I. Announcements
   A. Welcome and Introduction of Faculty Senators and Visitors.

II. Visitors Reports
   A. Mrs. Susan Pettyjohn, Vice Chancellor for University Advancement.
   B. Mr. Jeff Williams, Chief Information Officer.
   C. Mr. Don Rankins, Registrar, recent issues with IT and affect on student registration.
   D. Dr. Jim Denniston (PSY), Faculty Activity Reporting Software (Appendix A: Faculty Activity Reporting Software and Appendix B: Activity Insight Software from Digital Measures).

III. Minutes
   A. Motion to postpone approval of November 12, 2007 Faculty Senate Minutes until January 14, 2008 meeting.

IV. Provost’s Report

V. Committee Reports (Chairs’ Name in capital letters)
   A. Academic Policies (ARNOLD, Butts, LAMBERT, Stallworth)
      No Report.
   B. Agenda Committee (MARKING, Butts, Marland, Scherlen)
      No Report.
   C. Budget Committee (STRAZICICH, Malloy, McBride, Price, Werts)
      No Report.
D. Campus Planning Committee (W. WILLIAMS, Mitchem, Rardin, Tiller)
   No Report.

E. Committee on Committees (MAMLIN, Marland, Ramey, B. Williams)
   No Report.

F. Faculty Handbook Committee (MARKING, Arnold, Marland, Weitz)
   No Report.

G. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Fischer, Grube, Scherlen)
   Smoking Policy.

H. Welfare of Students Committee (ULMER, McKinney, Mines, Winn)
   No Report.

VI. Unfinished Business:

A. Faculty Grievance Procedures Committee (MARKING, John Abbott, Chip Arnold, Paul Gates, and Katie Mawhinney).

   Reconsider Motion 9 under Section VI, Item B from the November 12, 2007 Faculty Senate Agenda to revise Section 3.9.3.6 (a) and Section 3.9.3.6 (b) in the Faculty Handbook as proposed:

   Current Section 3.9.3.6 (a):
   (a) that the request does contain a contention that a right or entitlement of the faculty member, conferred by University policy or state or federal law, has been abridged; and

   Proposed:
   (a) that the request does contain a contention that a right or entitlement of the faculty member, conferred by University policy or practice, has been abridged; and

   If the committee votes not to consider the grievance, the matter is closed.
Current Section 3.9.3.6 (b):
(b) that the facts suggested, if established, will support that contention.

Proposed:
(b) that the facts alleged, if established, will support that contention.

B. A motion to approve Section 3.9.3.5 Faculty Grievance in the Faculty Handbook as proposed. The following two paragraphs introduced the Faculty Grievance Procedures document that was distributed with the November 12, 2007 Faculty Senate agenda and would be helpful in providing clarification.

Proposed:
In accordance with Section 607 of The Code of The University of North Carolina, the Board of Governors Policy 101.3.2 “Grievances filed Pursuant to Section 607 of The Code,” and the Board of Governors Policy 100.3.6 “Guidelines for Interpreting Section 607 of The Code,” the Faculty Grievance Committee of Appalachian State University shall hear, pursue adjustment through mediation, and advise the administration with respect to the adjustment of grievances of members of the faculty. The authority of the FGHC shall be solely to hear representations by the persons directly involved in a grievance, to pursue voluntary adjustment by the parties through mediation, and to advise adjustment by the administration when appropriate. To the extent that these procedures are determined to conflict with any of the foregoing policies, the policies shall prevail.

Grievances within the province of the FGHC shall include matters directly related to a faculty member’s institutional relationships and conditions of employment. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the FGHC.

C. A motion to amend Section 3.9.3.5.1 of the Faculty Handbook as follows to correct Provost’s title.

Current:
If agreement is reached between the parties, a written document stating the terms of the resolution will be produced jointly and signed by the grievant and the respondent(s), each of whom will be provided a copy. Copies will also be delivered to the immediate supervisors of all parties involved and to the Associate Vice Chancellor for Academic Affairs, whose office will confirm within 5 working days that the terms of the resolution conform to university policy and may be implemented.
Proposed:
If agreement is reached between the parties, a written document stating the terms of the resolution will be produced jointly and signed by the grievant and the respondent(s), each of whom will be provided a copy. Copies will also be delivered to the immediate supervisors of all parties involved and to the Provost and Associate Executive Vice Chancellor for Academic Affairs, whose office will confirm within 5 working days that the terms of the resolution conform to university policy and may be implemented.

D. A motion to amend Section 3.9.3.7 of the Faculty Handbook as follows to correct Provost’s title:

Current:
3.9.3.7 If a majority of the FGHC votes to accept the petition, the chair of the FGHC is responsible for providing a copy to the respondent(s) within 5 working days of its receipt. At this point, the parties to the grievance are required to take part in formal mediation arranged on their behalf by the FGHC chair and the Associate Vice Chancellor for Academic Affairs.

Proposed:
3.9.3.7 If a majority of the FGHC votes to accept the petition, the chair of the FGHC is responsible for providing a copy to the respondent(s) within 5 working days of its receipt. At this point, the parties to the grievance are required to take part in formal mediation arranged on their behalf by the FGHC chair and the Provost and Associate Executive Vice Chancellor for Academic Affairs.

E. A motion to amend Section 3.9.3.7 of the Faculty Handbook as it incorrectly references language in 300.3.2[R] “Regulations on Establishing Consultative Bodies Representing Staff Employees and Improving SPA Grievance Systems” that is not applicable for mediation:

“In addition to providing meaningful opportunities for communicating about employment concerns, we must insure that State-mandated and campus-administered grievance systems are working well. To that end, each campus should provided in its regulations that aggrieved employees who wish to use institutional grievance procedures may consult with a fellow employee of their choice in bringing and prosecuting such a complaint, including the right of the grievant to have that employee-assistant accompany them during any hearings that may be held as apart of the grievance process; such assistant would serve as advisors, not as advocates or spokespersons….”

Current:
Mediation does not entail findings of fact or involve other evidentiary procedures. Attorneys are prohibited from participating in the process or acting as observers, although they may play an advisory role, similar to that provided for by UNC
Policy Manual 300.3.2. The mediation is to be limited to the grievant, the respondent(s) and the mediator, although the parties have the right to consult with others during recesses and before committing to any agreement. Any time limit adopted by a UNC constituent institution or prescribed by Board of Governors Policy concerning the formal resolution of UNC Code Section 607 grievances will be suspended for the duration of a mediation process being conducted pursuant to this policy. However, the parties are encouraged to use their best efforts to complete mediation within 20 days.

Proposed:
Mediation does not entail findings of fact or involve other evidentiary procedures. Attorneys are prohibited from participating in the process or acting as observers, although they may play an advisory role, similar to that provided for by UNC Policy Manual 300.3.2. The mediation is to be limited to the grievant, the respondent(s) and the mediator, although the parties have the right to consult with others during recesses and before committing to any agreement. Any time limit adopted by a UNC constituent institution or prescribed by Board of Governors Policy concerning the formal resolution of UNC Code Section 607 grievances will be suspended for the duration of a mediation process being conducted pursuant to this policy. However, the parties are encouraged to use their best efforts to complete mediation within 20 days.

F. A motion to revise the approved wording in Motion FS 06-07/04-30-03 regarding evaluation of faculty which was previously approved by the Faculty Senate.

Motion FS 06-07/04-30-03 Wording:
In addition to the formal components of a faculty evaluation specified in 4.3.1, faculty must be aware of other factors, which may influence the annual review required by 4.3.2.1. Therefore, whenever any item is added to a faculty member’s file maintained by the chair, dean, or other administrators, regardless of its origin, the custodian of that file shall notify the faculty member in writing within 5 calendar days.

Proposed:
In addition to the formal components of a faculty evaluation specified in 4.3.1, faculty must be aware of other factors, which may influence the annual review or other personnel actions pertaining to 4.3.2.1 such as 3.6 (Reappointment, Promotion and Tenure) or 4.3.3 (Post Tenure Review). Therefore, no items that will be considered or relied upon in an annual review or other personnel action may be placed in the faculty member’s personnel file within five working days of prior to the annual review or personnel action, except under exigent circumstances. The circumstances justifying an exception to this rule should be confined to criminal or other serious misconduct of such a nature that requires the university to act promptly to mitigate physical risk to the university community, or circumstances in which the Chancellor, pursuant to Section
3.8.2.6, suspends a faculty member with pay until a final decision concerning discharge has been made.

G. A motion to revise Section 4.3.2 Annual Review of Faculty of the Faculty Handbook (to revise the approved wording in Motion FS 06-07/04-30-04 which was previously passed by the Faculty Senate). (Appendix C: Authorization and Waiver of Claims Arising Out of Access to Confidential Information and Agreement to Conditions and Confidentiality Requirements).

Current:
4.3.2.1 Provision is made for the individual faculty member's participation in formulating plans and goals for that faculty member. During the spring term, departmental chairs are required to hold a conference with every member of the department who is to continue as a member of the faculty for the next year. The purposes of this conference are to plan the work of the faculty member for the next year and to evaluate work of the previous year. During this conference, the faculty member has the opportunity to express preferences concerning assignments. These preferences should include statements concerning teaching assignments and an indication of the faculty member's commitment to professional and/or scholarly activities. In this conference, the faculty member and the chair will jointly establish goals for the faculty member that are to be attained during the next academic year. Specific plans should be made and realistic goals set. For faculty members who are initial appointees, an additional planning conference in the late summer or immediately after the beginning of their first semester of service must also be held. The faculty member shall have the right to be accompanied by a colleague or other advisor as an observer during this review. If the faculty member has an observer the chair may have one as well.

Proposed:
4.3.2.1 Provision is made for the individual faculty member's participation in formulating plans and goals for that faculty member. During the spring term, departmental chairs are required to hold a conference with every member of the department who is to continue as a member of the faculty for the next year. The purposes of this conference are to plan the work of the faculty member for the next year and to evaluate work of the previous year. During this conference, the faculty member has the opportunity to express preferences concerning assignments. These preferences should include statements concerning teaching assignments and an indication of the faculty member's commitment to professional and/or scholarly activities. In this conference, the faculty member and the chair will jointly establish goals for the faculty member that are to be attained during the next academic year. Specific plans should be made and realistic goals set. For faculty members who are initial appointees, an additional planning conference in the late summer or immediately after the beginning of their first semester of service must also be held. A mutually agreed upon
observer from the Office of Equity, Diversity and Compliance or an observer from the Hubbard Center Counseling for Faculty and Staff may be present if requested provided a four working day notice be accorded to both parties. This conference may be audio recorded should either party request such action. In this instance each party will be provided a copy of said recording. The faculty member requesting the presence of an observer, and any observer who will be present pursuant to such request, will be required to sign an Authorization/Waiver of Claims Arising Out of Access to Confidential Information in a form attached as Appendix A.

VII. New Business:


B. Archiving of Faculty Senate files (Appendix D: University’s Record Management Program).

C. Revision of Faculty Senate Guidebook (Marking, Arnold, and Butts). Need one new senator and one senator currently in their second year of office.

D. Chancellor’s Advisory Report from December 3, 2007 meeting.
Faculty Activity Reporting Software
(October, 2007)

This initiative was developed jointly out of the Faculty Evaluation and Development Task Force and a committee formed by the Provost in the Spring of 2007 to provide recommendations for the adoption of software to facilitate faculty activity reporting, assessment, and e-portfolios.

We are in the preliminary stages of implementing the faculty activity reporting software and would like to describe some of the functionality of the software, the perceived benefits to faculty and to administrators, and to discuss the assistance that we will need from individual departments and colleges.

The activity reporting tool that we will be using is the Activity Insight software from Digital Measures, http://www.DigitalMeasures.com

This software is an online database that allows faculty to enter scholarly and service activities that would typically be reported on their annual report. We anticipate that teaching activities will be imported from Banner along with grade distributions for each course every semester.

These data may be used for:
• Annual reporting
• Promotion and Tenure decisions
• Determination of merit raises
• Production of CVs
• Accreditation (e.g., AACSB, NCATE, SACS)
• Other external reports (e.g., Delaware Studies)
• Ad Hoc Reporting (e.g., number of publications, presentations, etc., by faculty, by rank, etc.)

The forms that faculty use to enter data may be customized at the departmental level and there is no charge from the vendor for these customizations.

Implementations:
• Will be a coordinated effort by the Hubbard Center, IRAP, and Academic Affairs
• Over the next two months we will be working on the installation of software, development of training materials, customization of forms, and expect to have the system in full operation by the end of the Spring 2008 Semester.
• We will be requesting assistance from each academic department in coordinating the transition to electronic activity reporting
• We ask that a faculty member from each department serve as a departmental coordinator for funneling requests for upgrades and problem reporting to the software coordinator
• We ask that a college level coordinator (from the Dean’s office) serve as a coordinator for providing requests for reports to the university level coordinator.
• We ask that you begin to consider what information you would like to collect and report and who might serve as a departmental coordinator.

In the future we will be exploring online teaching evaluation software for potential adoption across campus once we have had the opportunity to assess reliability and validity of online course evaluations.
Activity Insight from Digital Measures is the most reliable, versatile and secure web-based information management system available for managing and reporting on your faculty and staff's teaching, research and service activities. Activity Insight is used by colleges and universities across the globe to manage critical information for accreditation and personnel management.

Activity Insight makes it easy for your faculty and staff to keep track of the activities they accomplish. If you prefer, individuals such as departmental administrators or graduate assistants can track these activities on their behalf. Reports can then be prepared for a variety of sources, including custom reports for:

- Your campus
- Accreditation
- Assessment
- External sources
- Your website

Digital Measures makes it easy for you to implement Activity Insight. We start you with a base set of data that we have commonly seen other campuses collect; you are not reinventing the wheel. You can then use this base set of data to determine the elements you want to add or change. Next, you pass along the custom reports you need from Activity Insight and we build them into the system for you. You are then able to run these custom reports at any time and as often as you like. In addition to running custom reports, you can also run ad hoc queries very easily.

You can even connect Activity Insight to your campus website so that profiles of your faculty are always up-to-date.

Benefits of Activity Insight

- Eliminate the time-consuming task of building reports for your accrediting bod(ies), campus, and other stakeholders
- Make better-informed strategic decisions through instant access to data
- Implement Activity Insight in a matter of months, at far less expense than building a similar system in-house
- Benefit from a turn-key solution: software, helpdesk and built-in utilities
- Facilitate real-time reporting between departments, colleges, schools, campuses and/or institutional systems
- Keep your campus website up-to-date in real-time with your faculty and staff's activity data
- Integrates with all other Digital Measures solutions

Overview >>
The leading solution in activity reporting

How it works >>
See Activity Insight in action

Tailored data collection >>
Tailor nearly every aspect of Activity Insight to your unique needs, from look and feel to every report you build

Customized reporting >>
You determine which reports you need from the system, as well as format options and user access

Secure and private >>
An exhaustive list of protocols and redundancies keeps your data safe yet accessible

FAQs >>
Frequently Asked Questions about Activity Insight

Purchasing and pricing >>
Take the next step in working with Activity Insight and contact us today

Watch Demo >>
Watch Activity Insight in action.

Read Brochure >>
Download a comprehensive brochure on Activity Insight.
Course Response from Digital Measures is the most reliable, versatile and secure system available for conducting online course evaluations. Course Response allows everyone on your campus to ask the exact questions they want asked of the students in your courses. Questions can be supplied by your:

- campus
- deans' offices
- departmental offices
- instructors

Once the evaluations have been administered, you are then able to easily drill into the results for your strategic reporting and assessment processes. Reports on the evaluations can be made available to just the individuals who should have access. Historical reports can always be run on all evaluation data collected by Course Response.

**Benefits of Course Response**

- Eliminate the resource- and effort-consuming task of collecting this data by hand
- Make better-informed strategic decisions in the classroom and throughout the institution with instant access to data
- Implement Course Response in a matter of months, at far less expense than building a similar system in-house
- Benefit from a turn-key solution: software, helpdesk and built-in utilities
- Facilitate real-time reporting between departments, colleges/schools, campuses and/or institutional systems
- Integrate with Activity Insight and fully automate all of your evaluation and promotion reporting processes

**Overview**

The efficient way to conduct course evaluations

**How it works**

See the process of Course Response in action

**Tailored data collection**

Streamline the course evaluation process, from what questions to ask to who can access the results

**Customized reporting**

See results immediately, and when they are most valuable. Enable key stakeholders to access the results, including students.

**Secure and private**

An exhaustive list of protocols and redundancies keeps your data safe yet accessible

**FAQs**

Frequently Asked Questions about Course Response

**Purchasing and prising**

Take the next step in working with Course Response
To: [Name of Chair]  
From: [Name of Faculty Member]  
Date: [Date]  
Subject: Observer(s) at Annual Conference of Chair and Faculty Member; Authorization/Waiver of Claims Arising Out of Access to Confidential Information  
Observers' Agreement to Conditions and Confidentiality Requirements

Authorization/Waiver of Claims Arising Out of Access to Confidential Information

I understand that my annual conference with you, as required by Faculty Handbook ' 4.3.2 is scheduled for [date].

I wish to have ____________, a faculty member in the [Name of Department], attend my conference with me as an observer ("Faculty Member's Observer"), as provided in Faculty Handbook ' 4.3.2.1. I understand that you may also have an observer present ("Chair's Observer"). I understand that neither observer is to participate in our conference in any way, whether as an advocate or an advisor. My Faculty Member's Observer has signed the agreement at the bottom of this page reflecting his/her understanding of and agreement to the conditions specified herein. If you will have a Chair's Observer present, I ask that you have him/her sign the Chair's Observer's Agreement to Conditions and Confidentiality Requirements prior to the conference, and that you provide me a copy of that signed Agreement.

I also understand that the subject matter of the annual conference necessarily includes information about me that is confidential under North Carolina's State Personnel Act. I therefore authorize both the Faculty Member's Observer and the Chair's Observer (if any) to hear our conversation in its entirety, including all information, written or oral, either of us wishes to communicate to the other, and I hereby release, discharge and agree to save harmless Appalachian State University, its representatives, assigns, employees, from and against any liability, under statute, regulation, or common law, arising out of, or claimed to arise out of, ASU's provision of information to the Faculty Member's Observer and the Chair's Observer pursuant to this Authorization.

___________________________________  ____________________  
Signature  Date

[See next page for the Agreements to Conditions and Confidentiality Requirements to be signed by the Faculty Member's Observer and the Chair's Observer]
Faculty Member's Observer's Agreement to Conditions and Confidentiality Requirements

I understand that Dr. ____________'s annual chair conference with you, as required by Faculty Handbook 4.3.2 is scheduled for [date]. Dr. ____________ has asked that I attend his/her chair conference as his/her Faculty Member's Observer, as provided in Faculty Handbook 4.3.2.1. I understand that I am not to participate in the conference in any way, whether as an advocate or an advisor.

I understand that subject matter of the annual conference necessarily includes information about Dr. ____________ that is confidential under North Carolina's State Personnel Act, and that he/she has authorized me to hear the chair-faculty member conversation in its entirety, including all information either the chair or the faculty member wishes to communicate to the other. I also understand that unless Dr. ____________ specifically authorizes me to disclose any such information to persons other than him/herself, my doing so would violate the confidentiality requirements of the State Personnel Act.

__________________________________                 __________________
Signature                          Date

Chair's Observer's Agreement to Conditions and Confidentiality Requirements

I understand that Dr. ____________'s annual chair conference with you, as required by Faculty Handbook 4.3.2 is scheduled for [date]. You have asked that I attend Dr. ____________'s chair conference as your Chair's Observer, as provided in Faculty Handbook 4.3.2.1. I understand that I am not to participate in the conference in any way, whether as an advocate or an advisor.

I understand that subject matter of the annual conference necessarily includes information about Dr. ____________ that is confidential under North Carolina's State Personnel Act, and that he/she has authorized me to hear the chair-faculty member conversation in its entirety, including all information either the chair or the faculty member wishes to communicate to the other. I also understand that unless Dr. ____________ specifically authorizes me to disclose any such information to persons other than him/herself, my doing so would violate the confidentiality requirements of the State Personnel Act.

__________________________________                 __________________
Signature                          Date
Item **ACCIDENT REPORTS FILE.** Reports of accidents involving Office personnel. (Comply with applicable provisions of G.S. 20-166.1 (i), 97-92 (b), and 132-1.1 regarding confidentiality of records.)

**Disposition Instructions:**

a. Transfer records involving medical claims or litigation to the Environment and Safety Office to be incorporated into Workers' Compensation Program Medical File or Workers' Compensation Program Case File as appropriate.

b. Destroy in office remaining records after 2 year(s), if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item **AD-HOC COMMITTEES FILE.** Records concerning temporary committees as provided under part III, section 9 of the Faculty Handbook. File includes information on Academic Governance, Academic Integrity, Scholarship, Ethics and other related committees.

**Disposition Instructions:** Transfer to Faculty Handbook File after committee task completed.
Appalachian State University
Provost & Executive Vice Chancellor, Academic Affairs

Faculty Senate

Item  **ADMINISTRATIVE FILE.** Records concerning the administration of office. File includes reports, memorandums, directives, and other records.

Disposition Instructions: Transfer to the University Records Center after 5 year(s). Records will be retained for office in the University Records Center 4 additional year(s) and then transferred to the custody of the University Archives for appraisal and final disposition.

Item  **ADMINISTRATORS EVALUATIONS FILE.** Records concerning evaluations of administrators. File includes evaluation form, written comments, and other related records.

Disposition Instructions: Destroy in office Op-Scan forms after information is transferred to cumulative forms. Destroy in office remaining records (cumulative and written) after 3 years or when reference value ends, whichever is later.

Itemem  **AGENDA COMMITTEE FILE.** Records concerning Faculty Senate and General Faculty Agenda Committees. File includes correspondence and e-mail used in formulating agenda, proposals, goals, objectives, and other related records.

Disposition Instructions: Transfer to the University Records Center after 2 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.
Appalachian State University

Provost & Executive Vice Chancellor, Academic Affairs

Faculty Senate

Item **BUDGETS FILE.** Reference copies of budgetary records. File includes budget reports, requests for budget changes, budget authorizations, and other related records.

**Disposition Instructions:** Destroy in office when reference value ends.

Item **CORRESPONDENCE FILE.** Official office correspondence.

**Disposition Instructions:** Transfer to the University Records Center after 2 year(s). Records will be retained for office in the University Records Center 3 additional year(s) and then transferred to the custody of the University Archives for appraisal and final disposition.

Item **DEPARTMENTS FILE.** Records concerning Senate contact with campus academic and administrative departments. File includes memos, notices, policy statements and other related records.

**Disposition Instructions:** Transfer to the University Records Center after 2 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.
Item **ELECTION FILE.** Records concerning the election of officers to Faculty Senate positions, including Faculty Assembly and Grievance Committee, etc. File contains memos, ballots, biographical sketches, results, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records enter 3 additional years and the transferred to the custody of the University Archives for appraisal and final disposition.

Item **FACULTY HANDBOOK FILE.** Records concerning the University's handbook for faculty members. File includes handbooks, drafts, revision proposals, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the University Archives for appraisal and final disposition.

Item **FACULTY SENATE BUDGET COMMITTEE FILE.** Records concerning Senate budget planning. File includes budget procedures, concerns, salary increases, studies, reports, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for Office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.
Appalachian State University

Provost & Executive Vice Chancellor, Academic Affairs

Faculty Senate

Item  **FACULTY SENATE CAMPUS PLANNING COMMITTEE FILE.** Records concerning Campus Planning Committee functions. File includes resolutions, proposals, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.

Item  **FACULTY SENATE CHAIR ADMINISTRATIVE FILE.** Records maintained by the Chairperson concerning office programs and activities. File includes correspondence, e-mail printouts, memorandums, reports, directives, Chancellor's Advisory Committee files, Faculty Assembly files, and other related records.

Disposition Instructions: Outgoing chair will pass records to incoming chair. Current chair will transfer records to the Faculty Senate Office after 1 year. Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional year(s) and then transferred to the custody of the University Archives for appraisal and final disposition.

Item  **FACULTY SENATE COMMITTEE ON COMMITTEES FILE.** Records concerning the formation of University-wide committees. File includes reports, resolutions, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.
Appalachian State University
Provost & Executive Vice Chancellor, Academic Affairs
Faculty Senate

Item **FACULTY SENATE GUIDEBOOK FILE.** Records concerning handbooks for senate members. File includes handbooks, drafts, revision proposals, and other related records.

**Disposition Instructions:** Transfer to the University Records Center after 2 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the University Archives for appraisal and final disposition.

Item **FACULTY SENATE PUBLIC EDUCATION AND INFORMATION COMMITTEE FILE.** Records concerning Senate committee on the development and maintenance of public education and information programs. File includes resolutions, P.E.I. letters, correspondence and other related records.

**Disposition Instructions:** Item discontinued. Transfer immediately to the University Records Center. Records will be retained for office in the University Records Center 2 years and then transferred to the University Archives for appraisal and final disposition.

Item **FACULTY SENATE WELFARE AND MORALE COMMITTEE FILE.** Records concerning Senate committee on developments and maintenance of faculty welfare. File includes reports, resolutions, and other related records.

**Disposition Instructions:** Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.
Appalachian State University

Provost & Executive Vice Chancellor, Academic Affairs

Faculty Senate

Item **FACULTY SENATE WELFARE OF STUDENTS COMMITTEE FILE.**
Records concerning the Senate committee for development and maintenance of student welfare. File contains reports, resolutions, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.

Item **HISTORY FILE.** Records concerning the history of the Faculty Senate office. File includes publications, newsletters, reports, correspondence, photographs, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the University Archives for appraisal and final disposition.

Item **MAILING LISTS FILE.** Reference copies of office mailing lists.

Disposition Instructions: Destroy in office when superseded or obsolete.
Item **PAYROLL TIME SHEETS FILE.** Employees payroll time sheets.

Disposition Instructions: Destroy in office after 4 years and when posted to applicable retirement plan and released from all audits if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item **POLICIES AND PROCEDURES FILE.** Reference copies of current University policies and procedures. File may include hard copy of on-line University Resource Manual.

Disposition Instructions: Destroy in office hard copy of on-line University Resource Manual when superseded or obsolete. Transfer remaining records to the University Records Center after 1 year or when superseded or obsolete. Records will be retained for office in the University Records Center 1 additional year and then transferred to the custody of the University Archives for appraisal and final disposition.

Item **PUBLICATIONS OF FACULTY AND SENATE FILE.** Records concerning publications by faculty and Faculty Senate. File includes "Faculty Voice" and other faculty publications.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the University Archives for appraisal and final disposition.
Item **RECORDS MANAGEMENT FILE.** Records concerning records management at the university. File includes a copy of the official records retention and disposition schedule for the office, records management handbook, correspondence, memorandums, transfer forms, destruction logs, and other related records.

Disposition Instructions: Retain in office transfer forms and destruction logs permanently. Destroy in office records retention and disposition schedule 5 years after superseded. Destroy in office handbook when superseded. Destroy in office remaining records after 5 years.

Item **RESIGNATION FILE.** Records concerning resignation of Faculty Senate members during mid-term. (Comply with applicable provisions of GS 126-22, 126-23, and 126-24 regarding confidentiality of personnel records).

Disposition Instructions: Transfer to the University Records Center after 2 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.

Item **SENATE MEETINGS FILE.** Records concerning Faculty Senate meetings. File includes minutes, absences, proceedings proposals, and other related records.

Disposition Instructions: Transfer to the University Records Center after 5 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.
Appalachian State University

Provost & Executive Vice Chancellor, Academic Affairs

Faculty Senate

Item **SUBJECT TO PERSONNEL ACT (SPA) PERSONNEL FILE.** Records concerning SPA office personnel. File includes applications, resumes, evaluations, documentation of personnel actions, and other related records. (Comply with applicable provisions of GS 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

Disposition Instructions: Destroy in office 1 year after employee terminates service after verifying that records are duplicates of those in the Office of Human Resource Services. Transfer to the Office of Human Resource Services any unique records to be incorporated into the official personnel file of the employee.

Item **SUPPLIES AND EQUIPMENT FILE.** Records concerning supplies and equipment. File includes accounting records, operating manuals, warranties, inventories, and other related records.

Disposition Instructions:

a. Destroy in office inventories when superseded.

b. Dispose of warranties and operating manuals in accordance with instructions of Purchasing Office upon final disposition of equipment.

c. Destroy in office accounting records after disposition of equipment and when released from all audits, whichever occurs later.

d. Destroy in office remaining records when superseded or obsolete.
Item  UNIVERSITY STANDING COMMITTEES FILE.  Records concerning University committees and sub-committees such as Academic Policies and Procedures Committee, Admissions Committee, Fringe Benefits Committee, Library Services Committee, O. Max Gardner Award, Patent and Copyright Committee, and Traffic Management and Safety Committee. File includes descriptions of functions, minutes, and other related records.

Disposition Instructions: Transfer to the University Records Center after 2 years. Records will be retained for office in the University Records Center 3 additional years and then transferred to the custody of the University Archives for appraisal and final disposition.

Item  WORD PROCESSING ADMINISTRATIVE (ELECTRONIC) FILE. Machine readable records concerning the administration and management of the office. Electronic files on hard disks and diskettes include correspondence, mailing lists, reports, brochures, publications, form letters, and other related records. (Paper copies of electronic files are located within records series in paper files.)

Disposition Instructions: Copy electronic file from hard disk to diskette. Erase in office hard disks and diskettes when paper copy verified and reference values end and when released from all audits, whichever occurs later. Dispose of paper copies only in accordance with corresponding records series disposition instructions on this schedule.