Appalachian State University
Faculty Senate Agenda
December 8, 2014

AGENDA SUMMARY:
(Full Agenda follows on next page)

(3:15 pm) I. Welcome and Announcements INFORMATION

(3:20 pm) II. Approval of Faculty Senate Minutes. ACTION

(3:25 pm) III. Visitor’s Reports

A. Lynn Gregory INFORMATION

B. Bob Robertson INFORMATION

(3:45 pm) IV. Provost’s Report INFORMATION

(4:05 pm) V. Chair’s Report INFORMATION

(4:20 pm) VI. Committee Reports

A. Academic Policies Committee INFORMATION

1. Report from Karl Campbell

B. Agenda Committee INFORMATION

C. Budget Committee INFORMATION

D. Campus Planning Committee INFORMATION

E. Campus Technology Committee INFORMATION

1. Report from Zack Murrell

F. Committee on Committees INFORMATION

G. Faculty Governance Committee ACTION

1. Report from Andy Koch

H. Faculty Welfare and Morale Committee INFORMATION

I. Welfare of Students Committee INFORMATION

(4:50 pm) VII. Unfinished Business

(5:00 pm) VIII. New Business

(5:10 pm) IX. Adjourn (time approximated)
I. Announcements
   A. Welcome and Introduction of Visitors.

II. Minutes
   A. Approval of November 10, 2014 Faculty Senate minutes.
      Available online at: http://facsen.appstate.edu/sites/facsen.appstate.edu/files/Fac%20Senate%20Minutes%20November%202014%2C%202014_0.pdf

III. Visitors’ Reports
   A. Lynn Gregory, Military Affairs Committee
   B. Bob Robertson, Digital Measures

IV. Provost’s Report
   A. Retention Data
   B. Faculty Salary Considerations

V. Chair’s Report

VI. Committee Reports (Committee Chair’s name is in bold print)
   A. Academic Policies (Campbell, Crepeau, Ortiz, Osinsky, Wheeler, Zrull)
      1. Information Report.
   B. Agenda Committee (Koch, Aycock, Erickson, Gates, Provost Aeschleman)
      No report.
   C. Budget Committee (Dunston, Rice, Stallworth, Strazicich, Szeto)
      No report.
D. Campus Planning Committee (Coffey, Frye, Hageman, Howard, Westerman)

No report.

E. Campus Technology Committee (Fenwick, Mitchell, Murrell, Reed, Spaulding, Stokes)

1. Update on Campus Technology

F. Committee on Committees (Gates, Everhart, Morehouse, Oliver, Villanova, Weddell)

No report.

G. Faculty Governance Committee (Koch, Gates, Aycock, Hindman)

1. Recusal from Voting for Candidates for Promotion (See Appendix A)

2. Suspension and Due Process (See Appendix B)

3. Evaluation of Administrators (See Appendix C)

H. Faculty Welfare and Morale Committee (Erickson, Flanders, Pitofsky, Pollitt, Reck, Stoddard)

No report.

I. Welfare of Students Committee (Gosky, Gross, Hamilton, Peterson-Sparks, Phillips, Stanovsky, West)

No report.

(4:50 pm) VII. Unfinished Business

(5:00 pm) VIII. New Business

(5:10 pm) IX. Adjournment
Appendix A

Faculty Handbook

New 4.1.8.8. language reads as follows:

A member may be present at the promotion and tenure committee meeting in which his or her case will be considered for the sole purpose of presenting information and answering questions. The candidate will be recused from the discussion and from the vote on his or her promotion. The candidate may rejoin the meeting for other considerations and will be allowed to participate in other PTC meetings during the year. Notification of results of the PTC vote for all candidates will not take place until the meeting is over. A member of the promotion and tenure committee may not address the PTC or cast a vote on any matter before the committee that concerns any related person.
Appendix B

Faculty Handbook

4.10 Discharge or the Imposition of Serious Sanction

4.10.2.6 When a faculty member has been notified of the University’s intention to discharge the faculty member, the chancellor may reassign the individual to other duties or suspend the individual at any time with full pay and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed above.

If, on the basis of a preliminary investigation, the Chancellor determines a) there is a reasonable basis to believe a dischargeable offense has occurred, and b) immediate harm to the faculty member or others is threatened by the faculty member’s continued presence in the classroom or otherwise on campus, a suspension may be imposed. Before suspending, the Chancellor shall consult confidentially with the Chair and Vice-Chair of the Faculty Senate concerning the propriety, the length, and other conditions of the suspension. If an emergency precludes prior consultation with the Chair and Vice-Chair of the Senate, the consultation shall occur as soon after imposition of the suspension as is practicable. Any faculty member who has been suspended is entitled to a due process hearing.
Appendix C

Faculty Handbook

4.13 Appointment and Review of Academic Administrators

4.13.1 Appointment

4.13.1.1
Election of a chancellor is fixed by statute as a duty of the Board of Governors of The University of North Carolina.

4.13.1.2
Procedures for appointment to a senior administrative position, as determined by the Board of Governors, include the following:
(a) appointment by the chancellor of a nominating committee of no less than seven persons representing the faculty, administrative staff, students, and other groups as the chancellor may deem appropriate. The majority shall be full-time faculty members not currently serving as administrators.
(b) nomination to the chancellor by the committee of two or more persons qualified to fill the position.
(If the chancellor finds none of the nominees acceptable, additional nominations may be requested or another committee appointed.)
(c) appointment by the chancellor to positions other than those of provost or vice chancellor.
(d) recommendation by the chancellor to the Board of Trustees in the case of the positions of provost or vice chancellor; and
(e) approval by the Board of Trustees.

4.13.1.3
A member of the administrative staff does not attain tenure in an administrative position. If, however, the administrator holds academic rank and/or tenure at the time of the appointment, that person continues to hold such rank or tenure as a member of the department in which such status was held prior to appointment to an administrative position.
The appointment of a dean of a college/school will include tenure in an academic department/school.

4.13.2 Review

The chancellor or the chancellor’s designee will provide for periodic review of administrators.

The director of Institutional Research, Assessment and Planning (IRAP) will convene the first meeting of each reading committee and will facilitate the selection of a chair, or co-chairs, from among the committee members.
4.13.2.1 Administrative Reviews

The chancellor, the provost and executive vice chancellor, and deans will be reviewed by the faculty every three years.

4.13.2.1.1 Chancellor Evaluation

(a) All faculty, staff, and students will be provided the opportunity to evaluate the Chancellor.
(b) The evaluative questions will be revised as needed by the Faculty Senate Executive Committee working with the Faculty Senate’s Welfare and Morale Committee and will be developed from the appropriate job descriptions.
(c) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.
(d) The reading committee for the Chancellor’s evaluation and review will be comprised of the President of the Student Government Association, the President of the Graduate Student Association Senate, the Chair of Staff Council, the Chair of the Faculty Senate, and the Chair of the Council of Chairs. All committee members and the Chancellor will be provided the raw data. The reading committee will meet to discuss the outcome of the evaluation process and write a document summarizing the results. The committee will then meet with the Chancellor to discuss their findings. After this meeting, the committee will write a final report and submit it to the Chair of the Board of Trustees and to the President of the University of North Carolina system. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.
(e) The Faculty Senate Chair will notify the faculty when the process is completed.
(f) The Board of Trustees evaluates the chancellor every four years and will be provided with the necessary data from the most recent campus review.

4.13.2.1.2 Provost and Executive Vice Chancellor Evaluation

(a) All faculty and direct report staff will be provided the opportunity to evaluate the Provost.
(b) The evaluative questions will be revised as needed by the Faculty Senate Executive Committee working with the Faculty Senate’s Welfare and Morale Committee and will be developed from the appropriate job descriptions.
(c) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.
(d) The reading committee for the Provost and Executive Vice Chancellor will be comprised of the Chair of the Faculty Senate, the Chair of the Council of Chairs and a Dean jointly appointed by the Faculty Senate Chair and the Chancellor. The committee will elect a chair. All committee members and the Chancellor will be provided the raw data.
(e) The reading committee will meet and discuss the outcome of the evaluation process and write a document assessing the results. The committee will then meet with the Provost to discuss their findings. After this meeting, the committee will write a final report and submit it to the Chancellor. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.

(f) The Chancellor will notify the faculty when the process is completed.

4.13.2.1.3 Dean Evaluations

(a) All faculty in a college will be provided the opportunity to evaluate the Dean of that college.

(b) Dean evaluations will take place on a rotating basis. New Deans will be evaluated in their second year and thereafter, approximately every three years.

(c) The task of developing and updating Dean evaluation instruments will be the responsibility of the Faculty Senate Executive Committee and the Committee for Welfare and Morale. Evaluation instruments will be tailored to the Dean’s job description with input from the Provost.

(d) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.

(e) The reading committee for the Dean of a college will be composed of five members: a member of the Faculty Senate Committee for Welfare and Morale; a department chair from within the Dean’s college; a department chair from outside the Dean’s college; a faculty member with the rank of Professor from within the Dean’s college; and one faculty member with the rank of Professor outside the Dean’s college. The Reading Committee Chair will be elected by the committee and should not be in the college of the Dean being evaluated. For colleges or schools without formal departments (such as the Library or School of Music) a program head will substitute for the inside department chair.

(f) The reading committee will receive the raw data and meet to review it. The reading committee will then produce a written report summarizing the reading committee’s review of the administrator along with a data summary and compiled comments with any identifying information removed.

(g) The reading committee will then meet with the Provost and the Dean under review to discuss the findings. The Dean and Provost shall receive a copy of the report and the summary data at least three days prior to the meeting with the Provost. After meeting with the Dean and the Provost, the reading committee will write a final report. The Faculty Senate Chair shall receive the raw data and summary report at the completion of the administrative review. The evaluation meeting with the Provost should take place before the end of the spring semester of the academic year in which the evaluation takes place. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.

(h) The Provost will notify the faculty in the Dean’s unit when the process is complete.

(i) Faculty Senate-run reviews of Deans shall not in any way preclude other Dean evaluations by the Provost, but is designed to provide one component of a general performance evaluation of the dean.
4.13.2.1.4 Other Administrative Evaluations

Other administrators, such as Vice Chancellors and Vice Provosts, will be reviewed under the following conditions: 1. when requested by the Chancellor or Provost, or 2. when initiated by the Faculty Senate Chair, or 3. when directed by a majority vote of the Faculty Senate.

(a) The task of developing and updating evaluation instruments for other administrators will be the responsibility of the Faculty Senate Executive Committee and the Committee for Welfare and Morale. Evaluation instruments will be tailored to the administrator’s job description with input from the Provost.

(b) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.

(c) The reading committee for other administrators will be composed of four members (where possible representing different colleges): a member of the Faculty Senate Committee for Welfare and Morale; a department chair (or program head, for units like LIB, or MUS); a Dean; and a faculty member holding the rank of Professor. The reading committee chair will be selected from among the committee members.

(d) Reading committees for other administrators will receive the raw data and meet to review it. The reading committee will produce a written report summarizing the reading committee’s review of the administrator along with a data summary and compiled comments with any identifying information removed. The reading committee will meet with the Provost (or other supervisor) and the administrator under review to discuss the findings. The administrator under review and Provost/other supervisor shall receive a copy of the report and the summary data at least three days prior to the evaluation meeting. After meeting with the Provost or supervisor, the reading committee will write a final report. The Faculty Senate Chair shall receive the raw data and final report at the completion of the administrative review. The evaluation meeting with the Provost/supervisor should take place before the end of the spring semester of the academic year in which the evaluation takes place. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.

(e) Faculty Senate-run evaluations of academic administrators who work regularly with faculty shall not in any way preclude other administrator evaluations by the Provost/their supervisor.

(f) The administrator under review’s supervisor will notify the faculty in that unit when the process is complete.