AGENDA SUMMARY:
(Full Agenda follows on next page)

3:15 pm  I. Welcome and Announcements  INFORMATION

3:20 pm  II. Approval of the January 18, 2012 minutes  ACTION

III. Visitors’ Reports

3:25 pm  A. Mr. Michael O’Connor, Physical Plant. Buildings, Heat, and Energy Efficiency.  INFORMATION

3:40 pm  B. Dr. John Abbott and Dr. Mary Reichel, Library. Impact of Budget Reductions on Library.  INFORMATION

3:50 pm  IV. Provost’s Report

3:50 pm  A. Best Practices for Promotion and Tenure Criteria and Policies.  DISCUSSION

3:50 pm  B. Revising university policy regarding consensual relationships between students and university employees.  DISCUSSION

4:25 pm  V. Chair’s Report

VI. Committee Reports

4:35 pm  A. Committee on Committees Update on Spring 2012 Faculty Elections.  INFORMATION

4:40 pm  B. Faculty Handbook Committee Motion to reorganize the Faculty Handbook as presented in Appendices I and II.  ACTION

VII. Unfinished Business

VIII. New Business

5:00 pm  A. Vice Chair Botts report on Council of Chairs meeting held on February 2, 2012.  INFORMATION

5:05 pm  IX. Adjourn (time approximated)
Appalachian State University
Faculty Senate Agenda
February 13, 2012, 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 18, 2012 Faculty Senate minutes. Available online at:
http://facsen.appstate.edu/sites/default/files/Faculty%20Senate%20Minutes%20January%2018%2C%202012%20with%20Appendices%20Unapproved_0.pdf

(3:25 pm) III. Visitors’ Reports


(3:40 pm) B. Dr. John Abbott and Dr. Mary Reichel, University Library. Impact of Budget Reductions on Library.

(3:50 pm) IV. Provost’s Report

A. Preliminary conversation about national best practices for promotion and tenure criteria and policies.

Please consult “Results of Senate Survey on Policies Affecting Tenure-Line Faculty”: http://facsen.appstate.edu/sites/default/files/TT%20survey.ppt


B. Preliminary conversation about revising university policy regarding consensual relationships between students and university employees.

Please consult existing policy:
http://policy.appstate.edu/Improper_Relationships_between_Students_and_Employees

(4:25 pm) V. Chair’s Report

(4:35 pm) VI. Committee Reports (Committee Chair’s name is in bold print)

A. Academic Policies (Alexander-Eitzman, A. Jackson, Martin, Mercer-Ballard, Ramey, Rice, Strazicich)

No Report.

B. Agenda Committee (Aycock, Botts, Ehnenn, Ramey, Provost Gonzalez)

No Report.

C. Budget Committee (Campbell, Geary, Hageman, McBride, Smith)

No Report.

D. Campus Planning Committee (Gonzales, C. Jackson, Lillian, Koch, Nash, Osmond)

No Report.

(4:35 pm) E. Committee on Committees (Botts, Coffey, Cook, Fisher, Stephenson)

1. Senator Botts: Update on Spring 2012 Faculty Elections.

(4:40 pm) F. Faculty Handbook Committee (Anderson, Aycock, Ehnenn, Rardin, Vannoy, Provost Gonzalez)

1. Motion to reorganize the Faculty Handbook as presented in Appendices I and II.

G. Faculty Welfare and Morale Committee (Galloway, Gross, Holcomb, Miller, Stoddard, Wangler)

No Report.
H. Welfare of Students Committee (Brown, Crawford, Gosky, Hoffman, Jennings)

No Report.

VII. Unfinished Business

None.

(5:00 pm) VIII. New Business

A. Vice Chair Botts’ report on Council of Chairs meeting held on February 2, 2012.

(5:05 pm) IX. Adjournment
Appendix 1. REVISED FACULTY HANDBOOK ORGANIZATION (approved by FH Committee 1/31/12)

Note: Most items are merely reorganized and not changed at this time. These are in blue. In the three places where text (other than numbering and/or section titles) is new or revised, the item is *’d and the text is in red in Appendix II.

Foreward
Preamble
*University Mission Statement (new to FH, required by SACS, text from Strategic Plan)
Equal Opportunity Policy (currently 3.1)

I. Faculty Constitution

Preamble
ARTICLE I Composition of the Faculty
ARTICLE II Meeting and Voting
ARTICLE III Officers of the Faculty
ARTICLE IV The Faculty Senate
ARTICLE V. Graduate Faculty
ARTICLE VI. University and Faculty Committees
ARTICLE VII. Amendments
ARTICLE VIII. Rules of Procedure
BYLAWS FOR ARTICLE II. Meeting and Voting
BYLAWS FOR ARTICLE IV. The Faculty Senate.

II. Administrative Structure of the University (new name; was VI. Organization for Administration)

2.1 The University of North Carolina
2.2 The Board of Governors
2.3 The Board of Trustees
2.4 The Chancellor
2.5 The Provost and Executive Vice Chancellor
  2.5.1 The Dean of a College/School
  2.5.2 The Dean of Research and Graduate Studies
  2.5.3 The Departmental Chair
  2.5.4 The Departmental Assistant Chair
2.6 The Vice Chancellor for Business Affairs
2.7 The Vice Chancellor for Student Development
  2.7.1 Working with Student Development Educators
  2.7.2 Working with Students
  2.7.3 Working with Committees
  2.7.4 Special Duties
2.8 The Vice Chancellor for University Advancement

III. Faculty Rights and Responsibilities (new name)

3.1 Equality of Opportunity
3.2 Freedom and Responsibility in the University Community
3.3 Academic Freedom and Responsibility of the Faculty
3.4 Primacy of Faculty Governance over Academic Curriculum and Instruction (currently II. “Academic Governance; Headings “Guidelines I-IV” become 3.4.1-3.4.4)
3.5 Professional Ethics (currently 4.7)
3.6 Integrity in Scholarship and Scientific Research (currently p.147)
3.7 Academic Tenure (currently 3.4.1)
3.8 Tenure-eligible academic ranks (currently 3.4.2.1-3.4.2.7. Professor was revised in Fall 2011)
3.9 Faculty Status of Librarians (currently 4.2)
3.10 Joint Appointments (currently 3.4.3)
3.11 Retirement Policy (currently 3.5)
3.12 Emeritus Status (currently 3.4.4)
IV Personnel Policies and Procedures for Faculty and Academic Administrators (new name)

4.1 Department Personnel Committees
4.2 Appointments to the Faculty (currently 3.6.1)
4.3 Evaluation of Faculty
4.4 Reappointment, Promotion and Tenure (currently 3.6.2)
*4.5 The Graduate Faculty (currently Bylaws to Article V-The Graduate Faculty. Plus, replace the outdated bylaws with current bylaws as per Grad School webpage)
4.6 Non-reappointment of Tenure-track faculty on Probationary term appointments (currently 3.6.3)
4.7 Post-tenure review (currently 4.3.3)
4.8 Faculty resignations (3.6.4)
4.9 Termination of faculty employment (currently 3.7)
4.10 Discharge or the imposition of serious sanction (currently 3.8)
4.11 Policies and procedures for employment dispute resolution (currently 3.9)
4.12 Policy regarding personnel files (currently 3.10)
4.13 Appointment and Review of Academic Administrators (currently 4.5)

V. University Mandates Applicable to Faculty and Academic Administrators (new name)

5.1 Employment of Related Persons (Anti-Nepotism Policy) (currently 4.6) (put guidelines here too, currently p. 154)
5.2 Improper Relationships Between Students and Employees (currently p. 152; put guidelines here, too)
5.3 Conflict of Interest and Commitment (currently 4.8) (put relevant revised forms here)
5.4 Policy on Outside Work (currently pp.143-145)
5.5 Political Activity of Employees (currently p. 156-164)
5.6 Use of State Property (currently 9.3)
5.7 Soliciting for Sales, etc. (currently 9.2)

VI. Faculty Workload and the Instruction of Students (currently V. Faculty Instruction and Student Relations.).

6.1 Faculty Workload (was 5.1)
   6.1.1 Professional workload (was 5.1.1)
   6.1.2 Teaching Load (was 5.1.2)
   6.1.3 Teaching Equivalents (was 5.1.3)
6.2 Office Hours (was 5.2)
6.3 Summer Sessions Employment Policy (was 5.3)
6.4 Faculty Absence (was 5.4)
6.5 Paid Leaves of Absences (was 4.9. Also forms on pp. 169-171)
6.6 Student Absences from Class (was 5.5)
6.7 Student Involvement in Faculty Searches (was 5.6)
6.8 Academic Integrity and Student Discipline (was 5.7, Student Discipline)
6.9 Obtaining Academic Credit by Fraudulent Means (current 9.4)
6.10 Student Advising (was 5.8)
6.11 Students with Disabilities (was 5.9)
6.12 Major Tests and Assignments prior to Exams (was 5.10)
6.13 Class Evaluations (was 5.11)
6.14 Final Examinations (was 5.12)
6.15 Final Grades (was 5.13; add form for final grade appeals, currently p. 173 to 6.15.3, was 5.13.3)
6.16 Commencement Exercises (was 5.14)
*6.17 Faculty Responsibility During Fire or Other Emergencies (currently 9.5; begin section with excerpt from 9.6; delete rest of 9.6 since it is in the policy manual)
6.18 Other Academic Policies and Procedures (currently 5.15)

VII. Faculty Senate, Committees and Councils

7.1 Faculty Senate
7.2 Faculty Senate Committees
7.3 University Committees
7.4 Faculty Committees
7.5 Councils

VIII. Employee Benefits and Services (as updated by 12/11 Senate)
8.1 Salary Checks
8.2 Insurance
8.3 Retirement and Social Security
8.4 Tax-Sheltered Annuities
8.5. Auxiliary Services
8.6 Controller
8.7 Telephone Services
8.8 Parking and Traffic
8.9 University Police
8.10 Campus Ambulance Service
8.11 University Recreation
8.12 Equity Diversity and Compliance
8.13 Hubbard Center for Faculty and Staff Support
8.14 Information technology Services
8.15 International Education and Development
8.16 Belk Library and Information Commons
8.17 Office of Student Research
8.18 Faculty Courtesy Fund (currently 9.1)

Appendices
   Link to UNC Code
   Link to Faculty Assembly
   Link to ASU Policy Manual
Appendix II. New or revised language to Faculty Handbook (in red)

A. Front matter. Add Mission Statement from Strategic Plan (SACS requirement):

**Mission Statement.** Established in 1899 as Watauga Academy, Appalachian State University has evolved into a preeminent university located in a unique, rural mountain environment. As a member of the University of North Carolina, Appalachian’s fundamental mission is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is achieved by providing undergraduate students a rigorous liberal education that emphasizes transferable skills and preparation for professional careers; offering graduate students distinctive, relevant programs; maintaining a faculty whose members serve as excellent teachers and scholarly mentors for their students and who produce high levels of scholarship and creative activities. Appalachian recognizes that the success of the university depends upon the achievement and cooperation of a diverse community of students, faculty, and staff and strives to implement policies and allocate resources accordingly. We accept our responsibility to be actively involved in addressing the educational, economic, cultural, and societal needs of the changing region, state, nation, and world. As a publicly funded institution, Appalachian is committed to accomplishing its initiatives through efficient and effective resource utilization.

B. Update language for The Graduate Faculty (As per the request of the Dean of the Graduate School. Text from Graduate School webpage; reflects current requirements as per the Graduate Council)

4.5 The Graduate Faculty. Appalachian's graduate faculty teach graduate courses, mentor graduate students, serve on thesis and dissertation committees, and do research and creative activities to stay current in and advance their fields

4.5.1. Membership and Affiliate Membership
The following qualifications are required for regular Graduate Faculty Membership:

a. The highest degree (PhD, EdD, MFA) in the discipline
b. Evidence of engagement in graduate education and research, including:
   i. Evidence of effective teaching and mentoring at the graduate level; or evidence of potential for effective teaching and mentoring at the graduate level
   ii. Evidence that the faculty member is staying current in the discipline

Please consult the Graduate Faculty website (http://www.graduate.appstate.edu/facultystaff/) for a Graduate Council approved list of suggestions for appropriate evidence of engagement. Academic departments are encouraged to use these lists as guidelines in conjunction with the requirements laid out in their promotion, tenure, reappointment, and merit pay documents.

Affiliate membership may be granted in circumstances where the faculty member’s credentials do not meet the above requirements, but professional or other academic experience equip the individual to teach a specific graduate class or classes or serve on a
thesis or dissertation committee. The specific responsibility and timeline must be disclosed in
the application. Affiliate membership may be requested for up to three years.

4.5.2 Terms of Appointment and Timeline
Regular Graduate Faculty appointment/ reappointment is requested at the same time that
faculty apply for reappointment, tenure, promotion, and/or post tenure review. The term of
appointment will be five years or until the next reappointment, tenure, promotion or post
tenure review, whichever is shorter. In particular:
Appointment and reappointment for tenure-track faculty who have not yet attained tenure: The process will coincide with hiring, reappointment, and tenure, typically in the first
semester, the third year, and the sixth year. Faculty members given credit for years taught at
other universities and who, as a result, are reappointed or tenured on a different schedule will
be eligible for Graduate Faculty Membership at a schedule depending on when they will be
considered for reappointment or tenure.
Appointment and reappointment for faculty with tenure: Tenured faculty will be considered
for reappointment at the same time as promotion and/or post-tenure review. This includes
faculty hired with tenure.
Reappointment for tenured faculty members on administrative reassignment: Those on
administrative reassignment (i.e., not subject to post-tenure review) will be eligible for
reappointment as Members every five years. This five-year cycle will begin in the initial year
of the faculty member’s full-time administrative assignment. If the faculty member returns to
teaching, s/he will not have to reapply for graduate faculty membership until s/he comes up
for post-tenure review.
Appointment to affiliate membership: Affiliate membership may be requested for up to three
years.

4.5.3 Application Process
The application for Graduate Faculty Membership must include:
1. The application form, available from the Graduate Faculty website
(http://www.graduate.appstate.edu/facultystaff/)
2. A cover letter summarizing evidence of engagement in graduate education and research
in the last five years, including specifically the following:

   a. Evidence of effective teaching and mentoring at the graduate level; or evidence of
      potential for effective teaching and mentoring at the graduate level
   b. Evidence that the faculty member is staying current in the discipline

For regular Graduate Faculty Membership: This application should accompany the
reappointment, tenure, promotion or post tenure review application materials and be
reviewed and approved by the Department and Academic Dean before being forwarded to
the Dean of Research and Graduate Studies for final approval.

For Affiliate Graduate Faculty Membership: This application should be reviewed and
approved by the Department Chairperson and Academic Dean before being forwarded to the
Dean of Research and Graduate Studies for final approval.
C. Add one sentence from current 9.6 to the new 6.17 (currently 9.5). Added sentence is red. Delete the rest of 9.6 Employee Safety since all pertinent information is in the Policy Manual and is referred to in 6.17.1 and 6.17.2.

6.17 Faculty Responsibility During Fire or other Emergencies (currently 9.5)

FOR EMERGENCY MEDICAL TRANSPORTS, CALL 9-911.

All requests for non-emergency medical transports should be made to the University Police Department at 262-2150. In the event of a fire or other emergency in a building, each faculty member is responsible for directing the orderly evacuation of students under her/his supervision. Faculty should also participate in any emergency planning within their building or department. Faculty are also expected to observe University policies and procedures in the event of a disaster or other emergency situation on campus. Refer to section 9.5.1 below, and to the Appalachian State University Resource Manual and the Emergency Evacuation and Fire Prevention Plan (Procedure 2, Safety & Worker’s Compensation section)

6.17.1 Emergency Evacuation Procedures (currently 9.5.1)

The primary consideration in the event of a fire or other emergency will be the life safety of the building occupants, with secondary concern being the preservation of property.

(a) As a rule, if you discover any type of fire/smoke or hear an audible alarm (bell or horn) in your area, treat the situation as an emergency. If the alarm system has not been activated, do so immediately, contact University Police (262-8000) and evacuate the building. If time permits, warn others as you leave. If it would place you in danger to remain in the area long enough to activate the alarm, contact emergency response personnel or warn others, EVACUATE THE BUILDING IMMEDIATELY and move to a safer location such as an emergency blue light telephone or another building. Continue with the following procedures:

(b) Call University Police (262-8000). Describe the nature of the emergency (e.g. fire/smoke present or alarm sounding). Give the extent and location(s) of the emergency situation(s), if known.

(c) Await the arrival of the Boone Fire Department and the University Police outside and away from the building entrance and exit areas. Departments should have a pre-designated meeting/gathering point such as a lawn or parking lot.

(d) When emergency personnel arrive, communicate the location(s) and extent of the emergency, if known. Inform emergency personnel of areas where occupants may still be inside the building (i.e., mobility impaired individuals).

(e) Remain outside the building while Boone Fire Department officials inspect the premises, extinguish fires, remove trapped individuals and restore the alarm system. (f) Boone Fire Department officials or the University Police will communicate the all clear signal for occupants to re-enter the building.

Departmental chairs, and/or area supervisors are responsible for establishing a plan of evacuation for their respective areas and to assist with the orderly evacuation of the building should an emergency situation occur. In some areas, one or more persons may be designated to assist with
the orderly evacuation of their building. In these cases, please forward the names and position titles of these people to the Safety and Workers’ Compensation Office.

Department and area officials should periodically review Fire Evacuation Procedures and Building Evacuation Plans with their staff. These procedures and plans should be conspicuously posted in the department or area. Updated Fire Evacuation Procedures are routinely distributed to all departments for employee review and use and may be found in the *Appalachian State University Resource Manual*, in the *Emergency Evacuation and Fire Prevention Plan* (Procedure 2, Safety & Workers’ Compensation Section), and on the Safety and Workers’ Compensation Office website at [http://www.safety.appstate.edu](http://www.safety.appstate.edu)

Building evacuation plans are required by the State of North Carolina OSHA regulations. All campus buildings should have these plans posted in hallways/classrooms or office areas. If your building does not have these plans posted, contact the Safety and Workers’ Compensation Office for assistance in obtaining building plans, reviewing evacuation routes and determining proper posting locations.

If you have questions or concerns relative to evacuation procedures in your area, contact the Safety & Workers’ Compensation Office at 262-4007.

6.17.2 Special Considerations (currently 9.5.2)

(a) Buildings differ significantly in occupancy, layout, activities, etc. thus any emergency plan MUST take into account numerous factors. Faculty generally know the nuances of their building and are thus indispensable in emergency planning.

(b) Faculty with handicapped student(s) should assist the student(s) in planning for an emergency evacuation. This may include enlisting the aid of other faculty or students. A student may be reserved or hesitant to make such special requests; therefore, the faculty member should initiate this process.

(c) In the event of an evacuation and where time permits, close windows and doors, turn off gas valves, compressed gas and other special hazards in your area.

(d) Direct the evacuation of students and others. Approach doors with caution; if door is hot to touch or fire is visible on the other side, choose an alternate route if possible. If no alternate route is available, direct students and others to a room with outside windows. Notify firefighters by any means available that people are unable to leave the building.

(e) If smoke is encountered during an evacuation, direct evacuees to stay low or, if necessary, to crawl.

(f) Do NOT permit anyone in your charge to re-enter the building until given permission by the Appalachian State University Police Department or the Boone Fire Department.

(g) Any faculty or staff member who ignores an alarm, or who fails to respond in a timely manner, may subject himself/herself and the University to substantial legal liability.