Business and Finance; James Morales, Vice President for Student Affairs; and with the Graduate and Research Councils to identify the best means to meet future growth in graduate tuition needs (due to increasing tuition costs and faculty efforts to expand graduate student population, particularly in doctoral programs).

- a. **Decentralized the graduate tuition award pool** – The first major outcome of these conversations was the decision to decentralize the graduate tuition award pool and allow the college deans to strategically allocate those dollars in the manner that best met the college's individual priorities. The actual allocations were based on a two-year average of the total graduate headcount (20% of the calculation) and the number of 0.5 FTE assistantships in the college (80% of the calculation). Because the state funds had separate pools for MS and PhD students, the latter calculation was further divided by:
 - a. Number of 0.5 FTE assistantships received by master's students who were within the first three years of their programs (for master's tuition award dollars).
 - b. Number of 0.5 FTE assistantships received by doctoral students who were within the first five years of their programs (for doctoral tuition award dollars).
- b. **Two-year cycle** – The RGS office also announced its plan to run this allocation model every two years so that colleges would have a sense of stability in their decisions for allocating graduate tuition awards.
- c. **Backstop with F&A** – Additionally, the RGS office made a long-term annual commitment of up to \$700,000 in F&A dollars to address shortfalls in the tuition awards needs for doctoral students and MS plan A students supported by 0.5 FTE assistantships. With fiscal books closing in July/August of 2013, the RGS office is very pleased to report that the large deficit (~\$693 K) seen in the graduate tuition award pool in FY2012 was reduced to only \$141 K (filled, as promised, by F&A dollars). This outcome underscores our conclusion that management of these funds by the college deans is the most effective means to balance USU's limited state resources for graduate tuition against the particular needs of students in each college.
- d. **Heading to a single pool tuition award** – Another positive development emerged in FY2013 from conversations between Vice President McLellan and Vice President for Business and Finance David Cowley, which determined that colleges could treat the separate fund categories for base nonresident tuition and grad nonresident tuition within the state graduate tuition award pool as a single pool for nonresident MS or PhD students, and also pool funds from doctoral resident tuition and master's resident tuition into a single pool for resident MS or PhD students. This enabled greater flexibility to meet college needs, as deans no longer had to constrain allocations within the tight budgets for four separate pools. This situation was further improved by a subsequent determination that deans should have the flexibility to treat resident and nonresident funds as a single pool for graduate tuition, although they must be separately tracked to meet state reporting needs. In our view, this latest step has effectively removed all of the barriers to using the limited pool of state graduate tuition funds in the most strategic manner possible for each college.

2. **Enhanced tuition funding** – Because the state graduate tuition award pool had been stagnant, the RGS office has also been active in exploring new options to enhance revenue for graduate tuition from alternative funding sources. We are pleased to report three major advances in this area:
 - a. **Tuition on grants required** – First, faculty submitting external grants that include graduate student support have been directed by their deans to include graduate tuition unless it is prohibited by the sponsoring agency. Two separate month-long surveys for adherence to this new requirement were conducted by our Sponsored Programs Division, and both showed over 95% compliance. The only exceptions involved projects with budgets that were too small to justify tuition. Thus, it is our expectation that external grants will soon provide significant relief to future demand on the state graduate tuition pool.
 - b. **State funding for STEM PhDs** – Next, President Albrecht, Vice President McLellan, and Director of Government Relations Neil Abercrombie worked with the Utah legislature to secure \$3 million in new, one-time funds to enhance graduate education in STEM fields. Conversations with the deans have determined that those funds should be used in FY2014 to promote graduate student recruitment, PhD completion, conversion of promising MS students into doctoral programs, and enhance research infrastructure for graduate education. Requests for proposals in each of these areas have been distributed to appropriate colleges and departments.
 - c. **Fall 2014 implementation of qualified nonresident tuition waiver** – Vice President McLellan and Vice President for Business and Finance David Cowley have been working with support from the President and Provost to implement a qualified waiver for the nonresident portion of tuition for graduate students. Details of this agreement, which is projected to go into implementation in FY2015, will be released in the near future.
3. **Grantsmanship program (graduate students)** – To augment the Proposal Writing Institute at USU, which completed its fifth cohort this year, grant writing seminars will continue to be offered once a year for faculty (fall semester) and twice a year for graduate students (fall and spring semesters). The seminars are presented by Grant Writers' Seminars & Workshops (www.grantcentral.com). These intensive eight-hour courses of instruction are focused on "writing to the review process." Approximately 100 participant slots are open for each session. For FY2013, 59 faculty and research support staff received this training, as well as 173 graduate students and/or postdocs. The RGS office covers all expenses (including lunch and breaks).
4. **Graduate student recruitment** - Major efforts were made to advance and improve graduate recruitment during 2012-2013. Major accomplishments include:
 - a. The creation of an online *Graduate Student Recruitment Toolkit* (<http://rgs.usu.edu/graduateschool/htm/faculty-resources/graduate-recruitment-toolkit>) that outlines best practices and provides access to institutional resources to aid in their implementation;
 - b. An increase in the award size for departmental graduate student recruitment grants from \$1,000 to \$1,500. A total of 20 GSR grants were applied for and approved in FY2013;
 - c. Organization of a graduate student recruitment workshop during Research Week, which featured a panel discussion with USU graduate students

from six colleges and introduced faculty to the *Toolkit* and GSR grants opportunity; and

- d. Participation in or support of faculty and student travel to regional and national student recruitment events, including graduate fairs and professional conferences.

B. Increasing the competitiveness of the university in contracts and grants.

1. Research Week 2013 –

- a. Monday, April 8: Faculty Research Training & Research Gala
- b. Tuesday, April 9: Research Development Day
- c. Wednesday, April 10: Scholarship Day
- d. Thursday, April 11: Undergraduate Research Day
- e. Friday, April 12: Graduate Research Day

USU's annual Research Week is aimed at highlighting the university's best faculty, graduate and undergraduate researchers through symposia, exhibitions, lectures, receptions and workshops. A total of 37 hours of programed events took place, with emphasis on highlighting research and scholarly activity. Each of the workshops had a great turnout, and some workshops were filled to capacity. The D. Wynne Thorne lecture featured Dr. Lance Seefeldt from the College of Science (presentation recorded on YouTube). All together, 1,000 material participants were involved with excellent walk-through attendance as well. Photos were shared with each of the colleges for repurposing and recruitment. Details about Research Week, as well as a listing of planned events each year can be viewed at: <http://researchweek.usu.edu>. Research Week 2014 (April 7-11) will feature a new partnership with the Merrill-Cazier Library.

2. **Core facilities** – A document outlining the management plan for USU core facilities was presented to Research Council and approved. "Best practices" from surrounding universities were also explored and implemented in the plan. The goal is to expand and further develop core facilities for improved efficiencies and expanded research support at USU. Research Council accepted the draft as the framework for *Utah State University Core Facilities*. The Council discussed the importance of core facility charges, both internal and external, and the College of Science has graciously offered space in their college for creation of the first core facility, which will focus on microscopy. The final policy document approved by council is appended to this report.
3. **Pacific Northwest National Laboratory site visit** – To enhance relationships with national labs, Pacific Northwest National Laboratory (PNNL) Deputy Director Ray Teller visited campus on October 11, 2012. The focus was to review opportunities that might be available for future partnerships. USU researchers participated in this visit, and both parties identified potential areas for collaboration, based on strengths of personnel, facilities and experience. The RGS office agreed to pay all travel expenses for USU researchers to visit PNNL in Richland, Washington, to begin dialog regarding potential grants and projects. To date, several researchers from USU have been engaged with PNNL.

4. **Responsible Conduct in Research (RCR) training** – Ethical and responsible conduct of research is critical to public trust in science, technology and engineering—and education in the responsible and ethical conduct of research is now considered a best practice in the professional development of future scientists and engineers. Three federal agencies now require all students (graduates, undergraduates and postdocs) to complete RCR training if they are working on grants awarded through one or more of their programs (NSF: all awards; USDA: competitive awards beginning in 2013; NIH: trainee grants, career development award (individual or institutional), research education grant, or dissertation research grant). To satisfy these requirements and provide opportunity for RCR professional development to all USU graduate students, USU developed the Research Scholars Certification program. Based upon earlier discussions with the deans, it was determined that if USDA added this as a requirement for their awards, then USU should require RCR training for all doctoral students. Implementation of this new requirement is expected to become effective in FY2014. To make the training as accessible as possible, the Research Scholars Certification program will offer more extensive online components.
5. **Oak Ridge Associated Universities (ORAU)** – USU is a partner with ORAU, which offers faculty and graduate students several opportunities for research collaboration or support each year. USU has many STEM-related strengths, including the Utah Water Research Laboratory, Center for Persons with Disabilities, Research Computing and the Space Dynamics Laboratory, which align very well with the priorities of ORAU.

C. Increase individual researcher capacity and productivity.

1. **Grantsmanship Program (Faculty)** – To augment the Proposal Writing Institute at USU, which completed its fifth cohort this year, the grant writing seminars will continue to be offered once a year for faculty (Fall semester) and twice a year for graduate students (Fall and Spring semesters). The seminars are presented by Grant Writers' Seminars & Workshops (www.grantcentral.com). These intensive eight-hour courses of instruction are focused on “writing to the review process.” Approximately 100 participant slots are open for each session. For FY2013, 59 faculty and research support staff received this training, as well as 173 graduate students and/or postdocs. The RGS Office covers all expenses (including lunch and breaks).
2. **Faculty Research Training workshops** were held in FY2013 that covered the following topics:
 - a. August 22: NSF – “Science: Becoming the Messenger”
 - b. September 7: NSF/IGERT – Best Practices
 - c. October 17: RGS Research Workshop
 - d. August 21 & January 31: New Faculty Research Orientation
 - e. April 9: NSF Best Practices Workshop (During Research Week)
 - f. April 9: RGS Tools and Resources (During Research Week)
3. **Annual Equipment Matching Fund** – On March 18, the RGS Office released a memo announcing this program to enable faculty to purchase capital equipment for support of research and creative activities at USU. With input from associate

deans in the colleges, this program will receive an annual allocation of \$250K from the recovered F&A pool, and requires a 3:1 match from applicants. Applications may be submitted by individuals, teams of USU researchers, or by departments or colleges. An internal panel comprised of college associate deans for research and RGS staff review the applications. For FY2013, \$160K in requests were submitted. Deans & associate deans are part of the submission, review and final selection process with the notification of awards occurring in May/June of each fiscal year.

4. **Funding Finder** – Launched in April 2013, this new service tool was built, developed, and is maintained by the RGS Proposal Development division to help faculty in their search for funding opportunities. The database contains Federal, private, and USU-internal funding opportunities, as well as faculty prize opportunities and important notifications of the funding priority directions of agencies (e.g., NSF Dear Colleague Letters). In addition to the searchable database, users can subscribe to a weekly newsletter of opportunities covering faculty, post-docs, graduate students, and undergraduate students that have been posted to the Funding Finder database within the previous week. Funding Finder can be accessed at <https://fundingfinder.usu.edu>. Login is via a USU A-number and the user's global/strong password.
5. **NIH Financial Conflicts of Interest** - With the implementation of NIH's new Conflict of Interest policy (effective August 2012), there were a greater number of USU faculty requiring updated documentation to this policy than originally anticipated. With this new policy, faculty must now complete the conflict of interest documentation at the time of proposal submission, rather than afterward, which is the process at other agencies. If the required documentation is not done upfront, delays may be experienced in submitting proposals with NIH. If there are no conflicts to report, the process steps are routine – if there are conflicts, the reporting steps are very onerous. As previously reported, this has impact on all PHS grants and cooperative agreements. The changes are significant and resulted in an updated USU Conflict of Interest (COI) policy.
6. **DocuSign** – The RGS Office implemented DocuSign as an electronic signature workflow associated with Sponsored Programs, new faculty startup agreements and graduate school forms.
7. **EPSCoR** - This award, led by Dr. Todd Crawl (USU) as PI, continues in its second year and will enhance Utah's statewide research infrastructure. Statewide strategic planning meetings take place on a quarterly basis and are coordinated to identify future opportunities that can be leveraged from this award. All USU faculty are enabled to cite our EPSCoR status in grant proposals to federal agencies thus allowing for possible access to funds for the proposal.

D. Enhance the undergraduate and graduate research program.

1. **Summary of FY2013 Undergraduate Research Events –**
 - a. January 31 - Research on Capitol Hill (26 USU posters/34 participants)
 - b. February 22 - USU hosted UCUR (Utah Conference on Undergraduate Research).

- c. Spring URCO process completed.
- d. Over 400 students presentations were shared. Second largest UCUR participation in the history of the event.
- e. March 29 - Scholars Day/A-Day/Recruitment Day.
- f. April 11-12 - NCUR (National Conference on Undergraduate Research) in La Crosse, WI. USU sent 25 student participants.

2. Presidential Doctoral Research Fellow (PDRF) Program

- a. The PDRF program was established in AY2012-13 in order to raise USU's national and international reputation for high-quality graduate research and mentoring by supporting recruiting and retention of world-class students. The award includes four years of tuition, and a minimum of \$20,000/year in stipend support, along with additional program-based benefits.
- b. The first cohort of Presidential Doctoral Research Fellows (PDRF) started at USU in fall 2012. The cohort includes nine students from six college (CAAS, CHaSS, EEJCEHS, Engineering, Science, QNR) and 8 departments (ADVS, BE, BIO, ITLS, MAE, PSY, SSWA, WILD).
- c. The 2013 cohort was recruited and will begin their careers at USU in Fall 2013. They include 10 students from five colleges (CAAS, CHaSS, EEJCEHS, Science, Engineering, QNR) and 10 departments (WILD, BIO, ITLS, ECE, GEO, PSYCH, COMPSI, CHEM, SSWA, CEE).

3. Graduate Research Symposium

- a. The Intermountain Graduate Research Symposium was held April 12, 2013. The primary purpose of the Graduate Research Symposium was to provide opportunities for graduate students to develop their professional presentation skills and to support the success in graduate school and beyond.
- b. One of the specific goals of the Graduate Research Symposium is to provide opportunities for our graduate students to hone their presentation skills so that when they make presentations in professional meetings, they can excel. As such, in addition to competitive oral presentations, we have added a new kind of presentation opportunity to this year's Graduate Research Symposium: the DEV PRES (Developmental Presentation). The DEV PRES was designed to provide additional feedback to students making presentations, including a video recording of their presentation and rubric-based feedback from a faculty-moderator and all attendees.

4. Graduate Student Funding ---The RGS Office provided the following fellowship and scholarship support to graduate students in FY2013:

- | | |
|--|-----------|
| a. Presidential Doctoral Research Fellows (PDRF) | \$274,722 |
| b. Seely-Hinckley Scholarships (Endowment) | \$36,965 |
| c. Martin Luther King Scholarship (Endowment) | \$40,521 |
| d. Dissertation Fellowship | \$56,801 |
| e. Patel Scholarship (Endowment) | \$5,000 |
| f. Total RGS Fellowship/Scholarship Funded | \$414,009 |

5. Subsidized Graduate Insurance --As we enter the sixth year of the Subsidized Graduate Student Health Insurance program, we continue to seek ways to

improve the management of the program with FirstRisk. To qualify, graduate students must either have a .5 FTE graduate assistantship or receive \$10,000 or more in fellowship/scholarships. Qualifying students pay only 20% of the total insurance premium and 80% is paid by the hiring department or the sponsor(s) of the scholarship. For several years, insurance premiums did not increase. However, due to increased costs this past year, the premium will be modestly increased by \$40 for FY2013. In FY2012, 880 graduate students were eligible for coverage under the subsidized insurance plan for at least one semester.

6. Graduate Student Travel --- In AY2012-13, the Graduate Student Senate was dissolved and the Graduate Student Travel Award mechanism that had been managed by the Graduate Student Senate was incorporated into the purview of the Associate Vice President for Graduate and Undergraduate Research. The RGS Graduate Student Travel Award was established to promote student involvement in their disciplines by partially funding travel costs associated with professional presentations at regional, national, and international conferences. In Fiscal 2013 there were 293 requests for a travel award. 249 of these were for conferences in Fiscal 2013 and 44 were for conferences in Fiscal 2014. Of the 249 for Fiscal 2013 conferences, 166 were awarded money for a total of \$49,822.51. Eligibility requirements, funding, and application processes are available online: <http://rgs.usu.edu/studentresearch/htm/graduate-research-opportunities/rgs-graduate-student-travel-award>.

ACTIONS **of the** **The Research Council**

The Research Council provides advice and recommendations to the Vice President for Research and Dean of the School of Graduate Studies. Additionally, members of the Council provide direct and important channels of communication between researchers and those who make decisions affecting research at USU. The following are selected major issues addressed by USU's Research Council in FY2013:

College Member

Craig Jessop
Noelle Cockett
Doug Anderson
Beth Foley
Scott Hinton
Jim MacMahon
John Allen
Chris Luecke
Nancy Huntly
Mac McKee
Rick Clement
Raymond Coward
Mark R. McLellan

College

Caine College of the Arts
Dean, College of Agriculture
Jon M. Huntsman School of Business
E.E Jones College of Education and Human Service
College of Engineering
Dean, College of Science
Dean, College of Humanities and Social Sciences
Dean, College of Natural Resources
Ecology Center
Utah Water Research Laboratory
Library
Provost
Chair, Vice President for Research &
Dean of the School of Graduate Studies

Actions:

January 24th, 2013 the council formally approved by unanimous vote the establishment of a new framework for university core facilities. The final policy summarizing the framework for a University Core is appended to this report.

FY2013 Awards Table

UTAH STATE UNIVERSITY SPONSORED PROGRAM AWARDS, FY2009-FY2013						
	FY2009 Actuals	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 ESTIMATE	Change Over LY
Agriculture	16,257,864	20,776,004	18,629,285	21,310,465	13,424,828	-37.00%
Arts			39,500	177,435	15,200	-91.43%
Business	1,353,087	204,848	574,401	-	-	
Education	20,228,926	28,405,723	40,210,629	27,660,152	24,027,748	-13.13%
Engineering	11,765,031	15,194,085	7,881,429	12,531,895	15,325,971	22.30%
HaSS	2,939,781	1,043,672	333,168	2,044,239	1,376,804	-32.65%
Natural Resources	5,478,575	9,984,017	9,931,834	8,666,404	13,443,810	55.13%
Science	7,320,622	9,968,484	13,077,405	10,033,608	6,536,977	-34.85%
Other¹	6,461,553	7,133,973	23,623,193	14,739,881	15,641,795	6.12%
Campus Subtotal	71,805,439	92,710,806	114,300,844	97,164,079	89,793,133	-7.59%
USURF	51,652,892	62,134,540	60,520,260	70,543,805	56,228,730	-20.29%
AWS	-	-	-	-	-	
Financial Aid, Pell Grants²	21,083,543	31,946,867	38,214,960	39,525,494	39,963,223	1.11%
USU Subtotal	\$ 144,541,874	\$ 186,792,213	\$ 213,036,064	\$ 207,233,378	\$ 185,985,085	-10.25%
UAES	-	-	-	-	-	
EXT	-	-	-	-	-	
USU Grand Total	\$ 144,541,874	\$ 186,792,213	\$ 213,036,064	\$ 207,233,378	\$ 185,985,085	-10.25%

1. "Other" is a catchall category, with the Provost's Office, Extension, and Student Services accounting for 90+ percent of these revenues. The Provost and Research Offices expect to see modest growth from contracts to fund international (e.g. Africa, Armenia, Indonesia, Middle East) students and related international research programs. Additional units (Extension, Student Services, Graduate School, Admin, IT, Advancement) in the "other" category should at least remain stable.

2. Financial Aid, primarily Pell grant revenues, are anticipated to gradually increase in future years under the Obama administration (per conversation with Steve Sharp).

FY2013 F&A Summary

For FY 2013 the RGS office budgeted approximately \$8.8 M (preliminary data) in F&A. Starting with the largest and moving to the smallest portions, the F&A was used for the following purposes:

- 19.4% — New Faculty Startup packages
- 16.3% — USTAR Building 620 building bond payment and O&M for both USTAR 620 and USTAR 650 buildings at the Innovation Campus.
- 11.3% — Fixed Central Administrative Functions and Services (finance, Information Technology, Internet Access, etc).
- 10.8% — Graduate Tuition Awards, fellowships and undergraduate research experience.
- 8.5% — Special in-college commitments such as UWRL building bond and faculty transitions in research programs.
- 8.1% — Faculty Seed Grant programs (GEM, SPARC, RC), Grantsmanship Training, and Office for Proposal Development partial salary support for in-college Grantsmanship Specialists
- 6.3% — Operating funds for Commercialization Services.
- 5.6% — Carry forward to FY2014
- 5.3% — Cost Share funds to support match requirements on faculty grants (e.g.,

- EPSCOR, MRI), support of college equipment acquisitions, and a minimal amount for the breach of contract/disallowance pool.
- 4.3% — Deans "Program Funds" to help accomplish special activities in the colleges.
 - 4.1% — Central Research Support activities such as USU Research Computing (formally HPC), a partial year of support for the international research programs office and research support services for the library (electronic collections).

ACTIONS **of the** **The Graduate Council**

The Graduate Council advises the Vice President and Dean for Research and Graduate Studies, providing a forum for considering major graduate program and student issues, as well as approving changes in programs. Listed below are the Graduate Council members who served in 2012-2013.

College Representative

Dennis Hassan
Paul Johnson
Frank Caliendo
Scott DeBerard
David Geller
Michelle Baker
Peter McNamara
Eugene Schupp
Sheri Haderlie
John Elsweiler
Mark McLellan
Zachary Portman

College

Caine College of the Arts
College of Agriculture
Jon M. Huntsman School of Business
E.E Jones College of Education and Human Services
College of Engineering
College of Science
College of Humanities and Social Sciences
College of Natural Resources
Faculty Senate
Library
Office of Research & Graduate Studies
Graduate Senate President

New Graduate Student Applications – Fall 2012

	Masters	Doctoral	Total
2010-11	2,083	602	2,685
2011-12	2,193	752	2,945
2012-13	2,296	666	2,962

The number of applications for Doctoral programs was lower in 2012-13 (672) than in the previous year (752), however the total number of graduate student applications was slightly higher because of an increase in the number of Master's applications.

Acceptance & Enrollment Rates -- Acceptance rates by college ranged from 21% (Science) to 40% (Business) (29% across all colleges). Of students who were accepted, college enrollment rates were all over 95%. USU continues to have a lower proportion of degree-seeking graduate students than other land-grant institutions.

Graduate Headcount, Fall Semester

	Main Campus			RCDE Campuses		
Year	Masters	Doctoral	Total	Masters	Doctoral	Total
2008	1038	550	1588	688	69	757
2009	1155	539	1694	786	53	839
2010	1174	552	1726	832	66	898
2011	1109	586	1695	921	58	979
2012	1064	603	1667	862	64	926

Degrees Awarded

The degrees awarded were 292 master's, 3 Educational Specialists, and 37 doctoral degrees posted summer 2012, totaling 332. In fall 2012, there were 272 master's, 4 Educational Specialists, and 31 doctoral degrees, totaling 307. An additional 323 master's degrees, 3 Educational Specialists, and 41 doctoral degrees were posted spring 2013, totaling 367. For the 2012-2013 academic year, there was a grand total of 1,006 degrees awarded.

Degrees Awarded by Type and Semester for past academic year

Degrees	2011-2012			
	Su12	Fa12	Sp13	Total
Master's	292	272	323	887
Ed. Spec.	3	4	3	10
Doctoral	37	31	41	109
Total	332	307	367	1,006

Major Graduate Council Actions Affecting Programs

1. R401 Department of Health, Physical Education, and Recreation MFP Professional Degree. The proposal to add a Master of Fitness Promotion degree was approved by the Council (9/12/2012).
2. R401 Department of Health, Physical Education, and Recreation MHP Professional Degree. The proposal to add a Master of Health Promotion degree was approved by the Council (9/12/2012).
3. R401 Department of the Health, Physical Education, and Recreation HHM Plan B. The proposal to add a Plan B option to the Health Education Specialization in Health and Human Movement degree was approved by the Council (9/12/2012).
4. R401 Department of Communicative Disorders and Deaf Education. The proposal to drop the Audiology specialization in all degrees was approved by the Council (9/12/2012).
5. R401 Department of Wildland Resources. The proposal to drop four specializations in Range Science was approved by the Council (9/12/2012).
6. R401 Department of Wildland Resources. The proposal to drop two specializations in Wildlife Biology was approved by the Council (9/12/2012).
7. R401 Department of Wildland Resources. The proposal to drop both specializations in Forestry was approved by the Council (9/12/2012).

8. R401 Department of Environment and Society. The proposal to eliminate the MA degree in Geography and six specializations in the MS degree was approved by the Council (9/12/2012).
9. Department of Communicative Disorders and Deaf Education. The proposal to drop the EdS degree was approved by the Council (9/12/2012).
10. Department of Communicative Disorders and Deaf Education. The proposal to drop the Plan C option in the MS degree was approved by the Council (9/12/2012).
11. R401 Department of Health, Physical Education and Recreation. The proposal to drop the Plan C option in Corporate Wellness was approved by the Council (9/12/2012).
12. R401 Department of Health, Physical Education and Recreation. The proposal to drop the Plan C option in Health Education was approved by the Council (9/12/2012).
13. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Forestry was approved by the Council (9/12/2012).
14. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Range Science was approved by the Council (9/12/2012).
15. R401 Department of Applied Economics. The proposal for a PhD degree credit reduction was approved by the Council (9/12/2012).
16. R401 Department of Animal, Dairy, and Veterinary Sciences. The proposal for a PhD degree credit reduction was approved by the Council (9/12/2012).
17. R401 Department of Biological Engineering. The proposal for a PhD degree credit reduction was initially not approved by the Council. Consequently, the department resubmitted the R401, and the Council voted electronically to approve the proposal (9/13/2012).
18. R401 Department of Environment and Society. The proposal for a PhD degree credit reduction in Ecology was approved by the Council (9/12/2012).
19. R401 Department of Watershed Sciences. The proposal for a PhD degree credit reduction in Watershed Science was approved by the Council (9/12/2012).
20. R401 Department of Watershed Sciences. The proposal for a PhD degree credit reduction in Ecology was approved by the Council (9/12/2012).
21. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Ecology was approved by the Council (9/12/2012).
22. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Wildlife Biology was approved by the Council (9/12/2012).
23. Graduate Council Representative to EPC. Scott DeBerard was unanimously approved to serve as the representative this year to the EPC committee (10/10/12).
24. R401 SSWA Advanced Standing for MSW. The proposal to add a 36-credit MSW degree (referred to as Advanced Standing MSW programs) was approved by the Council (10/10/12).
25. R401 ASTE AST Plan C Discontinue/New MEd. The proposal to discontinue the Plan C in the AST degree and create a new MEd in Career and Technical Education (CTE) was approved by the Council (10/10/12).
26. R401 APEC Plan C Discontinue/New MAE. The proposal to discontinue the Plan C in the MS degree in AE and create an MAE was approved by the Council (10/10/12).
27. R401 ECE PhD Credit Reduction. The Council approved the proposal for a PhD degree credit reduction in EE (10/10/12).

28. R401 ECON/FIN Plan C Discontinue MS/MA. The proposal to discontinue the Plan C option in the MS/MA degree was approved by the Council. (Based on conversation, it was clear that the proposal includes all specializations.) (10/10/12).
29. R401 TEAL MA Discontinue in EEd/SecEd. The proposal to discontinue the MA degrees in EEd and SecEd was approved by the Council (10/10/12).
30. R401 TEAL Discontinue Specializations in EdD/PhD. The proposal to discontinue the specializations in the EdD and PhD degrees was approved by the Council (10/10/12).
31. R401 ASTE Discontinue Plan C MS. The proposal to discontinue a Plan C in the MS degree in Technology and Engineering Education was unanimously approved (11/14/2012).
32. R401 PSC Rename MS and PhD Degrees. The proposal to rename the MS and PhD degrees of Biometerology to Climate Science was unanimously approved (11/14/2012).
33. R401 PSC PhD Plant Science Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Plant Science (11/14/2012).
34. R401 PSC PhD Soil Science Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Soil Science (11/14/2012).
35. R401 PSC Climate Science Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Climate Science (11/14/2012).
36. R401 ART Add Interior Design Specialization to MFA; Discontinue MS in Human Environments. The proposal to add an Interior Design specialization to the MFA and to discontinue the MS in Human Environments was unanimously approved (11/14/2012).
37. MAcc Admission Requirements/Concurrent Degree. The proposal to admit high achieving USU undergraduate students into a graduate degree concurrently was approved (1/9/2013).
38. R401 NDFS Credit Reduction. The Council unanimously approved the proposal for degree credit reduction in Nutrition and Food Sciences (1/9/2013).
39. R401 CHSS Certificate. The Council unanimously approved the proposal to offer graduate certificate in Women and Gender Studies (1/9/2013).
40. R401 PSY Discontinue Plan C. The Council unanimously approved the proposal to discontinue/restructure Plan C MS in Psychology with specialization School Counseling. Create MEd degree in Psychology with specialization School Counseling was unanimously approved (1/9/2013).
41. R401 EED Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Engineering Education (2/13/2013).
42. R401 MIS Discontinue MS Plan C; Create MMIS. The Council unanimously approved the proposal to discontinue Plan C in the MS degree in Management Information Systems and create a degree of Master of Management Information Systems (2/13/2013).
43. R401 SOC Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Sociology (2/13/2013).
44. R401 ITLS Discontinue MS Plan C; Create MLTID. The Council unanimously approved the proposal to discontinue Plan C in MS Degree in Instructional Technology & Learning Sciences and create a Master of Learning Technologies & Instructional Design (2/13/2013).
45. R401 NDFS Dietetic Internship Certificate. The Council unanimously approved the proposal to create a Dietetic Internship Certificate (2/13/2013).
46. R401 Change Master of Science in Human Resources to Master of Strategic Human Resources. The Council approved the proposal (2/13/2013).
47. R401 CEE PhD Credit Reduction in Civil & Environmental Engineering. The Council unanimously approved the proposal for a degree credit reduction in Civil & Environmental Engineering (3/20/2013).

48. R401 CEE PhD Credit Reduction in Irrigation Engineering. The Council unanimously approved the proposal for a degree credit reduction in Irrigation Engineering (3/20/2013).
49. R401 ENVIS PhD Credit Reduction in Human Dimensions. The Council unanimously approved the proposal for a degree credit reduction in Human Dimensions (3/20/2013).
50. R401 MUSIC Restructuring/Adding Specializations in Performance, Conducting, and Piano Performance & Pedagogy. The Council unanimously approved the proposal to restructure and add specializations in Performance, Conducting, and Piano Performance & Pedagogy (3/20/2013).
51. Correction to Previously Approved R401. The Council approved the name change from Master of Strategic Human Resources (approved 2/13/2013) to Master of Human Resources (approved 4/10/2013).

RGS Communicating the strength and uniqueness of Utah State University research and graduate programs

- **ASCEND Newsletter**
 - a. This monthly electronic publication is in the second year of release and replaced Research News and the Graduate Gazette as a combined resource to provide greater communication across campus from the Office of Research and Graduate Studies. Distribution reaches all USU employees (administration, faculty and staff), as well as graduate and undergraduate research students. Key metrics are relayed each month, along with upcoming calendar events and focus topics related to graduate and undergraduate research.
- **Sunrise Sessions**
 - October 26, 2012 - Presenter: Christine Hailey (College of Engineering)
 - Topic: "The Move to Engineering Education in High School: Investing in our Nation's Future"
 - February 1, 2013 – Presenter: Douglas Jackson-Smith (College of Humanities & Social Sciences)
 - Topic: "The People Puzzle: Using Social Sciences to Address Water Sustainability Challenges in Utah"
 - May 10, 2013 - Presenter: Robert R. Gillies (Director, Utah Climate Center)
 - Topic: "Utah's Climate Symphony"
 - Friday, August 9: Dr. Maria C. Norton
 - Topic: "Healthy Aging, Healthy Society"
- **TED^xUSU 2012**
 - USU's inaugural event was held on November 6, and included excellent presentations by USU faculty members Rhonda Callister, Chris Gauthier, and Karl White, USU Foundation President Doug Lemon, undergraduate student Taylor Halversen, and a performance by the Fry Street Quartet.
 - Feedback from attendees and participants was very positive. Over 42K views of the collective performances have been viewed on YouTube since the event. Plans are to continue TED^xUSU on an annual basis to showcase USU and our successful USU alum.

- USU has since received a “full” TED^x membership, so we will not be restricted to the number of attendees who can view the live performances at future events.



University Core Facilities Framework at Utah State

Approved: By Research Council – January 24, 2013

Background

A core or shared facility is a research laboratory that provides highly specialized instrumentation, services and technical support to a University's research community. The fundamental goal for such facilities is to increase the research capacity and competitiveness of faculty, staff, and students by providing them access to sophisticated technology and expertise for its application. Vibrant core support also aids in the recruitment and retention of strong faculty researchers. For these reasons, core facilities are viewed as an important operational and strategic component of a University's research enterprise. However, the operations and maintenance costs of core facilities is substantial, so there is increasing interest in best practices for facilities management. This document provides a framework for the development and management of new core facilities at Utah State University. It must be emphasized that this framework be applied only to core facilities developed under the purview of the Vice President for Research (VPR), and not to any facility that is controlled at the college/department/center level.

Process to develop a new core facility

Effective core facilities are founded on high-end instrumentation and expertise, so the decision to invest in new cores carries considerable strategic weight. In principle, consideration of any new core facility should be predicated upon a clear, broad-based and interdisciplinary faculty need. Moreover, the need should be one that cannot be addressed through inexpensive commercial services (e.g., DNA sequencing, oligonucleotide or peptide synthesis) or by cooperative arrangement with core facilities available at the nearby University of Utah or other appropriate regional partners. Finally, it is also important to recognize that faculty needs for core technology and expertise will regularly evolve, so institutional support for these facilities should be periodically reevaluated. To navigate these challenges, we propose the following approach for development of new core facilities at USU:

- ***Annual Survey of Needed Core Facilities*** — The VPR will conduct an annual faculty survey regarding major equipment and core facility needs and preferences.

- **USU Research Council** — Outcomes from the survey will be presented to the Research Council for discussion. If further action is endorsed by recommendation of the Research Council, the VPR will develop a strategy for implementation of a new core, or for acquisition of new major research equipment for inclusion an existing core.
- **Major Research Instrumentation Grant** — It is very common for institutions to seek new equipment through a Major Research Instrumentation grant to the National Science Foundation (NSF-MRI). Like other limited submission opportunities, the NSF-MRI is managed by the VPR office, which affords university leadership the opportunity to align these grants with institutional infrastructure needs and priorities.
- **Core Facilities Space** — Recommendation of the core facility by the Research Council must also include a commitment of space to house the new facility and its staff. This commitment should be formalized in a memorandum of understanding between the affected dean(s) and VPR.

Management of the core facility

Core facilities are an institutional resource whose operations require a shared commitment of resources. These resources include faculty participation, state dollars, and use of recovered indirect costs (F&A). Specifically, we propose that core facilities embody the following management structure:

1. **Faculty Core Facility Director** — The VPR will convene a faculty advisory board for the facility that includes established researchers from the colleges and departments with greatest need for the core. The board will recommend faculty members to serve as a possible director of the center. With endorsement from the selected candidate's dean and department head, the VPR will buy out one month of the faculty member's time so that he or she can oversee day-to-day management of the core. The faculty director will be responsible for growing the campus user base, expanding the capabilities of the core and encouraging the use of the core as a key science collaboration center. The director will be expected to coordinate the submission of additional grants to support, maintain, and expand the capacity of the core.
2. **PhD-level Operator** — The VPR, facility director, and advisory board will participate in the hiring of a PhD level scientist whose primary responsibility is to provide technical support (including equipment operations and training) to faculty, staff, and students that wish to use core equipment in their research. The operator will also be expected to provide day-to-day care and oversight of core equipment. Salary for the operator should be fully supported by state (ie. E&G) dollars.
3. **Equipment Acquisition and Maintenance** — The VPR will have responsibility for oversight of acquisition of new and maintenance of existing equipment. The faculty director and advisory board will provide input regarding priorities for service contracts. New equipment could be added through grants, matching funding acquisitions and in-kind donations.

4. ***Scheduling and Accounting*** — The VPR will assume all responsibility for acquiring a centralized scheduling software and operating the centralized scheduling for all university core laboratories. The VPR will, based on the policies of use for the laboratory and the actual use, assume responsibility for billing and accounting of fees.
5. ***Recharge Center function*** — Core facilities will be recharge centers that require payment for the costs of consumables (reagents, supplies, etc.) and other soft support expenses (student assistants, etc.) within the facility. Determination of appropriate service costs and all accounting responsibilities for facility operations will be the responsibility of the VPR.
6. ***Intellectual Property*** — The use of data generated from a core facility in a grant application, progress report or publication contains the implicit understanding that the PI or authors will formally acknowledge the use of the core facility in all written reports. If core personnel provide significant intellectual input to the results submitted for publication, then it is reasonable and appropriate to include them as co-authors. Since circumstance vary widely, each case should be considered individually.

Post Tenure Review Taskforce Update

Task force history

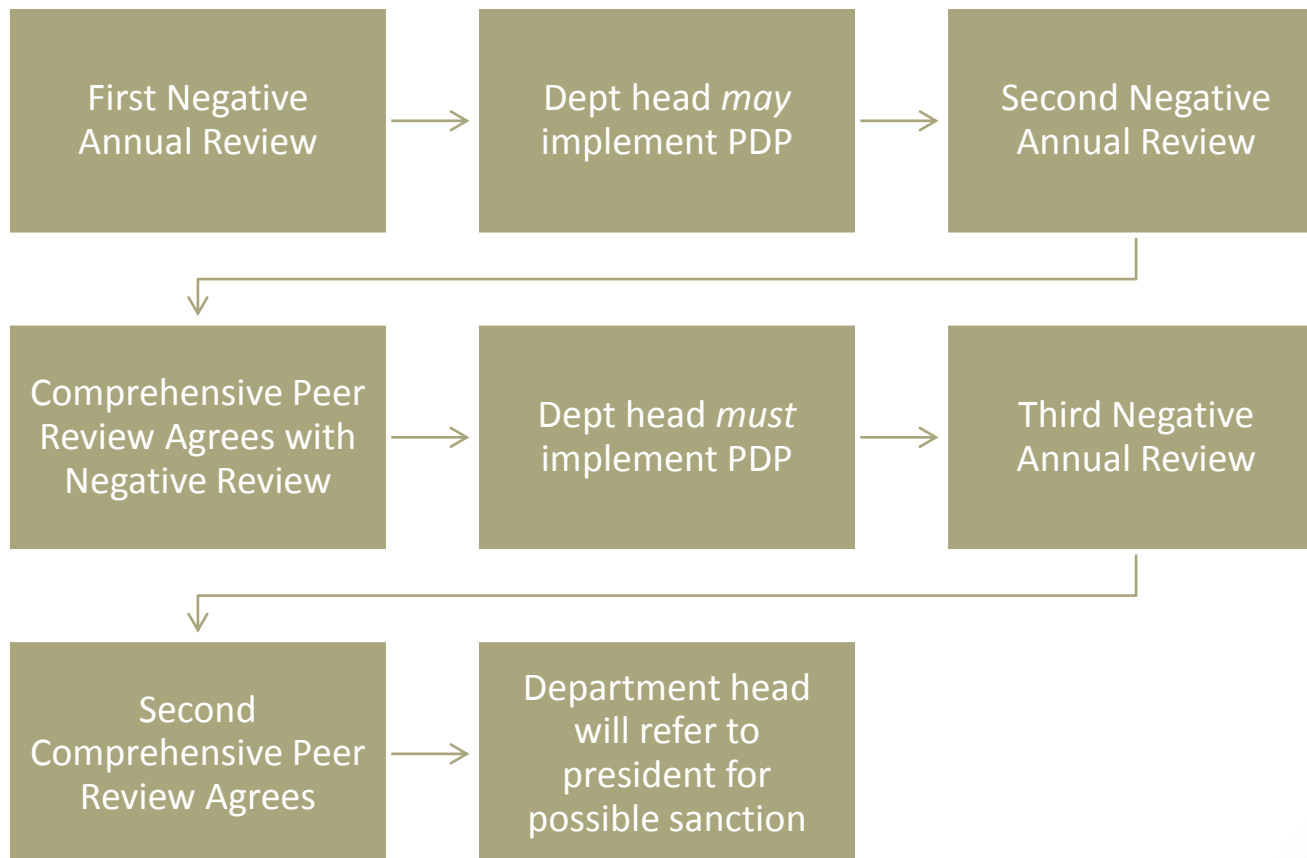
- Spring 2012: Data gathering
 - Review of sister institution codes
 - Town halls and meetings
- Summer 2012 – Fall 2012
 - Development of code proposal
- Spring 2013 – Collecting feedback
 - AFT/ BFW
 - Faculty Senate Straw Poll
 - Standard of evaluation
 - Timeline of remediation

Straw Poll Results: Issue #1

- Standard of Evaluation
 - 25/16 in favor of retaining current wording code
 - Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position. The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member.

Straw Poll Results: Issue #2

- Timeline of Remediation
 - 23/17 in favor of proposed timeline



Task force recommendations

- Incorporate results of straw poll
- Careful review and incorporation of detailed feedback from BFW and AFT
- Solicit additional feedback as recommended by FSEC
 - BFW, AFT, PRPC
- Return to senate for further discussion and/or vote



POLICY MANUAL

FACULTY

Number 402

Subject: The Faculty Senate and Its Committees

Effective Date: July 1, 1997

Revision Dates: November 16, 2001, April 29, 2002, January 12, 2007, April 30, 2007,

March 6, 2009, August 13, 2010, July 8, 2011, [January 6, 2012](#)

**Date of Last Revision: [January 6, 2012](#) [Approved by Executive Committee 7/31/13](#) [Pending
Trustee Approval](#)**

402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.7.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

402.2 AUTHORITY OF THE SENATE

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.7. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

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

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

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the president of the university and, in appropriate cases, to the Board of Trustees.

2.2 The President, University Administrators, and Board of Trustees

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

2.3 Senator's Handbook

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

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 Membership

The Senate shall be composed of the following members: (1) sixty faculty members assigned in proportion to the number of tenured and tenure eligible faculty in the academic colleges, the Regional Campuses [and Distance Education](#), [USU-CEU](#) [USU Eastern](#), Extension, and the Library. These sixty will be elected by and from faculty members eligible to vote in Senate elections (see policy 401.4.2(c)); (2) the president and the executive vice president and provost of the university or their designees; (3) eight appointees of the president of the university who shall be a vice president an academic college dean, a regional campus dean, or a chancellor, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Academic Senate President or a designee, and the [Graduate Student Senate \(GSS\)](#) [President-elected graduate student representative](#) or a designee.

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

3.2 Alternates for Elected Members

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

Senators must notify the Executive Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If a senator fails twice to make a documented effort to arrange for an alternate during an academic year, then that senator's position will be considered vacant (see policy 402.3.4).

3.3 Term

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

3.4 Vacancies

A senate seat shall be declared vacant if a senator (1) resigns from Faculty Senate, (2) is no longer a member of the faculty of the academic unit from which he or she was elected, or (3) misses two regularly scheduled senate meetings during an academic year without making a documented effort to arrange for an alternate and keeping the Executive Secretary of the Faculty Senate informed in writing (email is acceptable). The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. The Committee on Committees will then contact the affected academic dean, vice president, or, where applicable, the chancellor or regional campus dean, who will appoint an alternate elected senator to fill the seat within 30 days (see policy 402.3.2). Colleges whose alternates are not responsive to requests to fill in for senators with planned absences or which do not have sufficient alternates will be required to run a replacement election (see policy 402.3.1). The Faculty Senate Presidency will address other vacancies on a case-by-case basis. For vacancies among Presidential appointees, the president shall appoint a new senator within 30 days (see policy 402.3.1).

402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 Records

The records of the Senate shall be kept by the Executive Secretary for the use of the members of the faculty, the president of the university, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the president of the university, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are distributed to faculty on all campuses within an appropriate time frame and included in the Senate records.

4.2 Agenda and Minutes

(1) Senate agenda.

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

(2) Faculty petition to place an item on the agenda.

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

(3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall make available to all faculty a copy of the agenda of the next meeting, and minutes of the prior Senate meeting.

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

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other university policies or procedures are communicated in a timely manner to all campuses.

4.3 Order of Business

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

402.5 PARLIAMENTARY PROCEDURE

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

402.6 MEETINGS; QUORUM

6.1 Scheduled Meetings

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

6.2 Special Meetings

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

6.3 Quorum and Voting

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

6.4 Consulting with Constituents

The elected senators shall communicate and/or meet regularly with their constituents to answer questions and discuss Senate business.

402.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT

7.1 Duties of the Senate President

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

7.2 Duties of the Senate President-Elect

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

7.3 Duties of the Immediate Past President

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

7.4 Eligibility and Term

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

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

402.8 SENATE EXECUTIVE SECRETARY

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

402.9 FACULTY FORUM

9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the president of the university, the executive vice president and provost, the presidential appointees, academic deans and department heads, chancellors, regional campus deans, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum (see Policy 402.9.3(2)). During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

9.2 Meetings; Agenda; Notice

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

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

9.3 Officers and Executive Committee of the Faculty Forum

(1) Officers.

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

(2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the elected faculty members on the Senate Executive Committee (policy 402.12).

402.10 SENATE ELECTIONS

10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the academic colleges, Regional Campuses and Distance Education, USU-CEU USU Eastern, Extension, and the Library in proportion to the number of tenured and tenure-eligible faculty. The minimum representation from each of these academic units shall be one.

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10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to academic deans, the vice president for extension, vice provost of regional campuses and distance education, and chancellor.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by academic colleges, Regional Campuses and Distance Education, USU-CEU USU Eastern, Extension, and the Library. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during January and February of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate academic deans, or vice president for extension, chancellor, or the vice provost of regional campuses and distance education of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

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(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate academic deans or vice president for extension, chancellor, or vice provost of regional campuses and distance education shall communicate with their faculty members eligible to vote in Senate elections (see policy 401.4.3 for limitations) for the purpose of nominating Senate candidates and alternates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. Balloting within each academic college, the Regional Campuses and Distance Education, USU-CEU USU Eastern

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| Eastern, Extension, and the Library shall be by an appropriate method to ensure timeliness, fairness, and verifiability.

(4) Verification and notice of election results.

| The academic colleges, Regional Campuses and Distance Education, USU-CEU USU Eastern, Extension, and the Library must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at its regularly scheduled April meeting. Election results shall be made public.

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10.3 Elections within the Senate

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

402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

11.1 Purpose; Reporting

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

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

11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees (see policy 401.4.3(4) (c) for limitations).

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

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

chancellor, or vice provost of regional campuses and distance education, will appoint seats vacated by representatives of the academic colleges, Regional Campuses and Distance Education, USU-CEU USU Eastern, Extension, and the Library .

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

11.3 Senate Committee Procedures

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

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

(2) Committee minutes.

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

(3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually, preferably at the last meeting of the academic year.

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee

(1) Duties.

The Executive Committee shall perform the following duties:

(a) prepare Senate meeting agendas;

- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;
- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and

(2) Membership.

The Senate Executive Committee shall consist of the following members:

- (a) the Senate President;
- (b) the President-Elect of the Senate;
- (c) immediate Past President;
- (d) elected faculty senators, representing each of the academic colleges, Regional Campuses and Distance Education, ~~USU CEU~~ USU Eastern, Extension, and the Library;
- (e) the president of the university and executive vice president and provost, who shall serve as ex-officio members; and
- (f) a senator appointed by the president and approved by the Senate.

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All members have a vote.

(3) Eligibility; election; term.

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

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

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

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

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

(5) Meetings; Senate agenda.

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

(6) Reports and recommendations of other Senate committees.

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

12.2 Committee on Committees (CoC)

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

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

12.3 Academic Freedom and Tenure Committee (AFT)

(1) Duties.

(a) Jurisdiction as an administrative hearing body.

The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

(b) Procedural due process.

Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.6.6(8)) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee.

(c) Policy revisions.

The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction.

(d) Review.

The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

(2) Membership.

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

(a) one faculty member elected by and from the faculty in each academic college, Regional Campuses and Distance Education, ~~USU-CEU~~ **USU Eastern**, Extension, and the Library, and (b) three faculty members appointed from the elected faculty senators by the Committee on Committees.

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(3) Election and appointment of members; terms.

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

(4) Officers.

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

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

(5) Supplemental appointments.

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

(6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the president of the university. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee

on a rotating basis. All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the president of the university.

12.4 Budget and Faculty Welfare Committee (BFW)

(1) Duties.

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

(2) Membership.

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).

12.5 Professional Responsibilities and Procedures Committee (PRPC)

(1) Duties.

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

(2) Membership.

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).

12.6 Educational Policies Committee (EPC)

(1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to

conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.

The Educational Policies Committee consists of the executive vice president and provost or designee; one faculty representative from each academic college, Regional Campuses [and Distance Education](#), [USU CEU](#) [USU Eastern](#), Extension, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected ASUSU student government and one ~~student officer from the GSS~~ [elected graduate student representative](#). The faculty representatives are elected to the committee in accordance with policy 402.11.2.

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(3) Term of members.

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

(4) Chair.

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

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the chairs of the curriculum committee of each academic college, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative [each](#) from ~~each~~ Regional Campuses [and Distance Education](#), [USU CEU](#) [USU Eastern](#), Extension, and the Library, and two students, one from the ASUSU and one ~~from the GSS~~ [elected graduate student representative](#). The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year ~~and shall coincide with the term of ASUSU and GSS officers~~. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

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(6) General Education Subcommittee.

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

(7) Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

12.7 Faculty Evaluation Committee (FEC)

(1) Duties.

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Professor and Advisor of the Year.

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campuses and Distance Education, ~~USU-CEU~~ USU Eastern, Extension, and the Library, two student officers from the ASUSU and one ~~student officer from the GSS~~ elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

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12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

(1) Duties.

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

(2) Membership.

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).

12.9 Executive Committee of the Faculty Forum (ECFF)

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Faculty Senate Executive Committee excluding administrators (see policy 402.12.1(2a-2d)).

12.10 Senate Handbook Committee (SHC)

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3). This committee consists of the Faculty Senate President, President-Elect of the Senate, and the Past President of the Senate. Additional members may be appointed by the Committee on Committees.

402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following university councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, Diversity Council, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4). In the spirit of shared governance, at the Regional Campuses and ~~USU-CEU~~ USU Eastern, the chancellor and regional campus deans will establish procedures whereby faculty

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members on those campuses can be actively engaged and represented in key local decisions parallel to the councils and committees described in this paragraph.