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FACULTY SENATE EXECUTIVE COMMITTEE

March 17, 2014

3:00 - 4:30 p.m.

Champ Hall

Agenda

- 3:00 Call to Order**.....Yanghee Kim
Approve minutes February 18, 2014
- 3:05 University Business**.....Stan Albrecht, President
Noelle Cockett, Provost
- 3:20 Information Items**
Professional Responsibilities and Procedures Committee Report.....Stephen Bialkowski
- 3:25 Unfinished Business**
1. PRPC Code Change 405.7.2(5) and 407.6.3(2) Notification date unification
(Second Reading).....Stephen Bialkowski
 2. PRPC Code Change 402.3.2 add assigned teaching to list of unavoidable absences
(Second Reading).....Stephen Bialkowski
 3. PTR Decision Points.....Yanghee Kim
 4. Reviews of Administrators.....Yanghee Kim
- 4:20 New Business**
- EPC Items.....Larry Smith
Election of President-Elect of the Faculty Senate.....Yanghee Kim
- 4:30 Adjournment**



FACULTY SENATE EXECUTIVE COMMITTEE MINUTES
FEBRUARY 18, 2014 3:00 P.M.
Champ Hall Conference Room

Present: Yanghee Kim (Chair), Dale Barnard, Rhonda Callister, Richard Clement, Jennifer Duncan (excused) Dan Davis (sub), Jake Gunther, Steven Mansfield, Robert Mueller, Jason Olsen, Robert Schmidt, Vincent Wickwar, Doug Jackson-Smith (President Elect), Renee Galliher (Past President), President Stan Albrecht (Ex-Officio) excused, Provost Noelle Cockett (Ex-Officio), Joan Kleinke (Exec. Sec.), Marilyn Atkinson (Assistant) **Guests:** Alan Stephens, Stephen Bialkowski, Larry Smith

Yanghee Kim called the meeting to order at 3:00 p.m.

Approval of Minutes

There were no corrections to the minutes. The minutes of January 21, 2014 were adopted.

University Business - President Albrecht and Provost Cockett.

President Albrecht was in Salt Lake at the legislature. Provost Cockett updated the FSEC on the legislative outcomes to date. There is discussion of a 1.5% cost of living increase for higher education as well as an increase in the Tier 2 tuition. The legislature will determine what the Tier 1 increase will be, possibly 3%. USU will need an additional \$1.2 million to meet the ongoing increases in pay to newly tenured faculty. This year, a record 70 binders have been turned in for the promotion and tenure process. The Central P&T Committee will begin deliberations next week. The Provost is pursuing moving to electronic portfolios to make it easier for reviewers to access the material electronically.

Information Items

Budget and Faculty Welfare Committee Report – Alan Stephens. Alan asked for questions about the report. Doug Jackson-Smith asked if the Benefits Advisory Committee was still meeting. Alan confirmed that they are and had met with the VP of Finance last month on how the new healthcare law will impact the University.

Rhonda Callister moved to place the report on the consent agenda, Renee Galliher seconded and the motion passed unanimously.

Academic Freedom and Tenure Committee Annual Report – Bryce Fifield. Bryce was not able to attend due to illness.

Steve Mansfield moved to place the report on the consent agenda, a second was received and the motion passed unanimously.

Honorary Degrees and Awards Report – Sydney Peterson. A formal press release announcing the Honorary Degree recipients and the commencement speaker will be made by the next Faculty Senate Meeting, March 3, 2014.

A motion to place the item on the agenda as an information item was made by Robert Schmidt and seconded by Rhonda Callister. The motion passes unanimously.

Old Business

Post Tenure Review Decision Points – Yanghee Kim. Six faculty members responded to the request for input on decision points. The FS leadership narrowed down the suggestions to 7 decision points. These were distributed to the FSEC with the agenda for the meeting. Jake Gunther asked for a change to number one to say explicitly "comprehensive peer review" to clarify that this is not referring to the annual review. There was discussion of the shared responsibility between the deans and department heads and coordination of this especially in RCDE for the triggered review. It was decided to remove the "by department head" wording.

Renee Galliher moved to put the first item on the list of discussion points for the next senate meeting. Jake Gunther seconded.

Issue two deals with committee structure and if it should be comprised at the college level or at the department level as in the current code. It was suggested to have a secondary question whether it should be a standing committee or an ad hoc committee as described in the current code.

Issue three is dependent on the decision on issue two. After a discussion on issue four, the question was asked if this point is necessary or if the current code handles this adequately.

A collective motion to place decision points two through four on the list for the agenda was made by Steve Mansfield and seconded by Robert Schmidt. The motion passed.

It was suggested that the wording referring to department heads be removed and changed to a multi-year rolling window or leave the wording of the current code if a review is triggered.

Renee Galliher moved to put issue five on the list as a follow up to issue number one. Robert Schmidt seconded and the motion passed.

Rhonda Callister moved to not take the Professional Development Plan section to the next Faculty Senate Meeting. Vince Wickwar seconded. The motion passed.

The FSEC engaged in a discussion to determine if the voting on these issues should be done by secret ballot. A motion was made and seconded to have the votes on discussion points done by secret ballot. More discussion followed, and senators mentioned how they like to see who is voting which way on topics as it might sway their votes. The motion to have secret ballots did not pass.

New Business

EPC Items - Larry Smith. The action items included R401 changes for the Math Department.

A motion to place the EPC monthly report on the consent agenda was made by Steve Mansfield and seconded by Rhonda Callister. The motion passed unanimously.

PRPC Code Change 405.7.2, Notification Date Unification (First Reading) – Stephen Bialkowski.

Motion to present this as an information item was made by Renee Galliher and seconded by Rhonda Callister. Motion passed.

PRPC Code Change 402.3.2, Add Assigned Teaching to List of Unavoidable Absences for FS Meetings (First Reading) – Stephen Bialkowski.

Motion to present this as an information item was made by Vince Wickwar and seconded by Robert Schmidt. Motion passed.

Reviews of Administrators – Yanghee Kim. A faculty member asked in the Faculty Forum last fall about the frequency and transparency of administrator reviews. In the 100 Section of the code it says that administrators are to be reviewed at least every 5 years. By practice, they have been reviewed about every 3 years. Yanghee asked the FSEC committee to put the issue on the agenda for discussion by the senate. The senate has no authority to change that section of code, but could pass a resolution on the frequency of reviews and the sharing of the results.

A motion to place this item on the agenda was made by Steve Mansfield and seconded by Doug Jackson-Smith. The motion passed.

Adjournment

The meeting adjourned at 4:35 p.m.

Professional Responsibilities and Procedures Committee (PRPC) Report

April 2014

Prepared by Stephen E Bialkowski (Chair)

The Professional Responsibilities and Procedures Committee members for AY 2013-2014 are:

- Heidi Wengreen (15) – Agriculture
- Chris Gauthier (16) – Arts
- Randy Simmons (14) – Business
- TBD (16) – Education
- William Rahmeyer (16) – Engineering
- Terry Peak (16) – Humanities & Social Sciences
- Terry Messmer (14) – Natural Resources
- Ian Anderson (16) – Science
- John Elsweller (14) – Libraries
- Jerry Goodspeed (14) – Extension
- TBD (16) – Regional Campuses & Distance Education
- Elaine Youngberg (14) – USU Eastern
- Jeanette Norton (15) – Senate
- TBD – Senate
- Stephen Bialkowski, Chair (15) - Senate

The Professional Responsibilities and Procedures Committee advises 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 following is a summary list of code changes presented to the Faculty Senate in this academic year in the order they were introduced.

- September 2013 - PRPC Section 402, Language changes for RCDE, USU Eastern and the elimination of GSS: several changes made throughout Section 402 to reflect name changes and university structure.
- October 2013 – Section 402.12.7 FEC wording on what follows “decide university awards”: changes wording of the Faculty Evaluation Committee description to include the sponsor name in named awards.
- December 2013 – Section 402.4.3 Order of Business: changes the order of business in Faculty Senate agendas.
- December 2013 – Section 405.6 Campus or Center location: changes to role statement descriptions to include campus or center location.

- January 2014 – Section 402.3 ASUSU to USUSA: changes to reflect name change of student organization to Utah State University Student Association.
- January 2014 – Section 402.12.5: Changes the Professional Responsibilities and Procedures Committee description to include reference to Section 202 of the USU Policy Manual.
- March 2014 - Sections 405.7.2(5) and 407.6.3(2): Changes 407.6.3(2) to unify notification dates with 405.7.2(5).
- March 2014 – Section 402.3.2: Add “assigned teaching” to the list of unavoidable absences for Faculty Senators.

Specific approved wording changes approved are documented in the Faculty Senate minutes.

Committee action was performed through email discussions and voting.

Code Sections 405.7.2(5) and 407.6.3(2) date unification

The code lists two dates for notification of untenured faculty who will not have their contracts renewed.

Section 405.7.2(5) states “The president shall notify the provost, director (where applicable), academic dean or vice president for extension, department head or supervisor, tenure advisory committee, and, where appropriate, the chancellor or regional campus dean, and the candidate in writing of the president's decision to deny tenure no later than April 15. For candidates in their third year, the deadline is **December 10th**.”

Section 407.6.3(2) states “For tenure-eligible faculty appointments, non-renewal must first be preceded by the following minimum notice (a) not later than March 1 for first-year and second-year appointees; (b) not later than **December 15** for third-year appointees; (c) no later than January 29 prior to the issuance of a terminal year appointment for fourth-year and fifth-year appointees, except in the case of denial of tenure (see Policy 407.6.1), where minimum notice shall be not later than April 15.”

Section 405.7.2 describes procedures for faculty that have been denied tenure. Section 407.6.3 describes procedures for non-renewal of tenure-eligible faculty annual contracts.

To unify the dates, the Professional Responsibilities and Procedures Committee recommends that the notification date be set to December 10 for all 3rd year tenure-eligible faculty. The Section 407.6.3(2) date should be changed from “**December 15**” to “December 10”. The reasoning is the earlier a person learns of this the better their chances for finding alternative employment.

The specific change to Section 407.6.3(2) is shown below.

For tenure-eligible faculty appointments, non-renewal must first be preceded by the following minimum notice (a) not later than March 1 for first-year and second-year appointees; (b) not later than December ~~15~~ **10** for third-year appointees; (c) no later than January 29 prior to the issuance of a terminal year appointment for fourth-year and fifth-year appointees, except in the case of denial of tenure (see Policy 407.6.1), where minimum notice shall be not later than April 15.

In the February 3 Faculty Senate meeting, the Senate moved to have PRPC include a statement in Section 402.3.2 listing teaching as a reason for missing Faculty Senate meetings. PRPC recommends the following change in red.

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

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, **assigned teaching**, 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).

PROPOSED DECISION POINTS FOR REVISIONS TO 405.12

I. Post-Tenure Peer Review Process:

- 1) Should the post-tenure peer review process be
 - a. Triggered: required only of tenured faculty that are judged to be 'not meeting expectations' in annual reviews, or
 - b. The current code: (required of all tenured faculty, every 5 years).
- 1-1) If triggered, should annual reviews for post-tenure faculty consider
 - a. A multi-year rolling window, or
 - b. The current code: "each department shall establish procedures..." (405, page 30).

II. Post-Tenure Peer Review Committee Structure:

- 2) Should the post-tenure peer review committee be
 - a. College-level, or
 - b. The current code: "the committee appointed by the dept. head or supervisor in consultation with the faculty member..." (405, page 30).
- 2-1) Should the post-tenure peer review committee be
 - a. Standing committee, or
 - b. The current code (ad hoc committee).
- 2-2) If college-level, how should members be selected?
 - a. By election of tenured faculty in college, or
 - b. By appointment of college dean, or
 - c. Or combination of the elected and appointed faculty.

III. Professional Development Plan – To be Determined:

- 3) *Should a professional development plan (PDP) be initiated:*
 - a. *The current code (only based on annual reviews), or*
 - b. *As a result of the Post-Tenure Peer Reviews, or*
 - c. *By a joint recommendation by the annual review and peer review.*
- 4) *Under what conditions, should a review lead to a professional development plan?*
 - a. *After one negative annual review, or*
 - b. *After at least two negative annual reviews, or*
 - c. *After negative 5-year committee review only.*
 - i. *If the peer review committee recommends a PDP to the dept. head (and the dept. head agrees), or*
 - ii. *After the dept. head's recommendation for PDP is approved by the peer committee.*

Issues on Reviews of Administrators

From Faculty Forum, Nov 4, 2013, two issues were brought up regarding the faculty evaluations of administrators:

- 1) Implementing the evaluations more frequently: annual reviews or semi-annual reviews, and
- 2) Sharing the results of the evaluations.

Policy Manual 104, The University President and other officers:

104.4.7 Performance Evaluation

All Executive Officers of the University shall be subject to comprehensive reviews of their performances at least every five years.

104.5.1 Deans

Deans are administratively responsible and report to the Provost for functions and duties of their offices. Deans are subject to comprehensive review at least every five years.

104.5.2 paragraph 3. A comprehensive performance evaluation of new department heads will be conducted during their third year as head. Thereafter, a comprehensive performance evaluation will be conducted every five years. Each department head will also have an annual review. All reviews of department heads will be the responsibility of the dean.

Our Record:

The IDEA administrative reviews have already been done for Deans and Department Heads.

- The Deans were reviewed most recently between 2010 and 2011. Agriculture, Engineering, and Natural Resources deans were evaluated in 2010 and the Business dean was evaluated in 2011. The Provost's Office instructed the AAA Office which Deans would be evaluated. We believe that criteria were used to make that selection and ensure that deans had been in their positions long enough (I believe 3 years) to have an evaluation be fair as well as productive.
- The Department Heads had their IDEA Evaluations done in the Spring of 2010, and again in 2013.
- The results of the reviews of the Deans and the Department Heads were given to the Provost's office.
- A review of the Provost (Ray Coward) was done sometime between 2010 and 2012.
- A review of the President was done by the Board of Trustees in 2010.

Report from the Educational Policies Committee
March 7, 2014

The Educational Policies Committee met on March 6, 2014. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page¹ and are available for review by the members of the Faculty Senate and other interested parties. During the March meeting of the Educational Policies Committee, the following actions were taken:

1. Approval of the report from the Curriculum Subcommittee meeting of March 6, 2014 which included the following actions:
 - The Curriculum Subcommittee approved 62 requests for course actions.
 - A request from the Department of English to change the name of the On-line M.S. in English with a Specialization in Technical Writing, to Master of Technical Communication was approved.
2. There was no February report from the Academics Standards Subcommittee.
3. There was no February report from the General Education Subcommittee.
4. Other Business:
 - A request from the Emma Eccles Jones College of Education and Human Services to form a new Department of Nursing and Health Professions was approved.