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Faculty Senate Executive Committee Agenda, April 13, 2020

Utah State University

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FACULTY SENATE EXECUTIVE COMMITTEE

April 13, 2020

3:30 – 4:30 p.m.

Old Main-Champ Hall

Agenda

- 3:30 Call to Order** Patrick Belmont
[Approval of Minutes](#) – March 16, 2020
- 3:35 University Business** Noelle Cockett, President | Frank Galey, Provost
- 3:50 Information**
[EPC Monthly Report](#) – April 2, 2020 Paul Barr
- 3:55 Reports**
[Committee on Committees](#) Annual Report Jan Thornton
[Calendar Committee](#) Annual Report Renee Galliher
[Recruitment & Retention](#) Annual Report Heidi Kesler
- 4:05 Old Business**
[404](#) – Student Involvement in Faculty Searches (second reading) David Farrelly
- 4:15 New Business**
Faculty Senate President Elect Patrick Belmont

Adjourn: 4:25 pm



FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

March 16, 2020

3:30 – 5:00 p.m.

Old Main-Champ Hall

Present: Patrick Belmont (President), Becki Lawver (Past-President), Timothy Taylor (President-Elect), Noelle Cockett (Ex-officio), Frank Galey (Ex-officio), Christopher Monz, Erin Davis, Don Busenbark, Robert Wagner, Jan Thornton, Michele Hillard, Thomas Lachmar, Yoon Lee, Paul Barr, Benjamin George, Zsolt Ugray, Nancy Hills, Richard Heflebower

Absent: Jessica Lucero

Guests: David Farrelly, Allison Adams-Prelacy, James Nye, Jennifer Duncan

Call to Order - Patrick Belmont

[Approval of Minutes](#) – February 18, 2020

Minutes approved as distributed.

University Business - Noelle Cockett, President | Frank Galey, Provost

Provost Galey – The Faculty Senate President has been included and involved in all meetings pertaining to the COVID19 virus. USU is currently migrating classes to remote access with the assistance of the CIDI group. CIDI is willing and able to help all faculty with this migration. Faculty has been creative and innovative in setting up the classes. CIDI would like faculty to use the Help Request for Online Conversion [form](#) so that information regarding remote access can be tracked. CIDI will still help set things up but would prefer having the form completed.

President Cockett – Wanted to know if the Faculty Senate Executive Committee sees things that are not being addressed by the COVID task force. Until we get into the process of remote classes no one knows what questions to ask. Utah State is in pretty good shape and seems to be addressing the current and future issues. Talked today about grades, when to do withdrawals, pass, fails, etc. As these things come up the institution will do their best to address these questions/issues. Faculty are working together to make all of this work. Questions have risen regarding cleaning, disinfecting, etc. Offices can call facilities at 797-1947 to request disinfectants and cleaners. Recommending that faculty, staff and students keep up to date by viewing the [COVID](#) website. Currently the university is at level two of the [Infectious Disease Plan](#). Level one is campus closure with only essential services remaining. The governor's press release is scheduled for 4:30 pm today. The governor will address closing restaurants, gyms, etc. A number of students may be staying in their apartments because landlords are not giving refunds. Student family housing will remain active. USU does have a revolving, rational plan in place as the situation changes. President Cockett appreciates the tremendous response from faculty. Currently approximately 120 CIDI employees are working to help faculty set up their classes. Encouraging faculty to use the virtual proctoring solution for testing. If students remain in Cache Valley they can use the testing center for the time being. Have created additional sites so that the number of students testing can be limited and controlled. Working with IT to secure computer labs for remote testing sites. Statewide campuses will accommodate testing at their locations for students.

Information

[EPC Monthly Report](#) – February 27, 2020 - Paul Barr

Approved five General Education designations:

- ENGL 2070 (BHU)
- ANTH 1090/RELS 1090 (BHU)
- HIST 4566 (DHA)
- ANTH 3320 (DSS)
- HONR 3030 (3030 QI)

Approved 268 course requests.

Approved two R401 programs.

Working on timeline/deadline for curriculum changes and plan to link in Curriculog.

Held a discussion about substantive vs. non-substantive curriculum changes. Working on language to establish a criteria and definition.

Motion to move the EPC Monthly Report to the Faculty Senate agenda made by Thomas Lachmar.

Seconded by Yoon Lee. Moved to Faculty Senate agenda.

Reports

[Budget and Faculty Welfare](#) Annual Report - Jennifer Duncan

Met with President Cockett and Provost Galey last spring regarding compensation distribution. Last fall met with Human Resources to review RFP plans for medical, dental and pharmacy benefits. The BFW complimented the HR department on their efforts regarding those RFPs. Met today with President Cockett to discuss the upcoming compensation distribution of 2.5%. Recommended: 1% across the board and then divide the 1.5% into three tiers to reward people with equity, compression, etc. In addition, recommend that tiers and metrics are transparent. Want people to feel confident in those decisions.

Motion to move the Budget and Faculty Welfare Annual Report to the Faculty Senate Agenda made by Timothy Taylor. Seconded by Thomas Lachmar. Moved to Faculty Senate agenda.

[Parking and Transportation & GHG](#) Annual Report - James Nye

A lot of changes in parking mainly due to on-going construction. Beginning construction of new resident hall parking and new parking west of the central suites. Finishing parking structure as part of the Biology and Natural Resources remodel. This remodel is currently taking up 75 parking stalls. Underground storage tanks will be put in the spectrum lots and this will cause issues with the parking lot. Lots of coordination happening as we move through the summer with all these changes. Price increases are being implemented, including the percentage for each group.

Below are five initiatives for the Greenhouse Gas regarding transportation:

- 1 Increase Fleet Fuel Efficiency
- 2 Electric Vehicle Pilot Project
- 3 Improve Opportunities for Carpooling
- 4 Promote Alternate Transportation
- 5 Increase Electric Vehicle Charging Stations

Motion to move the Parking and Transportation/GHG Annual Report to the Faculty Senate Agenda made by Thomas Lachmar. Seconded by Yoon Lee. Moved to Faculty Senate agenda.

Old Business

[407](#) – Major Revisions (second reading) - David Farrelly

No changes to this code change since the last Faculty Senate meeting.

Motion to move 407 code to the Faculty Senate Agenda made by Timothy Taylor. Seconded by Thomas Lachmar. Moved to Faculty Senate agenda.

[403.3](#) – Professional Responsibility: Standards of Conduct (second reading) - David Farrelly

No changes to this code change since the last Faculty Senate meeting.

Motion to move the 403.3 code to the Faculty Senate Agenda made by Timothy Taylor. Seconded by Thomas Lachmar. Moved to Faculty Senate agenda.

New Business

404 – Student Involvement in Faculty Searches (first reading) - David Farrelly

This code change is a mechanism to involve student participation in faculty hiring. This covers all hiring except for the county extension offices.

Motion to move the 404 code to the Faculty Senate Agenda made by Timothy Taylor. Seconded by Nancy Hills. Moved to Faculty Senate agenda.

Call for Nominations for a New Faculty Senate President Elect - Patrick Belmont

Timothy Taylor will work with Patrick Belmont to make recommendations for a new President Elect.

Motion to move the call for nominations to the Faculty Senate Agenda made by Thomas Lachmar. Seconded by Nancy Hills. Moved to Faculty Senate agenda.

Next Faculty Senate meeting could be held in Library 154 with small groups. Include WebEx and bridge line #s for access. Faculty Senate secretary will reach out to Kylie LeCheminant and Kevin Reeve on how to make this work.

Adjourn: 4:30 pm

Report from the Educational Policies Committee April 2, 2020

The Educational Policies Committee (EPC) met on April 2, 2020. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

During the April 2, 2020 meeting of the EPC, the following actions were taken:

1. General Education Subcommittee

- Eleven General Education designations were approved:
 - NAS 1010 (BHU)
 - SOC 2370 (BSS)
 - SOC 2850 (BSS)
 - ENVS 3320 (DSS)
 - POLS 4220 (DSS)
 - POLS 4464 (DSS)
 - SOC 3340 (DSS)
 - BIOL 3055 (CI)
 - BIOL 3065 (CI)
 - BIOL 3085 (CI)
 - BIOL 3095 (CI)

2. Academic Standards Subcommittee

- No March meeting to report

3. Curriculum Subcommittee

Approval of 113 course requests.

Program Proposals

Request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to create [three emphasis areas within the Outdoor Product Design and Development Program](#).

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to [offer a Bachelor of Science in Aviation Technology](#).

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to [create a certificate in Advanced Design, Geospatial, and Visualization Technologies](#).

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to [change the degree name from Masters of Bioregional Planning to Masters of Environmental Planning](#).

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to [change the degree name from PhD in Landscape Architecture to PhD in Landscape Architecture and Environmental Planning](#).

Request from the Department of Languages, Philosophy and Communications Studies in the College of Humanities and Social Sciences to [create a certificate of proficiency in Nonprofit Organizations and Social Entrepreneurship](#).

Request from the Department of Environment and Society in the S.J. & Jessie E. Quinney College of Natural Resources to [offer a certificate of proficiency in Applied Geographic Information Science](#).

4. **Other Business**

Appoint committee chair for 2020-2021 academic year.

Paul Barr will remain the chair for the 2020-2021 academic year.

The Provost will be sending out an email shortly to faculty regarding three topics: 1) pass/fail system; 2) IDEA evaluations and 3) final exam information. The deadline for the students to decide if they want to change their grade to a pass/fail is May 19. Extending to the 19th allows the students two weeks to meet with their advisors and discuss what they want to do. USU will keep the grade the student received just in case they ever want to come back and check it. Curriculum committee felt strongly that the pass/fail option should be for undergraduate and graduate students. IDEA – faculty in general felt the most comfortable requesting feedback but they don't want it to be used in an evaluative sense. Faculty will be the only ones receiving the information. No information will go to department heads or deans. Final exams schedule is in the catalog and when we've always done synchronous delivery. Some students don't have the resources to participate in a synchronous manner. Provide recommendations on how we would implement final exams.

Committee on Committees – 2018-2019 Annual Report
Faculty Senate
Utah State University

Members: Jan Thornton (chair), Rachel Walton (chair-elect), Danielle Ross

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;
- (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

The committee conducted business primarily through email with an occasional in-person meeting. No formal meeting minutes were maintained.

The primary duties of the CoC included filling vacant committee assignments as necessary at the end of the school year.

Reapportionment of senators for the 2020/21 academic year was computed in spring 2020. Apportionments remained constant. Total senators = 60.

Senate elections are in process. A total of 18 senators needed to be renewed/re-elected/replaced due to expired terms or unplanned faculty vacancies (e.g., retirement, campus relocation). Eleven alternates needed to be renewed/re-elected/replaced. A total of 9 new senators and 2 alternates have been elected as of April 3, 2020.

The Senate committee service interest survey will be distributed in April. The CoC chair, chair-elect, and the Faculty Senate Executive Secretary will confirm appointments and fill vacancies that reflect the newly revised committee membership numbers. Faculty Senate Executive Committee vacancies will be filled during the April 27th meeting.

The Chair of the CoC and chair-elec for 2020-2021 will be designated internally in the newly comprised committee.

**CALENDAR COMMITTEE ANNUAL REPORT
to Faculty Senate
April 2020**



Calendar Committee Members 2019-2020

Renee Galliher, Office of the Provost – Chair
Andi McCabe, Office of the Provost
Brittan Barker, Faculty Senate
Mykel Beorchia, University Advising
LuAnn Bladen, Registrar's Office
Steve Funk, Staff Employee's Association
Molly Cannon, Faculty Senate
Jared Fry, Graduate Studies Senator – USUSA
Konrad Lee, Faculty Senate
John Mortensen, Academic and Instructional Services
Cooper Karras, Engineering Senator – USUSA
Nancy Hanks, Office of the President
Jared DeLisle, Faculty Senate
Megan Coster, Office of the Provost – Secretary

Charge

The Calendar Committee is charged with the responsibility of reviewing, evaluating, and recommending the University's academic calendar and employee holidays. The committee represents faculty, staff, students (undergraduate and graduate), Student Affairs, Academic and Instructional Services, the Provost's Office, and the President's Office. The actions of this committee are ratified by the Executive Committee after review by the Faculty Senate.

2019-2020 Actions

- 1) The committee recommends a 2022-2023 academic calendar proposal for Summer session 2022, Fall Semester 2022, and Spring Semester 2023 (*See Supporting Materials #1 and #1a*)

Academic Calendar schedules can be found at <http://www.usu.edu/calendar/academic/>.

- 2) The committee recommends a proposal for employee holidays in the 2023 calendar year. (*See Supporting Materials #2*)

Status

This report resulted from deliberations at one meeting of the Calendar Committee held on October 21, 2019. It will be considered by the Faculty Senate Executive Committee on April 13, 2020, and by the Faculty Senate on April 27, 2020.

Supporting Materials – See Following Pages

1. Proposed 2022-2023 Academic Calendar
- 1a. Proposed 2022-2023 Academic Calendar Chart
2. Proposed 2023 Holiday Calendar
- 2a. Proposed 2023 Holiday Calendar Chart

Utah State University

2022-2023

Proposed Academic Calendar

Attachment 1

| May 22 | | | | | | |
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| Su | M | Tu | W | Th | F | Sa |
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| June 22 | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| July 22 | | | | | | |
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| August 22 | | | | | | |
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| September 22 | | | | | | |
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| October 22 | | | | | | |
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| November 22 | | | | | | |
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| December 22 | | | | | | |
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| January 23 | | | | | | |
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| February 23 | | | | | | |
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| March 23 | | | | | | |
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| April 23 | | | | | | |
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| May 23 | | | | | | |
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| 28 | 29 | 30 | 31 | | | |

Follows same structure as approved 2021-2022 Academic Calendar.
Spring break aligns with Mountain West Basketball Tournament in Las Vegas.

Approved by Calendar Committee 10/21/2019

Notes

Summer 2022

14-Week Session (66 instr. days, 1 test day)

May 9, First Day of Classes

August 12, Last Day of Classes

1st 7-Week Session (33 instr. days, 1 test day)

May 9, First Day of Classes

June 24, Last Day of Classes

2nd 7-Week Session (32 instr. days, 1 test day)

June 27 First Day of Classes

August 12, Last Day of Classes

Summer Holidays

May 30 - Memorial Day

July 4 - Independence Day

July 25 - Pioneer Day (Observed)

Fall 2022 (70 instruction days, 5 test days)

August 29, First Day of Classes (Semester & 1st 7-Week Session)

September 5, Labor Day

October 14, Fall Break

October 18, Last Day of 1st 7-Week Session (34 instruction days, 1 test day)

October 19, First Day of 2nd 7-Week Session (34 instruction days, 1 test day)

November 23-25, Thanksgiving Break

December 5-9, No-Test Week

December 9, Last Day of Classes Full Semester & 2nd 7-Week Session

December 12-16, Final Examinations

Spring 2023 (70 instruction days, 5 test days)

January 9, First Day of Classes (Semester & 1st 7-Week Session)

January 16, Martin Luther King, Jr. Day

February 20, Presidents' Day

February 28, Last Day of 1st 7-Week Session (34 instruction days, 1 test day)

March 1, First Day of 2nd 7-Week Session (34 instruction days, 1 test day)

March 6-10, Spring Break

April 19-25, No-Test Week

April 25, Last Day of Classes Full Semester & 2nd 7-Week Session

April 26, Interim Day

April 27 - May 3, Final Examinations

May 4-5, Commencement

Proposed Academic Calendar 2022-2023 (Summer, Fall, Spring)

| Summer Semester 2022 | |
|---------------------------------------------------------|----------------------------------------------------------------------------------------|
| 7-week Session #1 | May 9 - June 24 (M-F; 33 instr. days, 1 test day) |
| 7-week Session #2 | June 27 - August 12 (M-F; 32 instr. days, 1 test day) |
| 14-week Session | May 9 - August 12 (M-F; 66 instr. days, 1 test day) |
| Summer Session Holidays | May 30 Memorial Day (M); July 4 Independence Day (M); July 25 Pioneer Day observed (M) |
| Fall Semester 2022 (70 instruction days, 5 test days) | |
| First Day of Classes | August 29 (M) |
| First 7-Week Session | August 29 - October 18 (34 instruction days, 1 test day) |
| Labor Day | September 5 (M) |
| Fall Break | October 14 (F) |
| Second 7-Week Session | October 19 - December 9 (34 instruction days, 1 test day) |
| Thanksgiving Holiday | November 23 - 25 (W - F) |
| No-Test Week | December 5 - 9 (M - F) |
| Last Day of Classes | December 9 (F) |
| Final Examinations | December 12 - 16 (M - F) |
| Spring Semester 2023 (70 instruction days, 5 test days) | |
| First Day of Classes | January 9 (M) |
| First 7-Week Session | January 9 – February 28 (34 instruction days, 1 test day) |
| Martin Luther King, Jr. Day | January 16 (M) |
| Presidents' Day | February 20 (M) |
| Second 7-Week Session | March 1 - April 25 (34 instruction days, 1 test day) |
| Spring Break | March 6 - 10 (M - F) |
| No-Test Week | April 19 - 25 (W - T) |
| Last Day of Classes | April 25 (T) |
| Interim Day | April 26 (W) |
| Final Examinations | April 27 - May 3 (R - W) |
| Commencement | May 4 - 5 (R - F) |

Utah State University

Attachment 2

2023

Proposed Employee Holidays

| January | | | | | | |
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| February | | | | | | |
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| March | | | | | | |
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| April | | | | | | |
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| May | | | | | | |
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| June | | | | | | |
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| August | | | | | | |
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| September | | | | | | |
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| October | | | | | | |
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| November | | | | | | |
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| December | | | | | | |
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| 31 | | | | | | |

Notes

2023 Employee Holidays (12 days)

January 2, New Year's Day (Observed)
 January 16, Martin Luther King, Jr. Day
 February 20, Presidents' Day
 May 29, Memorial Day
 July 4, Independence Day
 July 24, Pioneer Day
 September 4, Labor Day
 November 23, Thanksgiving Day
 November 24, Friday Following Thanksgiving
 December 25, Christmas Day
 December 26, Holiday Break
 December 27, Holiday Break

2023 Proposed Employee Holidays

| | |
|-------------------------------|------------------------------|
| New Year's Day | Monday, January 2 (Observed) |
| Martin Luther King, Jr. Day | Monday, January 16 |
| Presidents' Day | Monday, February 20 |
| Memorial Day | Monday, May 29 |
| Independence Day | Tuesday, July 4 |
| Pioneer Day | Monday, July 24 |
| Labor Day | Monday, September 4 |
| Thanksgiving Day | Thursday, November 23 |
| Friday Following Thanksgiving | Friday, November 24 |
| Christmas Day | Monday, December 25 |
| Holiday Break | Tuesday, December 26 |
| Holiday Break | Wednesday, December 27 |

Approved by Calendar Committee 10/21/2019

Report to Faculty Senate on Institutional Metrics: Student Retention

Metric 1: One-Year Retention Rate

- Definition: The retention from year one to year two reported by USU to IPEDs for the first-time, full-time, 4-year degree-seeking cohort.
- Benchmark: The rolling average of the previous five-year performance.
- Current Baseline: 71.72% (average of the previous five reported years: 2013-2017).
- Goal: An annual increase to the current baseline of 1%.
- Data Report: The Utah State University Retention/Graduation Report of full-time, first-time, bachelor's degree-seeking cohorts as reported to IPEDs (attached).
- **Outcome: 2018 Cohort – 1-year Retention Rate: 73.5% (+1.78%)**

2019 Initiative: Student Outreach Specialists

In addition to the many retention-focused initiatives USU has previously initiated, The Office of Student Retention and Completion hired students (who were recommended by their respective Associate Deans) to contact students in the 2018 cohort who had not yet registered. These Outreach Specialists were trained and given resources to resolve and address student concerns. They also received training on how to properly refer students to financial aid counselors and academic advisors. These Student Outreach Specialists worked throughout the summer of 2019 contacting all in the 2018 cohort who had neither completed a leave of absence nor registered for fall 2019.

Moving Forward/SEMP

Faculty mentorship is perhaps the greatest tool for both student satisfaction and student success. Students who have made a connection with one faculty show a desire and commitment to overcome the challenges of finances, difficult courses, uncertainty of major selection, and family pressures in order to remain enrolled in school. With this in mind, the Strategic Enrollment Management Plan (SEMP) includes a change to the freshman experience and the introduction of a sophomore surge initiative designed to push students forward into their sophomore year. The components of this plan include:

1. The USU 1010 course logistics have been streamlined to allow for greater focus on content.
2. The curriculum for USU 1010 has been refocused on the core outcomes of understanding and engaging in lifelong learning.
3. The USU 1010 course now includes a faculty mentoring/sophomore surge component. The Office of Student Retention and Completion will act as a “success broker” and provide the faculty with data-informed nudges and suggestions to contact specific students with specific content and recommendations.
4. New USU courses have been designed to improve the freshman transition and to support general education courses. A cadre of one-credit courses have been developed and approved by EPC/Faculty Senate to provide freshman with additional training in collegiate-level success:
 - a. USU 1020 – Habits of Mind: Planning for Collee Success
 - b. USU 1030 – Habits of Mind: Resilience
 - c. USU 1040 – Habits of Mind: Learning for College Success
 - d. USU 1060 – Habits of Mind: Reading for College Success
 - e. USU 1070 – Habits of Mind: Success in STEM

Metric 2: One-Year Retention Rate of First-generation Students (FGS)

- Definition: The retention from year one to year two of the FGS subset of the IPEDS for the first-time, full-time, 4-year degree seeking cohort.
- Benchmark: The rolling average of the previous five-year performance as determined by internal measures (ARGOS).
- Current Baseline: 64% (average of the previous five reported years: 2013-2017)
- Goal: An annual increase to the current baseline of 2% until the FGS subset is equal to or exceeds the overall measure.
- Data Report: Internal USU Report created by the Office of Student Retention and Completion.
- **Outcome: 2018 Cohort/FGS Subset – 1-year Retention Rate: 69.2% (+5.2%)**

2018 Cohort Initiative: Aggie First Scholars Program (GOMB Pilot)

USU joined with the Governor's Office of Management and Budget (GOMB) to utilize the theory of constraints to assess retention. What was found is that our first-generation students (FGS) experience very specific constraints on their ability to persist into the second year. Data indicated that FGS students who are retained to the second year persist toward graduation at very similar rates to all students. However, there is an 8-10% gap in the retention of FGS to the second year. A pilot was created to mitigate the various constraints. This included a comprehensive communication plan beginning once the students were admitted and through the first summer. It also included an expansion of the Aggie First Scholars peer mentoring program. All incoming FGS were invited to participate in this mentoring program which matches FGS continuing students with new FGS freshmen. These mentors and freshmen are invited to attend socials, workshops, and meals together. Most significantly, the mentor provides context and empathy regarding the difficulties of transitioning to college.

The results were highlighted on page 68 of the governor's budget recommendations book: <https://gomb.utah.gov/current-budget/> stating: *"In 2018, administrators at Utah State University developed and implemented the Aggie First Scholars initiative, a targeted and proactive approach to increase the retention rate of first-generation students to that of their peers. The first-to-second semester persistence rate of fully participating students was 99% compared to their first-generation peers' baseline of 90%. And the first-year retention rate of fully participating students was 69% compared to their first-generation peer's baseline of 60%."*

The Aggie First Scholars program continues to be refined. During fall 2019, 21 AFS mentors were given scholarships to assist with spring 2020 tuition and fees. These mentors are volunteers and devote approximately five hours a week to assist their mentees with the adjustment to college.

Moving Forward

The goal of the AFS program for 2020-21 is to continue to expand participation, raise funds for continued scholarship awards for mentors, and to involve faculty in the mentoring experience. We are in the process of securing E & G funds to support a Program Coordinator position to focus 50% of their time on FGS and AFS populations.

**UTAH STATE UNIVERSITY
RETENTION/GRADUATION REPORT**
Full-Time, First-Time, Bachelor's Degree-Seeking Cohorts, 2009-2019 Notes 1, 2 & 3

Table 1. ALL STUDENTS

| Year | Initial Cohort | Retention Rates | | | Cumulative Graduation and Retention Rates | | | | | | |
|-------------------|----------------|----------------------|----------------------|----------------------------|-------------------------------------------|----------------------|--------------------------------------------------------------------------|----------------------|-----------------------------|----------------------|--|
| | | Continued To 2nd Yr. | Continued To 3rd Yr. | Continued To 4th Yr. | Graduated In 4 Yrs. | Continued To 5th Yr. | Graduated In 5 Yrs. | Continued To 6th Yr. | Graduated In 6 Yrs. | Continued To 7th Yr. | |
| 2009 ¹ | 2,796 | 72.5% | 59.7% | 50.8% | 25.1% | 27.5% | 40.8% | 10.9% | 50.1% | 4.7% | |
| 2010 ¹ | 3,069 | 72.6% | 60.5% | 49.9% | 24.4% | 26.4% | 40.2% | 10.5% | 50.1% | 4.2% | |
| 2011 ² | 3,082 | 72.4% | 55.8% | 47.5% | 21.2% | 27.8% | 38.6% | 11.3% | 50.0% | 3.9% | |
| 2012 ² | 3,023 | 67.7% | 54.9% | 48.7% | 24.4% | 24.7% | 41.0% | 8.7% | 50.8% | 3.2% | |
| 2013 ² | 2,935 | 72.1% | 61.7% | 51.4% | 30.9% | 22.1% | 46.6% | 7.2% | 53.7% | 2.8% | |
| 2014 ² | 2,952 | 71.2% | 54.8% | 45.3% | 22.4% | 24.5% | 39.7% | 7.2% | Most recent Graduation Rate | | |
| 2015 ² | 3,582 | 73.6% | 60.2% | 49.3% | 31.4% | 21.4% | Avg. Six-Year Graduation Rate 2010-2013 (last 4 graduating cohorts) | | | | |
| 2016 ² | 3,533 | 69.1% | 54.9% | 43.8% | | | | | | | |
| 2017 ² | 3,370 | 72.6% | 58.7% | Most recent Retention Rate | | | Avg. First-Year Retention Rate 2015-2018 (last four entering cohorts) | | | | |
| 2018 ² | 3,487 | 73.5% | | | | | | | | | |
| 2019 ² | 3,542 | | | | | | | | | | |

Note 1: 2008-2010 Initial Cohort included all degree-seeking students at Logan Campus and RCDE. Graduation rates calculated for those who completed a bachelor degree.

Note 2: Starting with 2011, Initial Cohort includes only bachelor level degree-seeking students at Logan Campus, RCDE and USU Eastern. Graduation rates calculated for those who completed a bachelor degree.

Note 3: Retention/Graduation rates have been updated as of February 2020.

Graduation and retention rates are calculated from adjusted cohorts. Initial cohorts are adjusted for students who are identified as: 1)deceased or totally disabled; 2)serving in the armed forces; 3)serving with a foreign aid service of the Fed. Govt.; 4)serving on an official church mission.

Policy 404: Faculty Appointments

404.1 APPOINTMENT

An appointment is a contractual agreement between a faculty member and the university. The terms and conditions of the appointment are described in this manual, the faculty member's role statement (policies 405.6.1 and 11.1), and salary notification and benefits forms. As an integral part of the appointment, faculty shall be entitled to the full range of benefits and privileges for which they are eligible.

1.1 Policies Respecting Appointments

The university shall take sufficient time to seek, and then to investigate thoroughly, candidates for appointment to assure that only highly qualified personnel are employed, and shall not discriminate against any candidate on the basis of race, color, religion, sex, sexual orientation, national origin, age, veteran status, marital or parental status, or the presence of any sensory, physical or mental disability or handicap.

The university shall hire as faculty members only candidates who are committed to carrying out the mission of the university.

Faculty positions and administrative positions to be filled by faculty members, when external searches are being conducted, shall be advertised in media most likely to reach qualified persons who may have an interest, including those media that will encourage under represented applicants. In addition to candidate-initiated applications, faculty will be invited to submit nominations; and the search and screening committee will be obligated to identify qualified candidates by encouraging nominations and aggressively pursuing promising nominees.

1.2 Professional Services

Faculty members shall be employed and their professional services and compensation shall be determined in accordance with the following policies. Professional services are, for example,

teaching, research, extension, library, professional career and technical education, and related and supporting services, and are described in the role statement.

(1) The university has a right to the full-time professional services of each faculty member as described in the role statement to the extent prescribed by his or her appointment.

(2) The appointments of tenured faculty members shall be automatically renewed annually. Notice in writing of intent to dismiss a tenured faculty member shall be in accordance with policy 407.2.1(5). Notice to terminate the employment of a tenured faculty member shall be in accordance with policies 406.2.3 and 4.4. Dismissal and termination are defined in policy 407.2.1(5).

(3) The appointments of tenure-eligible faculty members in the probationary period are automatically renewed annually unless they receive notice of non-renewal in accordance with policy 407.7 (in particular, 7.3). Notice in writing of intent to dismiss a tenure-eligible faculty member shall be in accordance with policy 407.2.1(5). Notice to terminate the employment of a tenure-eligible faculty member shall be in accordance with policies 406.2.3 and 4.4. Dismissal and termination are defined in policy 407.2.1(5).

(4) Term appointments for faculty members are automatically renewed annually, based on performance or funding, unless the faculty members are given notice of non-renewal in accordance with policy 407.7 (in particular, 7.3). Notice in writing to dismiss a faculty member with a term appointment shall be in accordance with policy 407.2.1(5). Notice to terminate the employment of a faculty member with a term appointment shall be in accordance with policies 406.2.3 and 4.4. Dismissal and termination are defined in policy 407.2.1(5).

(5) Special appointments for faculty members are renewed at the discretion of the academic unit in which the appointment is held. Special appointments may expire without notice of nonrenewal.

(6) Decisions to resign shall be submitted in writing by the faculty member as soon as possible, but not later than three months prior to the effective date of resignation. The notice shall be submitted to the department head or supervisor; that administrator shall advise the appropriate academic dean, chancellor, or vice president for extension and agriculture, or ~~regional~~ statewide campus dean, of the decision. The appropriate academic dean, chancellor, or vice president for extension and agriculture shall advise the provost who, in turn, shall advise the president. A

faculty member's resignation terminates all rights and privileges, such as rank and tenure, which he or she enjoyed as a faculty member.

(7) A faculty member's professional service to the university shall be covered by appointment compensation. This shall not, however, prevent the university from employing faculty members for temporary assignments on supplemental appointments with additional salary covering professional services beyond a standard load. Commitment for such extra service must have the specific approval of the appropriate department head or supervisor, academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ statewide campus dean, and the specific approval of the provost and the president. Supplemental appointments shall not adversely affect the responsibilities described in the role statement under the regular appointment.

(8) An initial role statement and any subsequent revisions to the role statement shall be prepared in accordance with policies 405.6.1 and 11.1.

(9) The merit salary increase of individual faculty members shall be arrived at following an annual appraisal of performance by the appropriate administrators, including the department head or supervisor, academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ statewide campus dean. Consideration shall be given to the quality of the entire range of professional services as defined in the faculty member's role statement.

1.3 Minimum Educational Requirements for Tenured and Tenure-Eligible Appointments

The minimum educational requirements for tenured and tenure-eligible faculty can be found in policy 401.3.1 through 401.3.5.

1.4 Graduate Degrees from the University

Except under unusual circumstances, it is the policy of the university not to grant graduate degrees to its own faculty members, where the degree satisfies a prerequisite for appointment or advancement in rank. Requests for exceptions must be individually considered and approved by the provost based on appropriate recommendations.

404.2 TERM OF APPOINTMENT; DEFINITION OF ACADEMIC YEAR

In the appointment of faculty members, two types of terms will be used: (1) an appointment on an academic year basis and (2) an appointment on a fiscal year basis.

Academic year appointees receive holidays and sick leave; however, they do not earn annual leave. Faculty on academic year appointments may be absent from campus between terms after they have fulfilled the professional responsibilities of their assignments; they may earn up to three additional months of salary for teaching, research or administrative assignments during the summer that precedes the academic year.

An academic year does not exceed 274 consecutive calendar days commencing in August. Within this framework in any given year the specific dates for the academic year are approved by the Executive Committee.

Fiscal year appointments are made for teaching, research, extension, library, or administrative assignments, or for a combination of such assignments. Fiscal year appointees receive holidays and earn annual and sick leave.

404.3 APPOINTMENT PROCEDURES, TENURED OR TENURE-ELIGIBLE FACULTY AND FACULTY WITH TERM APPOINTMENTS

The department head or supervisor and the search and screening committee are responsible to ensure that all university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

3.1

The faculty of departments and other academic units, in conjunction with the department head or supervisor, shall determine the need for and general parameters of faculty appointments congruent with its mission and role.

3.2

The department head or supervisor, shall obtain authorization from the provost, through the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean to establish or fill any appointment on the academic unit's faculty.

3.3

The department head or supervisor shall appoint a search and screening committee of not less than five members. A majority, and, where possible five members, must be appointed from among the faculty of the department or the Library if the search occurs there. In searches for faculty who will reside at campuses other than Logan, the search and screening committee must include faculty representation from the campus where the new faculty member will reside. See policies 401.4.3(4) and 5.3(2) for limitations on appointments of faculty to serve on search and screening committees.

3.4

In consultation with the department head or supervisor, and the faculty of the academic unit and, where appropriate, the academic dean, chancellor, vice president for extension and agriculture, or the ~~regional~~ **statewide** campus dean, the search and screening committee shall prepare the job description and advertising in accord with university regulations.

3.5

The search and screening committee shall screen applicants according to the job description and identify a suitable pool of candidates to be further considered by the faculty and pertinent administrators. Where feasible, at least three candidates shall be identified.

3.6

Candidates shall be invited to come to the Logan campus and, when appropriate, to the campus location where they will reside, at university expense to be interviewed by the academic unit's faculty and pertinent administrators, to give lectures, and/or to participate in departmental seminars and other appropriate campus activities in order that the candidates shall become better known and evaluated, and to assure that they become acquainted with the institution and the locality of their prospective work and domicile.

The department head or supervisor will establish a mechanism **to encourage the involvement of** ~~and obtain feedback from~~ students **regarding in the evaluation process of any** faculty candidates brought to the **Logan or regional statewide** campuses to interview for a position that includes teaching as part of the role statement. **For practical reasons, County Extension faculty searches are excluded from this requirement. Examples of** student participation in the search and screening procedures ~~could~~ **might include, but are not limited to, the following:** including a student as a non-voting member of the search and screening committee; establishing a student screening committee that acts independently from the faculty screening committee and has dedicated time to interview the candidate; ~~or~~ inviting students to participate in research or teaching seminars or group question and answer sessions with the candidates. **Student participation could also include asynchronous participation (e.g., reviewing recordings of research or teaching presentations).** Instructions for how students should provide feedback will be provided to students when the position is initially advertised and students will be given advance notice when candidates are invited to campus to interview.

3.7

When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present its list of acceptable candidates and all supporting information to the department head or supervisor, ranked in order of preference.

3.8

The department head or supervisor shall forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the academic dean and, where appropriate, the chancellor, or vice president for extension and agriculture.

3.9

The academic dean and, where appropriate, the chancellor, or vice president for extension and agriculture, shall forward to the provost the academic unit's recommendation together with all pertinent and supportive data from the faculty and the department head or supervisor. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

3.10

Tentative offers can be made to a prospective appointee only with the approval of the provost.

404.4 APPOINTMENT PROCEDURES; FACULTY WITH SPECIAL APPOINTMENTS

The department head or supervisor is responsible to ensure that all university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

4.1 Adjunct and Visiting Ranks and Titles

Before appointing faculty in the adjunct and visiting ranks, the department head or supervisor shall consult with the faculty and then make a recommendation to the academic dean and, where appropriate, the chancellor, vice president for extension and agriculture, or the ~~regional~~ statewide campus dean. In turn, the academic dean and, where appropriate, the chancellor, vice president for extension and agriculture, or the ~~regional~~ statewide campus dean shall make a recommendation to the provost. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

4.2 Temporary Ranks and Titles

- (1) The faculty of departments and other academic units, in conjunction with the department head or supervisor shall determine the need for and general parameters of temporary faculty appointments congruent with its mission and role.
- (2) The department head or supervisor shall obtain authorization from the provost through the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean to establish or fill a temporary appointment in an academic unit's faculty.
- (3) The department head or supervisor, together with the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean, shall prepare the job description and advertising in accord with university regulations.
- (4) The department head or supervisor shall consult with the faculty and then make a recommendation to the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean. In turn, the academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean shall make a recommendation to the provost. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

4.3 Emergency Appointments

Emergency appointments to the temporary ranks (policy 401.5) may be approved by the provost after consultation with the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean and the appropriate department head or supervisor without following the procedures in policy 404.3.

404.5 APPOINTMENT PROCEDURES: FACULTY WITH ADMINISTRATIVE DUTIES IN AN ACADEMIC UNIT

The academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean and the search and screening committee are responsible to ensure that all

university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

5.1 External Search Procedures for Heads of Academic Units

The academic unit will make good faith efforts to acquire the resources to conduct an external search for faculty with administrative duties in the academic unit. Applications from qualified faculty of the university will be considered.

(1) The faculty of academic units, in conjunction with the academic dean, shall determine the need for and general parameters of faculty appointments with administrative duties in an academic unit congruent with its mission.

(2) The academic dean shall obtain authorization from the provost to establish or fill a faculty appointment with departmental administrative duties.

(3) The academic dean shall appoint a search and screening committee of not less than five members. A majority, and, where possible five members, must be appointed from among the faculty of the department or the Library if the search occurs there. See policies 401.4.3(4) and 5.3(2) for limitations on appointments of faculty to serve on search and screening committees.

(4) In consultation with the academic dean and the faculty of the academic unit, the search and screening committee shall prepare the job description and advertising in accordance with university regulations.

(5) The search and screening committee shall screen applicants according to the job description and identify a suitable pool of candidates to be further considered by the faculty and appropriate administrators. Where feasible, at least three candidates shall be identified.

(6) Candidates shall be invited to come to the Logan and, when appropriate, to the campus location where they will reside, at university expense to be interviewed by the academic unit's faculty and pertinent administrators, to give lectures, and/or to participate in departmental seminars and other appropriate campus activities in order that the candidates shall become better known and evaluated, and to assure that they become acquainted with the institution and the locality of their prospective work and domicile.

(7) When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present a list of acceptable candidates and all supporting information to the academic dean listed in alphabetical order without any indication of ranking or preference, unless otherwise mutually agreed between the academic dean and the search and screening committee.

(8) The academic dean shall forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the provost.

(9) If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

(10) Tentative offers can be made to a prospective appointee only with the approval of the provost.

(11) The tenure of faculty with administrative duties is held in the appointing academic unit.

5.2 Internal Search Procedures for Heads of Academic Units

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

(1) The authorization in policy 404.5.1(2) shall be to establish or fill a faculty appointment with administrative duties in a department or other academic unit from among the department's or other academic unit's faculty.

(2) The job description shall not be advertised, but shall be circulated internally to the academic unit's faculty. The job description will include the requirement that the appointee be tenured in the department or other academic unit. Interested faculty will submit applications to the search and screening committee.

5.3 Appointment of Faculty with Assistant or Associate Departmental Administrative Duties in a Department or Other Academic Unit

Assistants or associates to these positions (for example, department heads) are appointments of the administrator in charge, subsequent to consultation with the faculty.

404.6 APPOINTMENT PROCEDURES: FACULTY WITH ADMINISTRATIVE DUTIES OUTSIDE AN ACADEMIC UNIT

The president, or designee, and the search and screening committee are responsible to ensure that all university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

6.1 External Search Procedures

A good faith effort will be made to acquire the resources to conduct an external search for administrators who require faculty status. Applications from qualified faculty of the university will be considered.

(1) When a vacancy occurs the president shall appoint a representative search and screening committee and chair following consultations with the President of the Faculty Senate, administrators, appropriate faculty, and affected staff. The committee shall be structured to represent the interest of the faculty at large in conducting searches for chancellors, vice presidents and for the provost, and to represent an academic unit's faculty when conducting searches for academic deans.

(2) As its first order of business, the search and screening committee shall refine the current description of the position, and if necessary, prepare an appropriate description. The announcement shall be reviewed with the provost and president before its publication. The position announcement shall be published by the university.

(3) Through the steps listed below, the committee shall reduce the list of applicants to three or more acceptable finalists, where feasible, who can be recommended to the president.

(a) The committee shall evaluate all applications using the position announcement as the initial criterion for eliminating unqualified applicants. (b) The committee shall reduce the number of qualified applicants to manageable proportions. (c) Each committee member shall evaluate the remaining applications and should participate in deliberation of their relative merits. Any conclusions the committee may arrive at concerning the relative merits of the finalists should not be withheld from the president.

(4) When the final list of candidates has been reviewed with the president, the names of the finalists will be announced to the university community along with a series of interview dates when the candidates will be able to visit the campus for interaction with concerned faculty and staff.

(5) The president shall evaluate input from the committee, administrators, faculty, and staff in making a selection from the list of final candidates recommended by the committee. The committee shall be informed of the president's selection.

(6) The president shall recommend to the Board of Trustees the appointment of the selected candidate.

(7) In cases where faculty status is to be sought for an individual who functions primarily as an administrator, the faculty in the academic department or academic unit in which the faculty status is sought shall decide whether and at what level to grant such status within the provisions of this policy (policy 405).

(8) Administrative appointments that require faculty status are subject to the approval of the Board of Trustees.

(9) When applicants for administrative appointments that require faculty status seek tenure, any such tenure must be held within an academic department or other academic unit.

6.2 Internal Search Procedures

While every effort will be made to conduct external searches for appointments at this level of administration, this policy is included for those occasions when an internal search is considered appropriate.

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

- (1) At the time the president appoints a representative search and screening committee, the president shall communicate the reasons that an internal search is being conducted.
- (2) The position shall be advertised in a manner most likely to reach qualified persons who may have an interest in such a position.