<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Type</th>
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<tbody>
<tr>
<td>3:15 pm</td>
<td>I. Welcome and Announcements</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>3:25 pm</td>
<td>II. Approval of the March 19, 2012 minutes</td>
<td>ACTION</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>III. Visitors’ Reports</td>
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<tr>
<td>3:30 pm</td>
<td>A. Dr. James Russell (TED), Mr. John Earwood (Chief of Staff), and students: Solar Decathlon Europe (2014).</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>3:45 pm</td>
<td>B. Mrs. Susan Davies (Enrollment Management) and Ms. Andrea Wawrzusin (Registrar): Degree Works.</td>
<td>INFORMATION</td>
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<tr>
<td>3:55 pm</td>
<td>IV. Provost’s Report</td>
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<tr>
<td>4:10 pm</td>
<td>V. Chair’s Report</td>
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<tr>
<td>4:25 pm</td>
<td>VI. Committee Reports</td>
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<tr>
<td>4:25 pm</td>
<td>A. Academic Policies Committee</td>
<td>ACTION</td>
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<tr>
<td></td>
<td>Motion(s) to Approve P&amp;T Portfolio Template.</td>
<td></td>
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<tr>
<td>4:40 pm</td>
<td>B. Campus Planning Committee</td>
<td>ACTION</td>
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<tr>
<td></td>
<td>Program Prioritization Update.</td>
<td></td>
</tr>
<tr>
<td>4:55 pm</td>
<td>C. Committee on Committees</td>
<td>ACTION</td>
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<tr>
<td></td>
<td>To Approve Faculty Appointments on Non-Elected University Committees.</td>
<td></td>
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<td></td>
<td>Report Spring 2012 Election results.</td>
<td>INFORMATION</td>
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<tr>
<td>5:00 pm</td>
<td>D. Faculty Handbook Committee</td>
<td>INFORMATION</td>
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<td></td>
<td>Cross References.</td>
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<tr>
<td>5:10 pm</td>
<td>VIII. New Business</td>
<td></td>
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<tr>
<td>5:15 pm</td>
<td>IX. Adjourn (time approximated)</td>
<td></td>
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</tbody>
</table>
Appalachian State University
Faculty Senate Agenda
April 16, 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.

(3:25 pm)  II.  Minutes
            A.  Approval of March 19, 2012 Faculty Senate minutes. Available online at: http://facsen.appstate.edu/sites/default/files/Faculty%20Senate%20Minutes%20March%2019%202012%20Unapproved.pdf

III.  Visitors’ Reports

(3:30 pm)    A.  Dr. James Russell (TED), Mr. John Earwood (Chief of Staff), and students: Solar Decathlon Europe (2014).

(3:45 pm)    B.  Mrs. Susan Davies (Enrollment Management) and Ms. Andrea Wawrzusin (Registrar): Degree Works.

(3:55 pm)    IV.  Provost’s Report

(4:10 pm)   V.  Chair’s Report

VI.  Committee Reports (Committee Chair’s name is in bold print)

(4:25 pm)    A.  Academic Policies (Alexander-Eitzman, A. Jackson, Martin, Mercer-Ballard, Ramey, Rice, Strazicich)

1.  Motion to approve the standardized Promotion and Tenure Dossier Format (Appendix I) be adopted for continued use and be incorporated into the Faculty Handbook, in the appropriate location(s), by the Faculty Handbook Committee. The document being presented was approved by the Faculty Senate on September 19, 2011 (Motion FS 11-12/09-04) for a “trial run” during the 2011-2012 academic year and contains no additional items above those required during the trial run.

2.  If motion #1 passes, motion to modify the university-wide dossier so that the candidate’s departmental P&T policies are included in the dossier prior to current Section #4 (and renumber the subsequent sections).
B. Agenda Committee (Aycock, Botts, Ehnenn, Ramey, Provost Gonzalez)

No Report.

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

No Report.

(4:40 pm) D. Campus Planning Committee (Gonzales, C. Jackson, Lillian, Koch, Nash, Osmond)

1. Update on program prioritization.

(4:55 pm) E. Committee on Committees (Botts, Coffey, Cook, Fisher, Stephenson)

1. To approve faculty appointments on non-elected university committees.


(5:00 pm) F. Faculty Handbook Committee (Anderson, Aycock, Ehnenn, Rardin, Vannoy, Provost Gonzalez)

1. Information pertaining to Cross References in the Faculty Handbook.

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

(5:10 pm) VIII. New Business

(5:15 pm) IX. Adjournment
Appendix I: University-wide Promotion and Tenure Portfolio Template

It is recommended that candidates for tenure and/or promotion compile a dossier according to the outline below. The dossier consists of two parts.

1) The promotion and tenure portfolio provides an overview of the candidate’s application and an opportunity for the candidate to state his/her case. Important materials, such as annual reviews from the department chair, are also included in the portfolio.

2) The remainder of the dossier consists of a file of artifacts/documentation. Artifacts may include books, articles, recordings, videos, texts of grants and/or works in progress, other creative scholarly work, student evaluations of teaching, peer reviews of teaching, syllabi, sample student work, letters documenting service, etc. Candidates are strongly advised to consult closely with their department chairs for guidance on selecting appropriate materials for the documentation file.

The dossier should be submitted to the department chair for consideration by the DPC. It is recommended that the portfolio and supporting documentation be submitted electronically. Note that the Faculty Handbook requires that all materials considered at a lower level be forwarded to the next highest level—that is, the entire dossier must go forward from the department to the dean, and from the dean to the provost. At the end of the evaluation process, the portfolio and artifacts (if submitted in hard copy) will be returned to the candidate.

It is recommended that the candidate’s promotion and tenure portfolio consist of the following and be placed in the portfolio in the following order:

1. Cover letter
2. Summary One Page Vita
3. Candidate’s vita, including evidence related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, university, and discipline.

(Sections 4-6 below should be no more than a total of 18 pages and each section should be no less than two pages.)

4. Evidence of quality and effective teaching
   a. A narrative statement describing the candidate’s teaching philosophy and experience
   b. A discussion of three particularly notable indicators
5. Evidence of quality research/creative activities
   a. A narrative statement describing the candidate’s plans for continuing research/creative activities and how these contribute to the discipline
   b. A discussion of three particularly notable indicators

6. Evidence of contributions to the department/college/university and/or the profession through service or outreach
   a. A narrative statement describing the candidate’s commitment to service
   b. A discussion of three particularly notable indicators

7. Copy of Annual Reviews by Chair

8. Graduate Faculty Membership (optional): If also requesting graduate faculty membership please submit as an independent packet: the graduate faculty membership form (www.graduate.appstate.edu/facultystaff/), a copy of your vita, and a letter summarizing evidence of engagement in graduate education and research during the last five years, including evidence of staying current in the discipline; and evidence of effective teaching and mentoring at the graduate level. These materials will be considered by the DPC in a separate vote at the same time as the P&T review. The graduate faculty membership application will be sent forward to the academic dean for approval, and then to the graduate dean for final action.

9. The results of the DPC voting will accompany the portfolio forward at the appropriate stage of the review. The Department Chair and the Dean will each write a letter with their recommended decision, and these will also accompany the portfolio forward at the appropriate stage of the review.