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FACULTY SENATE AGENDA

April 2, 2018

3:00 – 5:00 p.m.

Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order** Kimberly Lott
Approval of [March 12, 2018 Minutes](#)
- 3:05 University Business** Dave Cowley, Vice President
- 3:20 Information**
1. [Policy #355](#) Relocation Marla Boyer
- 3:30 Reports**
1. [EPC March](#) Report Edward Reeve
2. Faculty Diversity, Development and Equity ([FDDE](#)) Annual Report Meredith Thompson
 - [Race and Ethnicity](#)
 - [Gender Including Non-Tenured](#)
 - [Gender by College](#)
3. Professional Responsibilities and Procedures ([PRPC](#)) Annual Report John Gilbert
4. Honorary Degrees and Awards Sydney Peterson
- 3:50 Old Business**
1. [401.4.2 \(7\)](#) State Cooperator (SC) Ranks (first reading) John Gilbert
- 3:55 New Business**
- 4:05 Adjourn**



FACULTY SENATE MINUTES

March 12, 2018

3:00 – 5:00 pm

Merrill-Cazier Library, Room 154

Call to Order - Kimberly Lott

Approval of [February 5, 2018](#) Minutes

Amend minutes to reflect the entire motion. Motion that a task force selected by the Faculty Senate President be developed to write a resolution regarding the Koch Funding that was given to the Huntsman School of Business a year ago. Motion to amend made by Becki Lawver. Seconded by Becki Blais. Amend as requested.

University Business - Noelle Cockett, President

Joe Peterson, Chancellor, USU Eastern will be retiring effective July 1, 2018. The President thanked Joe for all that he has done for USU and especially USU Eastern. Joe has been with USU Eastern since the original merger with USU and CEU and he has been instrumental in putting processes in place at the Price campus. Gary Straquadine will serve as the Interim Chancellor until it is decided to move forward with a new position. In the near future there will be listening sessions with faculty, staff and community members on how things are going and what can be done in moving things forward in the future. Neil Abercrombie, Larry Smith and President Cockett will take a roadtrip to Price and Blanding to gather this input.

The fourth provost candidate, Frank Galey completed his campus interview and the President has received feedback from individuals and will be considering options. There should be a decision on how to move forward shortly.

The Utah State Legislature is looking at a 2.5% performance based salary adjustment. Of that 2.5%, 75% of the dollars will be provided by the state, however the other 25% will come from a raise in Tier 1 tuition. The 25% increase translates to a 1.5% Tier 1 increase. President Cockett met with student government leadership to discuss what can be done to Tier 2 tuition and the students agreed to 1% increase in tuition to pay for promotion and tenure. They also discussed different initiatives that could be funded, such as Title IX, sexual assault, and mental health and wellbeing. Students are also looking at funding some classroom improvements. So far the students have been very supportive of all these initiatives.

The university will be receiving \$23M to proceed with the remodel of the BNR building. The mosaic in the current building will be retained and used in the remodel. Several initiatives that the university will be working on are: 1) growth and capacity; 2) student

completion; and 3) workforce development. By building more capacity in these programs we can produce more graduates. The President will be asking Deans and Vice Presidents to attend budget hearings to help prioritize which areas need to be expanded and how the monies should be used. Some money will be going to the library. Received ongoing money in public lands initiative, which is similar to the water initiation that was funded a few years ago.

The Budget and Faculty Welfare committee will meet with the President on March 20 to discuss distributing the performance based salary adjustments.

Information Items

Comprehensive Year-Seven Self Study for NWCCU - Michael Torrens

The university is preparing for a 7-year accreditation review. The review team will consist of nine individuals. A self study was submitted and is available to view on the AAA website at: <http://www.usu.edu/aaa/index.cfm?pg=5>. There will be a 50 minute open faculty meeting in ECC auditorium on March 26 at 2:00 pm. An invitation, from the President's office, will go out shortly and it is stressed that this meeting is exclusively for faculty. Any questions regarding the accreditation process can be forwarded to Michael Torrens.

Reports

EPC February Report - Edward Reeve

24 course requests were approved.

Three R401s from the department of Nutrition, Dietetics and Food Sciences were approved and one from the Jon M. Huntsman School of Business was approved by the Curriculum Committee but was tabled by EPC. A proposal from Computer Science was approved.

Motion to move to Faculty Senate Agenda made by Vince Wickwar. Seconded by Ralph Meyer. Moved to Faculty Senate agenda.

Old Business

Koch Task Force Update - Kimberly Lott

The Faculty Senate President reminded everyone about this motion that was made regarding the task force. The minutes need to reflect the entire motion to include the writing of the resolution. The Faculty Senate President will be selecting the committee members for the taskforce and an email will be sent to all Faculty Senators requesting volunteers for the task force. When names are submitted, please explain us why the individual would be beneficial to the task force. Responses are due mid-week. In regards to writing a resolution should be left to the task force but it should be specific to USU and not make comparisons to other institutions. It is important to honor the process and the members time. Looking at four to five members to serve on the taskforce. Having too many people will be hard to get them together and get anything accomplished. Looking for a cross-section and broad spectrum of members.

New Business

N/A

Adjourn 3:25 pm



POLICY MANUAL

GENERAL

Number 335

Subject: Relocation Assistance

Covered Employees: Faculty and Exempt Employees

Date of Origin: January 24, 1997

Date of Revision(s): May 23, 2008, March 4, 2016, March 2, 2018

Effective Date: ~~March 4, 2016~~ March 2, 2018

335.1 POLICY

The payment or reimbursement of moving expenses may be offered to prospective employees when the hiring department believes such an offer is a critical factor in securing a highly qualified applicant for a faculty or administrative position. In determining the appropriate payment amount, the department should consider factors such as unusual qualifications and/or needs of the applicant, competitiveness of the applicable job market, budget available, and estimated relocation costs.

The hiring department head will negotiate with the new employee and determine an agreeable relocation plan in writing prior to the time the move takes place. The hiring department is responsible for covering the agreed-upon cost of relocation assistance.

335.2 PAYMENT OR REIMBURSEMENT TO THE NEW EMPLOYEE OR DIRECT PAYMENT TO COMPANIES

Under the new tax law, effective January 1, 2018, all payments for moving expenses are taxable to the employee, whether paid directly to companies or as a reimbursement to the employee. These payments will be taxed through the payroll system and included as taxable income on the employee's W-2 tax form. The University complies with IRS regulations as outlined in Publication 521 regarding payments or reimbursements made directly to the new employee for moving expenses. These are treated as additional income and are subject to payroll taxes.

DIRECT PAYMENT TO COMPANIES

Generally, moving expenses paid by the University directly to a commercial moving company are non-taxable to the new employee. Departments are required to use state contracts available through Purchasing and Contract Services unless a less expensive option is available.

Payments made directly to companies for taxable expenses are treated as additional income and are subject to payroll taxes. Examples of taxable expenses include payments to airlines or hotels for house hunting trips.

TAXABILITY OF REIMBURSEMENTS FOR MOVING EXPENSES

Non-taxable reimbursements for moving expenses include:

Cost of moving ordinary and customary personal and household goods
Mileage allowance for the employee and/or family to move to the new location.
Traveling (including lodging but not meals) to your new home

Taxable reimbursements for moving expenses that are subject to payroll taxes include:

Insurance provided by the moving firm for packing and shipping your household goods and personal effects
Costs associated with a trip to locate new housing

Almost all other moving related expenses are taxable, including house hunting trips and temporary lodging. (See IRS Publication 521 "Moving Expenses," for detailed information on non-taxable and taxable moving expenses.)

Report from the Educational Policies Committee March 1, 2018

The Educational Policies Committee (EPC) met on March 1, 2018. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

During the March 1, 2018, meeting of the EPC, the following actions were taken:

1. General Education Subcommittee

- No Report

2. Academic Standards Subcommittee

- Approval of revised language for:
 - FINAL EXAMINATIONS FOR FALL AND SPRING SEMESTERS
 - NO-TEST DAYS POLICY FOR FALL AND SPRING SEMESTERS
- Approval of STUDENT CODE revision.

3. Curriculum Subcommittee

- Approval of 154 course requests.
- Approval of the request from the Department of Art and Design in the Caine College of the Arts to offer a Minor in Film Studies.
- Approval to add a section for “course objectives” in Curriculog
- Approval of “syllabus tools” in CANVAS

4. Educational Policies Committee

- Approval of the request from the Jon M. Huntsman School of Business to establish a Department of Marketing and Strategy.
 - This request was approved by the EPC curriculum subcommittee in the February 1, 2018 meeting. It was tabled by the EPC committee to gather additional data related to the proposal.
 - EPC approved the request, noting concerns in the “process” used in the development of the new department.

FDDE REPORT 2018

Faculty Development Diversity and Equity

Annual FDDE Report

Faculty Development, Diversity & Equity

- Analysis of current USU faculty compared to Ph.D. Graduation rates for:
 - Women
 - Minorities

Because disciplines vary dramatically in % of women and minorities, this measure provides a reasonable comparison across disciplines.

Availability by Faculty Discipline

- Title IX office is required to collect and compare this data annually using federally collected graduation rates by discipline that are assembled to match the disciplines in our colleges.
- FDDE (Faculty Senate's – Faculty Development, Diversity & Equity Committee) is responsible for reporting this data to Faculty Senate Annually.

Number & % of USU Faculty - Women & Minorities Compared to Availability (Terminal Degree Graduation Rates by Discipline)

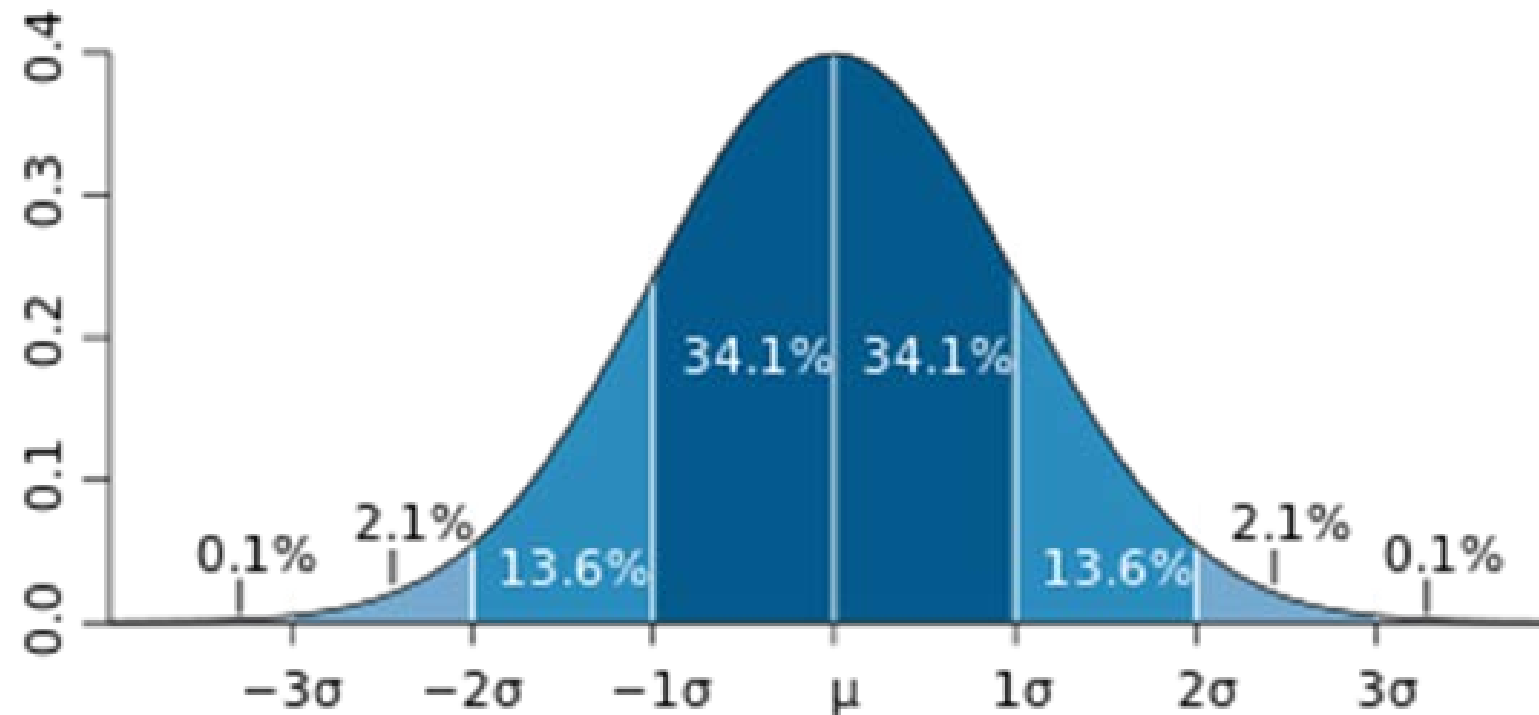
College	Total # Fac		2017 Fac #	2017 Fac %	Availability %	Expected #	# Expected Below Actual
Ag	94	Female:	30	31.9	38.4	36.1	-6.1
		Minority:	16	17.0	22.7	21.4	-5.4
Bus	60	Female:	15	25.0	35.0	21.0	-6.0
		Minority:	5	8.3	25.1	15.1	-10.1
CART	51	Female:	10	19.6	58.5	29.8	-19.8
		Minority	4	7.8	15.2	7.8	-3.8
Educ	112	Female:	62	55.4	67.9	76.1	-14.1
		Minority:	14	12.5	19.8	22.2	-8.2
Eng	75	Female:	11	14.7	20.5	15.4	-4.4
		Minority:	28	37.3	28.8	21.6	6.4

Number & % of USU Faculty Women & Minorities Compared to Availability (Terminal Degree Graduation Rates by Discipline)

College	Total Faculty		2017 #	2017%	Availability %	Expected #	# Fac Expected Less Actual
CHaSS	134	Female:	63	47	58.1	77.9	-14.9
		Minority:	14	10.4	22.6	30.3	-16.3
Nat. Res	49	Female:	13	26.5	37.4	18.3	-5.3
		Minority:	4	8.2	17.8	8.7	-4.7
Science	100	Female:	24	22.9	39.5	41.4	-17.4
		Minority:	13	12.4	23.3	24.4	-11.4
Library	19	Female:	12	63.2	63.1	12.0	0.0
		Minority:	0	0	26.2	5.0	-5.0

Availability data (Ph.D. graduation rate by discipline) is not available for Extension

Normal Bell Shaped Curve



By M. W. Toews - Own work, based (in concept) on figure by Jeremy Kemp, on 2005-02-09, CC BY 2.5,
<https://commons.wikimedia.org/w/index.php?curid=1903871>

USU Faculty Standard Dev from Availability

Availability is Terminal Degree Graduation Rate by
Discipline

		Women	SD			Minorities	SD
	1	Lib	0		1	Ag	-1.3
	2	Ag	-1.3		2	NR	-1.5
	2	Eng	-1.3		2	CART	-1.5
	4	Bus	-1.6		4	Eng	-1.6
	5	NR	-1.6		5	Ed	-1.9
	6	CHASS	-2.6		6	Lib	-2.6
	7	Ed	-2.9		6	Sci	-2.6
	8	Sci	-3.5		8	Bus	-2.9
	9	CART	-5.6		9	CHASS	-3.4

CHANGES FROM 2015-2016

Total Women Faculty by College & Year

ALL RANKS

	CART	Ag	Bus	CHaSS	Edu	Eng	NR	Sci	Lib	Ext
2015	14	33	11	55	68	11	14	22	13	26
2016	13	34	15	67	65	11	15	24	14	26
2017	14	35	11	68	68	10	15	28	19	28
	NC	+2	-4	+13	NC	-1	+1	+6	+6	2

Areas of Concern

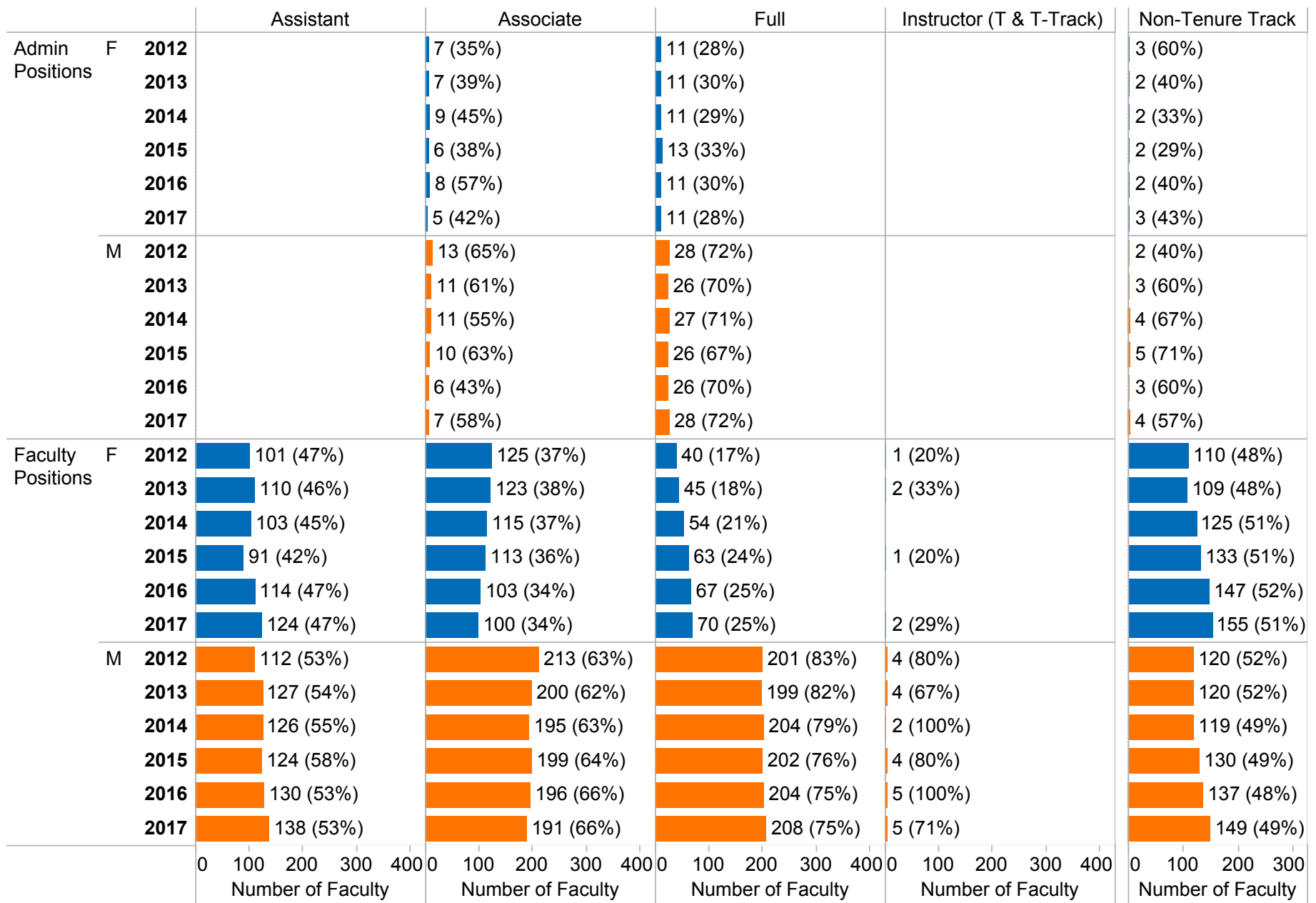
- **Faculty Searches:** All colleges – especially those ranked below the mid-point – should give serious attention to their recruiting processes.
- **Examine Retention:** Is recruiting acceptable but retention is a problem? Examine turnover rates for women & minorities
- **Salary Inequity** – Kermit Hall commissioned a salary gender equity study in 2004 showing high gender inequity especially for tenured women professors at USU.



Faculty: By Race/Ethnicity (Tenure-Track & Tenured Only)

[illegible]

Faculty: By Sex (Tenure-Track, Tenured, and Non-Tenured)



Tenure & Tenure-Track Faculty: By College and Sex

			Assistant	Associate	Full	Instructor (T & T-Track)
Caine College of the Arts	F	2015	<div><div></div>3 (18%)</div>	<div><div></div>9 (35%)</div>	<div><div></div>2 (22%)</div>	
		2016	<div><div></div>3 (19%)</div>	<div><div></div>7 (30%)</div>	<div><div></div>3 (21%)</div>	
		2017	<div><div></div>4 (29%)</div>	<div><div></div>5 (23%)</div>	<div><div></div>5 (29%)</div>	
	M	2015	<div><div></div>14 (82%)</div>	<div><div></div>17 (65%)</div>	<div><div></div>7 (78%)</div>	
		2016	<div><div></div>13 (81%)</div>	<div><div></div>16 (70%)</div>	<div><div></div>11 (79%)</div>	
		2017	<div><div></div>10 (71%)</div>	<div><div></div>17 (77%)</div>	<div><div></div>12 (71%)</div>	
College of Agriculture & Applied Sciences	F	2015	<div><div></div>10 (37%)</div>	<div><div></div>15 (35%)</div>	<div><div></div>8 (20%)</div>	
		2016	<div><div></div>10 (42%)</div>	<div><div></div>13 (31%)</div>	<div><div></div>11 (26%)</div>	
		2017	<div><div></div>11 (37%)</div>	<div><div></div>11 (31%)</div>	<div><div></div>13 (30%)</div>	
	M	2015	<div><div></div>17 (63%)</div>	<div><div></div>28 (65%)</div>	<div><div></div>32 (80%)</div>	<div><div></div>3 (100%)</div>
		2016	<div><div></div>14 (58%)</div>	<div><div></div>29 (69%)</div>	<div><div></div>31 (74%)</div>	<div><div></div>4 (100%)</div>
		2017	<div><div></div>19 (63%)</div>	<div><div></div>25 (69%)</div>	<div><div></div>31 (70%)</div>	<div><div></div>4 (100%)</div>
Jon M Huntsman School of Business	F	2015	<div><div></div>6 (35%)</div>	<div><div></div>3 (14%)</div>	<div><div></div>2 (11%)</div>	
		2016	<div><div></div>10 (45%)</div>	<div><div></div>2 (9%)</div>	<div><div></div>3 (15%)</div>	
		2017	<div><div></div>5 (22%)</div>	<div><div></div>3 (13%)</div>	<div><div></div>3 (14%)</div>	
	M	2015	<div><div></div>11 (65%)</div>	<div><div></div>18 (86%)</div>	<div><div></div>17 (89%)</div>	
		2016	<div><div></div>12 (55%)</div>	<div><div></div>20 (91%)</div>	<div><div></div>17 (85%)</div>	
		2017	<div><div></div>18 (78%)</div>	<div><div></div>21 (88%)</div>	<div><div></div>19 (86%)</div>	
College of Humanities & Social Sciences	F	2015	<div><div></div>17 (46%)</div>	<div><div></div>24 (41%)</div>	<div><div></div>14 (34%)</div>	
		2016	<div><div></div>27 (59%)</div>	<div><div></div>23 (44%)</div>	<div><div></div>17 (40%)</div>	
		2017	<div><div></div>27 (63%)</div>	<div><div></div>22 (41%)</div>	<div><div></div>19 (42%)</div>	
	M	2015	<div><div></div>20 (54%)</div>	<div><div></div>34 (59%)</div>	<div><div></div>27 (66%)</div>	
		2016	<div><div></div>19 (41%)</div>	<div><div></div>29 (56%)</div>	<div><div></div>26 (60%)</div>	
		2017	<div><div></div>16 (37%)</div>	<div><div></div>32 (59%)</div>	<div><div></div>26 (58%)</div>	
EE Jones College of Education & Human Services	F	2015	<div><div></div>24 (71%)</div>	<div><div></div>24 (51%)</div>	<div><div></div>20 (56%)</div>	<div><div></div>1 (100%)</div>
		2016	<div><div></div>30 (65%)</div>	<div><div></div>20 (48%)</div>	<div><div></div>15 (45%)</div>	
		2017	<div><div></div>35 (67%)</div>	<div><div></div>20 (54%)</div>	<div><div></div>13 (37%)</div>	
	M	2015	<div><div></div>10 (29%)</div>	<div><div></div>23 (49%)</div>	<div><div></div>16 (44%)</div>	
		2016	<div><div></div>16 (35%)</div>	<div><div></div>22 (52%)</div>	<div><div></div>18 (55%)</div>	
		2017	<div><div></div>17 (33%)</div>	<div><div></div>17 (46%)</div>	<div><div></div>22 (63%)</div>	
College of Engineering	F	2015	<div><div></div>4 (17%)</div>	<div><div></div>5 (17%)</div>	<div><div></div>2 (7%)</div>	
		2016	<div><div></div>4 (17%)</div>	<div><div></div>5 (17%)</div>	<div><div></div>2 (7%)</div>	
		2017	<div><div></div>5 (23%)</div>	<div><div></div>3 (15%)</div>	<div><div></div>2 (7%)</div>	
	M	2015	<div><div></div>20 (83%)</div>	<div><div></div>25 (83%)</div>	<div><div></div>27 (93%)</div>	
		2016	<div><div></div>20 (83%)</div>	<div><div></div>24 (83%)</div>	<div><div></div>26 (93%)</div>	
		2017	<div><div></div>17 (77%)</div>	<div><div></div>17 (85%)</div>	<div><div></div>25 (93%)</div>	
Quinney College of Natural Resources	F	2015	<div><div></div>7 (44%)</div>	<div><div></div>3 (21%)</div>	<div><div></div>4 (17%)</div>	
		2016	<div><div></div>7 (37%)</div>	<div><div></div>3 (25%)</div>	<div><div></div>5 (20%)</div>	
		2017	<div><div></div>5 (28%)</div>	<div><div></div>6 (46%)</div>	<div><div></div>4 (17%)</div>	
	M	2015	<div><div></div>9 (56%)</div>	<div><div></div>11 (79%)</div>	<div><div></div>19 (83%)</div>	
		2016	<div><div></div>12 (63%)</div>	<div><div></div>9 (75%)</div>	<div><div></div>20 (80%)</div>	
		2017	<div><div></div>13 (72%)</div>	<div><div></div>7 (54%)</div>	<div><div></div>20 (83%)</div>	
College of Science	F	2015	<div><div></div>6 (25%)</div>	<div><div></div>9 (29%)</div>	<div><div></div>7 (13%)</div>	
		2016	<div><div></div>7 (28%)</div>	<div><div></div>10 (29%)</div>	<div><div></div>7 (14%)</div>	
		2017	<div><div></div>10 (32%)</div>	<div><div></div>12 (27%)</div>	<div><div></div>6 (12%)</div>	
	M	2015	<div><div></div>18 (75%)</div>	<div><div></div>22 (71%)</div>	<div><div></div>46 (87%)</div>	<div><div></div>1 (100%)</div>
		2016	<div><div></div>18 (72%)</div>	<div><div></div>24 (71%)</div>	<div><div></div>44 (86%)</div>	<div><div></div>1 (100%)</div>
		2017	<div><div></div>21 (68%)</div>	<div><div></div>32 (73%)</div>	<div><div></div>44 (88%)</div>	<div><div></div>1 (100%)</div>
Libraries	F	2015	<div><div></div>4 (57%)</div>	<div><div></div>8 (80%)</div>	<div><div></div>1 (50%)</div>	
		2016	<div><div></div>5 (56%)</div>	<div><div></div>8 (80%)</div>	<div><div></div>1 (50%)</div>	
		2017	<div><div></div>10 (77%)</div>	<div><div></div>6 (67%)</div>	<div><div></div>3 (75%)</div>	
	M	2015	<div><div></div>3 (43%)</div>	<div><div></div>2 (20%)</div>	<div><div></div>1 (50%)</div>	
		2016	<div><div></div>4 (44%)</div>	<div><div></div>2 (20%)</div>	<div><div></div>1 (50%)</div>	
		2017	<div><div></div>3 (23%)</div>	<div><div></div>3 (33%)</div>	<div><div></div>1 (25%)</div>	
Cooperative Extension	F	2015	<div><div></div>10 (83%)</div>	<div><div></div>13 (41%)</div>	<div><div></div>3 (23%)</div>	
		2016	<div><div></div>11 (85%)</div>	<div><div></div>12 (36%)</div>	<div><div></div>3 (23%)</div>	
		2017	<div><div></div>12 (75%)</div>	<div><div></div>12 (38%)</div>	<div><div></div>2 (20%)</div>	<div><div></div>2 (100%)</div>
	M	2015	<div><div></div>2 (17%)</div>	<div><div></div>19 (59%)</div>	<div><div></div>10 (77%)</div>	
		2016	<div><div></div>2 (15%)</div>	<div><div></div>21 (64%)</div>	<div><div></div>10 (77%)</div>	
		2017	<div><div></div>4 (25%)</div>	<div><div></div>20 (63%)</div>	<div><div></div>8 (80%)</div>	

**Professional Responsibilities and Procedures Committee (PRPC)
Spring 2018 Report**

Membership

The Professional Responsibilities and Procedures Committee members for AY 2017-2018 are:

John Gilbert, Jon M. Huntsman School of Business (Chair)
Vonda Jump, College of Humanities and Social Sciences
Marilyn Cuch, Regional Campuses
Susan Turner, Emma Eccles Jones College of Education and Human Services
Heidi Wengreen, College of Agriculture and Applied Sciences
David Farelly, College of Science
Hengda Cheng, College of Engineering

Responsibilities of the PRPC

PRPC advises the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions are submitted to the Senate for its consideration. PRPC has (so far) conducted all of its deliberations via electronic communications. The following is a summary of code changes presented to the Faculty Senate in this academic year in the order of the dates in which PRPC reviewed them.

October 2017 and December 2017

Revisions to sections 405.6.2(2) (Promotion Advisory Committee) and 405.8.2 (Meeting with PAC): These revisions were a holdover from last year's PRPC. The purpose of the revisions was to clarify post-tenure procedures. In particular, the revised code is intended to encourage a post-tenure committee to be formed and meet within 3 years of promotion, and to clarify that a further meeting is not required until the faculty member seeks promotion. The revised code came to Senate for a second reading, and was sent back to PRPC for further edits/clarifications in December 2017. It passed after its third reading.

March 2018

Addition of code to section 401.4.2 (Academic Ranks of Faculty with Term Appointments): New code has been proposed adding state coordinator ranks for Faculty members who are state-level employees, who are paid by agencies of the state government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and state government. The proposed code has had its first reading at Senate, and has been reviewed and amended by PRPC. It will return to Senate for its second reading.

401.4.2 (4)

Add instructor (SC) to the list of ranks. Reasoning is to maintain consistency with 401.4.2(4) on federal cooperator ranks, which does include the instructor.

Proposed policy:

(7) State Cooperator (SC) Ranks.

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