Appalachian State University  
Faculty Senate Agenda  
March 14, 2016

AGENDA SUMMARY:  
(Full Agenda follows on next page)

(3:15 pm)  I.  Announcements  
INFORMATION

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

(3:30 pm)  III.  Visitors’ Reports  
INFORMATION
   A.  Ayako Nakano – Student Voting

(3:40 pm)  IV.  Provost’s Report  
INFORMATION

(3:50 pm)  V.  Chair’s Report  
INFORMATION

(4:00 pm)  VI.  Committee Reports  
A.  Academic Policies Committee  
INFORMATION
B.  Agenda Committee  
INFORMATION
C.  Budget Committee  
INFORMATION
D.  Campus Planning Committee  
INFORMATION
E.  Campus Technology Committee  
INFORMATION
F.  Committee on Committees  
INFORMATION
G.  Faculty Governance Committee  
ACTION
   1.  Handbook Changes
H.  Faculty Welfare and Morale Committee  
ACTION
   1.  Emeritus Resolution
   2.  Salary Resolution Update  
INFORMATION
I.  Welfare of Students Committee  
INFORMATION

(4:40 pm)  VII.  Unfinished Business

(4:45 pm)  VIII.  New Business

(4:55 pm)  IX.  Adjourn (time approximated)
Appalachian State University  
Faculty Senate Agenda  
March 14, 2016 3:15 pm  
William Strickland Conference Room - 224 I.G. Greer  
NOTE: All Faculty Senate meetings are recorded.

(3:15 pm)  
I. Announcements
   A. Welcome and Introduction of Visitors.

(3:20 pm)  
II. Minutes
   A. Approval of January 11, 2016 Faculty Senate minutes. Available online at:
   B. Approval of February 8, 2016 Faculty Senate minutes. Available online at:

(3:30 pm)  
III. Visitors’ Reports
   A. Ayako Nakano – Student Voting

(3:40 pm)  
IV. Provost’s Report

(3:50 pm)  
V. Chair’s Report

(4:00 pm)  
VI. Committee Reports (Committee Chair’s name is in **bold**.)
   A. Academic Policies (Campbell, *Crepeau*, Ortiz, Osinsky, Waldroup, Wheeler)
      No report.
   B. Agenda Committee (Aycock, Frye, *Gates*, Spaulding, Provost Kruger)
      No report.
   C. Budget Committee (Dunston, Madritch, Mohr, Stallworth, Szeto)
      No report.
D. Campus Planning Committee (Doll, Marshall, Hartley, Salinas, Stanovsky)

No report.

E. Campus Technology Committee (Cook, Fenwick, Reed, Rice, Shulstad, Spaulding)

No report.

F. Committee on Committees (Frye, Morehouse, Villanova, Weddell)

No report.

G. Faculty Governance Committee (Frye, Gates, Howard, Koch, Rardin)

1. Proposed Handbook Changes (Appendix B)

H. Faculty Welfare and Morale Committee (Albinsson, Erickson, Hester, McGaha, Peterson-Sparks, Pitofsky, Phillips)

1. Emeritus Resolution (Appendix A)
2. Salary Resolution - Update

I. Welfare of Students Committee (Alexander-Eitzman, Fiske, Fitts, West, Westerman, Zrull)

No report.

(4:40 pm) VII. Unfinished Business

(4:45 pm) VIII. New Business

(4:55 pm) IX. Adjournment
Emeritus Faculty Eligibility Change to Faculty Handbook:

The Welfare and Morale Committee is asking for Faculty Senate to vote on changes to the eligibility criteria for emeritus status. If approved, we suggest these changes to the handbook be taken up by the Faculty Governance Committee.

Current Wording of Emeritus Status in Faculty Handbook

3.12 Emeritus Status Emeritus faculty status may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Appalachian State University. Successful candidates for consideration to the emeritus rank will have:

(1) permanent tenure and at least ten years of full-time employment at Appalachian State University prior to retirement. The emeritus rank is that held at retirement; and

(2) a consistent record of quality performance as demonstrated by one or more of the following:

(a) a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;

(b) a recognized record of outstanding teaching and educational contributions; and

(c) evidence of significant service to the University and to the respective discipline.

3.12.1 Emeritus Status Procedure The candidate initiates application for emeritus status no later than September 15 in the year of consideration. A letter will be submitted to the departmental promotion and tenure committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member’s achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair.

The department chair will forward his/her recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her review will forward his/her recommendation as well as the recommendations of the other reviewing individuals/bodies to the chancellor by February...
15. Upon approval of the chancellor, the provost and executive vice chancellor will submit the candidate’s documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus rank has been approved by the Board of Trustees are notified promptly. The chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the chancellor upon official notice of the faculty member’s full retirement from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement.

Proposed Changes to the Wording of Emeritus Status in Faculty Handbook (indicated in bolded underline)

3.12 Emeritus Status Emeritus faculty status may be awarded to honor a faculty member who is retired or resigns due to a long-term disability and has had a distinguished professional career and has made significant contributions to Appalachian State University. Successful candidates for consideration to the emeritus rank will have:

(1) permanent tenure and at least ten years of full-time employment at Appalachian State University prior to retirement / resignation. The emeritus rank is that held at retirement / resignation; and

(2) a consistent record of quality performance as demonstrated by one or more of the following:

(a) a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;

(b) a recognized record of outstanding teaching and educational contributions; and

(c) evidence of significant service to the University and to the respective discipline.

3.12.1 Emeritus Status Procedure The candidate initiates application for emeritus status no later than September 15 in the year of consideration. A letter will be submitted to the departmental promotion and tenure committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member’s achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair.

The department chair will forward his/her recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her review will forward his/her recommendation as well as the recommendations of the other reviewing individuals/bodies to the chancellor by December 15. Upon approval of the chancellor, the provost and executive vice chancellor will submit the candidate’s documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus rank has been approved by the Board of Trustees are notified promptly. The chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the chancellor upon official notice of the faculty member’s full retirement / resignation from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement.
Appendix B  
Proposed Faculty Handbook Changes – March 14, 2016

Faculty Handbook Revisions for 2016 to be considered by Faculty Senate

Red indicates new language

1) This change is to correct a reference in 3.13.2

Proposed Language:

3.13.2 Faculty members who are appointed as visiting faculty members, adjunct faculty, lecturers, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, clinical faculty, research faculty, postdoctoral fellows, or other special categories are regarded as “special faculty members” for purposes of the University Code. Such appointments are non-tenure-track appointments. Prior to appointment or reappointment, the credentials of candidates for Special Faculty appointments will be reviewed by the departmental personnel committee (see Section 4.1.3.1). Among special faculty, only Lecturers or Senior Lecturers have unit or university voting rights as specified in Article II of the Faculty Constitution.

Current Language:

3.13.2 Faculty members who are appointed as visiting faculty members, adjunct faculty, lecturers, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, clinical faculty, research faculty, postdoctoral fellows, or other special categories are regarded as “special faculty members” for purposes of the University Code. Such appointments are non-tenure-track appointments. Prior to appointment or reappointment, the credentials of candidates for Special Faculty appointments will be reviewed by the departmental personnel committee (see Section 4.1.3.1). Among special faculty, only Lecturers or Senior Lecturers have unit or university voting rights as specified in Article I of the Faculty Constitution.

2) This change to 4.1.3 Functions of Departmental Personnel Committees, 4.1.3.1a, clarifies that the Departmental Personnel Committee has authority to handle only certain types of positions.

Proposed Language:

4.1.3.1a reviewing the credentials of all applicants for new or vacant non-tenure eligible positions including special faculty appointments, interviewing selected candidates, and making a recommendation to the chair of two or more qualified persons to fill the position (except in the case of special faculty appointments or when circumstances make only one candidate acceptable), and through the chair to the dean and the Provost and Executive Vice chancellor. The personnel committee may or may not submit nominations in rank order of preference. Search committees may be established to assist or supplant the departmental personnel committee in performance of these functions (see SEARCH COMMITTEE section 4.1.9). Each member of a
search committee shall be subject to the same confidentiality obligations that apply to departmental personnel committees.

**Current language:**

4.1.3.1a reviewing the credentials of all applicants for new or vacant positions including special faculty appointments, interviewing selected candidates, and making a recommendation to the chair of two or more qualified persons to fill the position (except in the case of special faculty appointments or when circumstances make only one candidate acceptable), and through the chair to the dean and the Provost and Executive Vice chancellor. The personnel committee may or may not submit nominations in rank order of preference. Search committees may be established to assist or supplant the departmental personnel committee in performance of these functions (see SEARCH COMMITTEE section 4.1.9). Each member of a search committee shall be subject to the same confidentiality obligations that apply to departmental personnel committees.

3) This change to 4.1.3 Functions of Departmental Personnel Committees, 4.1.3.1b, clarifies the functions of the Departmental Personnel Committee.

**Proposed language:**

4.1.3.1b reviewing all non-tenure eligible and special faculty (see sections 3.13-14) and making recommendations regarding appointments, reappointments and promotions. The committee shall make a recommendation to the chair, who in turn shall make a recommendation to the dean; the dean will make a recommendation to the Provost and Executive Vice Chancellor and make known to the Provost and Executive Vice Chancellor the recommendation of the chair concerning the future employment of such faculty. The recommendations described above shall be accompanied by the results of the departmental personnel committee's vote, supporting material, and all documents submitted to the committee.

**Current language:**

4.1.3.1b reviewing all special faculty (see sections 3.13-14) and making recommendations regarding appointments. The committee shall make a recommendation to the chair, who in turn shall make a recommendation to the dean; the dean will make a recommendation to the Provost and Executive Vice Chancellor and make known to the Provost and Executive Vice Chancellor the recommendation of the chair concerning the future employment of such faculty. The recommendations described above shall be accompanied by the results of the departmental personnel committee's vote, supporting material, and all documents submitted to the committee.

4) This addition to section 4.4.8 adds language to show that if vote justification forms are used, they need to accompany the recommendation and dossier submission for tenure and/or promotion.

**Proposed language:**

4.4.8 The dean of the college/school shall forward his or her recommendation (with reasons for that recommendation) with the dossier, including vote justification forms, to the provost and executive vice chancellor. The faculty member shall get a copy of this letter at the time the dossier is forwarded to the provost and executive vice chancellor.

**Current language:**

4.4.8 The dean of the college/school shall forward his or her recommendation (with reasons for that recommendation) with the dossier to the provost and executive vice chancellor. The faculty member shall get a copy of this letter at the time the dossier is forwarded to the provost and executive vice chancellor.

5) This addition to 5.3 Conflicts of Interest and Commitment updates the reference to the ASU Policy Manual and references the applicable UNC policy number.

**Proposed language:**
5.3 Conflicts of Interest and Commitment
The University’s Policy on Conflict of Interest and Commitment is set forth in ASU Policy Manual 604.3 http://policy.appstate.edu/Conflict_of_Interest_and_Commitment and UNC policy 300.2.2.1[R].

Current language:
5.3 Conflicts of Interest and Commitment


6) The changes to these sections eliminate University College from the Awards Committee, the University Research Council, and the Intellectual Property Development Advisory Council.

Proposed language:

7.3.4.4 Awards Committee
Members on Committee: 20–15 faculty (3 from Arts and Sciences, 2 from Business, 2 from Education, 2 from Fine and Applied Arts, 2 from Music, 2 from College of Health Sciences, and 2 from the Library); 2 staff; and 2 students (one undergraduate and one graduate). Faculty composition can be any faculty, including adjunct and part-time. In the event a member of the committee wishes to seek an award, an alternate from her/his area will be recommended to the Faculty Senate by the Committee on Committees to serve for the duration of the awards process. The chair of the Faculty Senate or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee;

Current language:

7.3.4.4 Awards Committee
Members on Committee: 20–16 faculty (3 from Arts and Sciences, 2 from Business, 2 from Education, 2 from Fine and Applied Arts, 2 from Music, 2 from College of Health Sciences, 1 from University College, and 2 from the Library); 2 staff; and 2 students (one undergraduate and one graduate). Faculty composition can be any faculty, including adjunct and part-time. In the event a member of the committee wishes to seek an award, an alternate from her/his area will be recommended to the Faculty Senate by the Committee on Committees to serve for the duration of the awards process. The chair of the Faculty Senate or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee;

Proposed language:

7.5.21.3 The elected members of the University Research Council shall be composed of twelve (12) faculty members:

- College of Arts and Sciences: one Arts and Humanities member, one Social Sciences member, and one STEM member;
- College of Business: one member;
- College of Education: two members representing different departments;
- College of Fine and Applied Arts: two members representing different departments;
- College of Health Sciences: two members representing different departments;
- School of Music: one member;
- University Library: one member.

Current language:

7.5.21.3 The elected members of the University Research Council shall be composed of thirteen (13) faculty members:

- College of Arts and Sciences: one Arts and Humanities member, one Social Sciences member, and one STEM member;
Proposed language:

7.5.23 Intellectual Property Development Advisory Council

(a) Members on Council: 11-13 – Seven faculty will be recommended by the appropriate deans and will be appointed by the provost and executive vice chancellor as follows: one (1) faculty representative from each of the following University entities: College of Arts and Sciences, Walker College of Business, Reich College of Education, College of Fine and Applied Arts, Hayes School of Music, College of Health Sciences, University College, and Belk Library and Information Commons. The Faculty Senate will appoint one additional voting member. All faculty will be voting members and will serve 3-year terms. One (1) representative each from Research and Graduate Studies and the Small Business and Technology Development Center will be voting members. A representative from the Office of General Counsel will advise the council upon request. The provost and executive vice chancellor may at her/his discretion appoint up to three (3) additional non-voting members, which may include non-ASU affiliated individuals. All members should be appointed based on her/his area of expertise and commitment to furthering the intellectual property development efforts of both the faculty and University;

Current language:

7.5.23 Intellectual Property Development Advisory Council

(a) Members on Council: 11-14 – Eight faculty will be recommended by the appropriate deans and will be appointed by the provost and executive vice chancellor as follows: one (1) faculty representative from each of the following University entities: College of Arts and Sciences, Walker College of Business, Reich College of Education, College of Fine and Applied Arts, Hayes School of Music, College of Health Sciences, University College, and Belk Library and Information Commons. The Faculty Senate will appoint one additional voting member. All faculty will be voting members and will serve 3-year terms. One (1) representative each from Research and Graduate Studies and the Small Business and Technology Development Center will be voting members. A representative from the Office of General Counsel will advise the council upon request. The provost and executive vice chancellor may at her/his discretion appoint up to three (3) additional non-voting members, which may include non-ASU affiliated individuals. All members should be appointed based on her/his area of expertise and commitment to furthering the intellectual property development efforts of both the faculty and University;

7. Addition of language to clarify involvement of tenured faculty on OCSA and FMLA in PTC

Proposed language:

4.1.6.4 – Tenured faculty members on OCSA or FMLA are not required to serve on the PTC during while on full paid or unpaid leave (6.2.3.3). However, they are eligible to serve should they decide to do so.

8) The changes to 4.1.9.1 Regulations of Search Committees for Tenure Track Faculty clarify regulations.

Proposed language:

4.1.9.1 Regulations of Search Committees for Tenure Track Faculty

The composition, functions, and procedures of search committees for tenure track faculty as outlined in this section of the Faculty Handbook are the official guidelines for these committees and must be followed in all cases. The departmental personnel committee reviews the credentials of all applicants for new or vacant
special faculty appointment (see 4.1.3.1.) The provost and executive vice chancellor shall be responsible for seeking interpretations of any relevant regulations or policies. (See 4.13.4 for information on Departmental Chair Search Committees.)

In accordance with the guidelines outlined here, departments shall establish a standard method for creating search committees. Each department shall determine the size and membership of the committees. In all cases, no reviewing group or persons may substitute their judgment for that of a search committee on matters relating to the professional qualifications of the individual involved, i.e., the individual's ability to fulfill adequately the professional requirements of the position.

In cases where search committees make recommendations to hire a candidate for a tenure track open-ranked position whose rank along the tenure track must be confirmed by a specific departmental unit, the departmental promotion and tenure committee shall determine whether or not the candidate's recommended is eligible to hold the recommended rank. If this is a joint appointment, at this time the "base" departmental unit of the faculty member must be determined in order for the base department’s promotion and tenure committee to determine the candidate's recommended rank (see section 3.10).

Current language:

4.1.9.1 Search committees that recommend to the departmental chair are established by the department or by the departmental chair with departmental approval. Search committees that recommend to the DPC are established by the DPC, with departmental approval. In departments where search committees make recommendations directly to department chairs, no reviewing group or persons may substitute their judgment for that of a search committee on matters relating to the professional qualifications of the individual involved, i.e., the individual's ability to fulfill adequately the professional requirements of the position. In cases where search committees make recommendations to hire a candidate for a position whose rank along the tenure track must be confirmed by a specific departmental unit, the departmental promotion and tenure committee shall determine whether or not the candidate is eligible to hold the recommended rank. If this is a joint appointment, at this time the "base" departmental unit of the faculty member must be determined (see section 3.10).

Proposed language:

4.1.9.2 Functions of Search Committees

The search committee is responsible for reviewing ASU Policy Manual 601.8 “Hiring of EHRA Employees.” After the department has determined the general responsibilities for a faculty vacancy, the search committee shall prepare or review the job announcement which contains minimum and preferred qualifications and shall develop selection criteria based on the position requirements. In accordance with ASU PM 601.8, the search committee shall oversee all aspects of advertising the position and receiving applications; review all applications; conduct reference checks and preliminary interviews; and schedule and conduct on-campus interviews. Whenever possible, the search committee shall recommend at least two candidates for hire and may provide a ranked list of the candidates.

Confidentiality shall be maintained throughout the search process, including, but not limited to, the identity of applicants, submitted application materials, reference checks, interviews, committee discussions and deliberations, short list determinations, and final offers. Information gathered during the search process shall not be shared with others in the department or unit who do not serve on the search committee without written permission from the applicants. Search committee members should not engage in discussions about the applicants or the submitted application materials outside the confines of a search committee meeting which is “the only legally-privileged setting for discussion of confidential information related to a search”. (quoted from ASU PM 601.8 section 4.5.3.)
Current language:

4.1.9.2 All meetings of search committees shall be held on campus. Every member of an academic department must be notified in writing of all meetings and agenda items of the search committee. The announcement should clearly state the time and place of the meeting and it should become a part of the department’s permanent records. All department members who so desire may present their views before the committee.

10) Changes to 4.1.9.3 under 4.1.9 Search Committees to clarify procedures of search committees.

Proposed language:

4.1.9.3.a All meetings of search committees shall be held face-to-face on campus. Every member of an academic department must be notified in writing of all meetings and agenda items of the search committee. The announcement should clearly state the time and place of the meeting and it should become a part of the search committee’s records. All department members who so desire may present their views before the committee. (present 4.1.9.2)

4.1.9.3.b The minutes of the search committee should record all persons in attendance at the meeting and all members absent. A record should be kept of each personnel action considered; however, this should not include individual comments. All personnel actions shall be determined by anonymous paper ballot votes. The written record should state that the search committee formally considered the personnel action. The minutes should show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee. All motions must be phrased in the affirmative. (present 4.1.9.3)

4.1.9.3.c A file of all minutes of the search committee shall be maintained with the search committee file (see ASU Policy Manual 601.8, Section 4.10.) In addition, the paper ballots for each vote should be kept in sealed, labeled and dated envelopes with the search committee file. Nothing in these guidelines shall violate the confidentiality of the search committee minutes. (present 4.1.9.5).

4.1.9.3.d All minutes of search committee action must be approved and, if necessary, modified by a majority of the assembled committee. Such action will normally take place at the next meeting of the committee except that, following the last meeting of the committee in a given academic year, the recorder shall be responsible for gaining the approval of the minutes from the voting members of the committee. (present 4.1.9.4)

Current language:

4.1.9.3 The minutes of the search committee should record all persons in attendance at the meeting and all members absent. A record should be kept of each personnel action considered; however, this should not include individual comments. The written record should state that the search committee formally considered the personnel action. The minutes should show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee.

11) Changes to 7.3.4.8 on Graduate Academic Policies and Procedures Committee are to clarify procedures.

Proposed language:

7.3.4.8 Graduate Academic Policies and Procedures Committee

(a) All proposals originate within the program and are approved by both the department and the college review committee prior to submission to the Graduate Academic Policies and Procedures Committee.
Former language:
(a) The Graduate Academic Policies and Procedures Committee formulates and recommends policies governing the administration of graduate studies and provides final faculty review of graduate curriculum proposals.