

# Faculty Handbook Changes Approved by the Faculty Senate during the 2017-2018 Academic Year:

## September 2017

**Motion FS 17-18/09-04** to approve the changes, as shown in Appendix I, to the Faculty Handbook Section 7.3.4.3 Arts and Cultural Programs Advisory Committee. (Approved by the Faculty Senate on September 11, 2017)

### Faculty Handbook:

#### 7.3.4.3 Arts and Cultural Programs Advisory Committee

- a) Members on Committee: **Membership on the Committee is divided into voting and non-voting members. Voting membership on the Committee include the following: 14 total comprising of 6 faculty, 2 staff, President of the Graduate Student Association Senate, and 6 undergraduate students. Non-voting *Ex Officio* members of the Committee include the following: Director of Arts Engagement and Cultural Resources; Director of Artist Relations; Director of Multicultural Student Development Center; and other unit representatives as appropriate. The Director of Arts Engagement and Cultural Resources will convene the first meeting and facilitate the selection of a chair or co-chairs from among the voting members of the committee.**
- b) **Report to: the Director of Arts Engagement and Cultural Resources, who reports to the Chief of Staff/Vice Chancellor, Office of the Chancellor.**
- c) Areas of responsibility: Advise and recommend on selection of artists for the **academic year performance series presented by the Schaefer Center.**

## April 9, 2018

**Motion FS 17-18/04-02** from committee to approve the new proposed language, as amended, for the Faculty Handbook section 3.8.3.1. (Approved by the Faculty Senate on April 9, 2018)

**A faculty member appointed to the tenure-track as an assistant professor, or as an associate professor without tenure, may elect to be evaluated under either their department's current criteria for promotion or the criteria that were in effect at the time that the candidate for promotion and tenure was hired.**

**Motion FS 17-18/04-03** to approve the new language for the Faculty Handbook section 3.8.3.2. (Approved by the Faculty Senate on April 9, 2018)

**A faculty member seeking promotion to the rank of professor may elect to be evaluated under either their department's current criteria for promotion or the**

criteria that were in effect at the time that the candidate for promotion was tenured and promoted to the rank of associate professor or appointed with tenure at the rank of associate professor. Should the candidate take more than five years from date of initial eligibility to seek promotion to the rank of professor (Please refer to Section 3.8.7), they will then be bound by the department's criteria that are currently in effect.

**Motion FS 17-18/04-04** to approve the proposed changes to Faculty Handbook section 4.11.3.10. (Approved by the Faculty Senate on April 9, 2018)

4.11.3.10 In a 607 grievance, the FGHC shall transmit its report to the faculty member, the respondent(s) and the provost and executive vice chancellor. In a 604 grievance involving promotion, tenure, or non-reappointment, and in a grievance concerning non-promotion of a tenured faculty member, the FGHC shall transmit its report to the faculty member, the respondents, and the chancellor. When the FGHC makes a recommendation unfavorable to the faculty member in a 607 grievance, the FGHC's decision, as a determination of a body of the grievant's peers, shall be final, except that, in a grievance concerning termination for financial exigency or program curtailment as provided in [section 4.9.2.3](#), the grievant may appeal as provided in [section 4.11.4.1](#). When the FGHC makes a recommendation unfavorable to a 604 grievant challenging a promotion, tenure, or non-reappointment decision, the **first** appeal process for such a grievant is to the chancellor, and if the chancellor concurs in an FGHC recommendation unfavorable to the faculty member, the grievant may **then** appeal to the Board of Governors, pursuant to [section 4.11.4.2](#), below.

**Motion FS 17-18/04-05** to approve the proposed changes to Faculty Handbook section 3.12.1. (Approved by the Faculty Senate on April 9, 2018)

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/long-term disability resignation from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement, or upon documentation of resignation due to long-term disability

**Motion FS 17-18/04-06** to approve the proposed changes to Faculty Handbook section 3.13.5.4. (Approved by the Faculty Senate on April 9, 2018)

3.13.5.4 Minimal criteria for consideration of appointment/promotion to the rank of clinical associate professor are:

- (a) The appropriate earned terminal degree in the field of practice from an accredited institution unless there are exceptional circumstances; and appropriate licensures and certifications; and at least **five (5) years** of appropriate professional experience, and
- (b) Recognized skill in clinical/professional practice; and
- (c) Recognized skill in teaching associated with the position; and
- (d) Recognized accomplishment in research, publications, and presentations associated with the position; and
- (e) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

**Motion FS 17-18/04-07** to approve the proposed changes to Faculty Handbook section 3.13.5.5. (Approved by the Faculty Senate on April 9, 2018)

3.13.5.5 Minimal criteria for consideration of appointment/promotion to the rank of clinical professor are:

- (a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least **ten (10) years** of appropriate professional experience; and
- (b) Outstanding skill and accomplishments in clinical/professional practice; and
- (c) Evidence of at least one of the following: (i) recognized skill in teaching associated with the position and exceptional accomplishment in research, publications, and presentations associated with the position; or (ii) exceptional accomplishment in teaching associated with the position and recognized accomplishment in research, publications, and presentations associated with the position; and
- (d) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

**Motion FS 17-18/04-08** to approve the proposed changes to Faculty Handbook section 7.2. (Approved by the Faculty Senate on April 9, 2018)

## 7.2 Faculty Senate Committees

The committees of the Faculty Senate are appointed by the chair of the faculty senate, with the advice and consent of the Faculty Senate. The chairs of these committees are elected by the membership of the respective committees. Faculty Senate Committee act on matters assigned to them by the senate. Each committee may also initiate and pursue matters germane to its area of responsibility. Each committee is a recommending body, presenting its recommendation to the full senate for consideration. **After the final April meeting, these records will be delivered to the Senate office where the next committee chair will pick it up after being named. The chair of each committee prepares an annual report that is submitted at the conclusion of the first session of the first meeting of the regularly scheduled April meeting of the Senate.** These committees together with their memberships and responsibilities are as follows:

**Motion FS 17-18/04-09** from committee to approve the proposed changes to Faculty Handbook section 7.2.10.1. (Approved by the Faculty Senate on April 9, 2018)

7.2.10.1 The Faculty Assembly Committee consists of 4 delegates and 2 alternates. The alternate(s) will attend the meetings in the event that any of the delegates are unable to attend. Those wishing to become delegates to the Faculty Assembly submit their names during the process in which Senate committee assignments are made. The term is for 1 year, but Senators may have their service on the committee renewed. Should there be fewer than 4 members of the Senate able to serve on the Faculty Assembly Committee, the Committee on Committees will make recommendations to the Senate from the faculty for committee members and/or an alternate.

**Motion FS 17-18/04-10** from committee to approve the proposed changes to Faculty Handbook section 3.8.3. (Approved by the Faculty Senate on April 9, 2018)

3.8.3 The faculty ranks to which appointments may be made, the minimal criteria that a candidate must meet in order to be eligible for consideration for the various ranks, and the incidents of academic tenure applicable to each rank are set forth in sections 3.8.4 through 3.8.7. The Faculty Handbook criteria for ranks shall be the basis for each academic department's criteria, and both Faculty Handbook and departmental criteria shall be considered in all appointment, reappointment, promotion, and tenure decisions. Departmental criteria may be more rigorous than Faculty Handbook criteria. Changes to the departmental requirements for promotion and tenure shall be made in a meeting of the tenure-eligible and tenured academic faculty.

**Motion FS 17-18/04-11** from committee to approve the proposed Faculty Handbook changes to section 4.3.1. (Approved by the Faculty Senate on April 9, 2018)

Faculty Handbook language:

4.3.1

**4.3.1.1 Peer Review of Faculty**

1. Tenured faculty are subject to peer observation of teaching at least once prior to post-tenure review or promotion. (Has to be within the five-year cycle of post-tenure review).
2. Probationary faculty would be subject to three annual peer observations of teaching prior to each contract renewal. Thereafter, probationary faculty are subject to at least one peer observation of teaching prior to being reviewed for tenure and promotion.
3. Senior lecturer faculty will be subject to at least one peer observation of teaching prior to each contract renewal. (They have a three-year contract renewal).
4. Non-tenure track faculty, adjunct faculty, and teaching assistants are subject to at least one peer observation per academic year.

5. The completed peer review narrative must be conveyed to the observed instructor and chair in a timely manner.
6. The faculty member under review may request that an additional peer observer conduct a review of the faculty member's teaching.
7. The faculty member that is being reviewed is allowed to provide a written response to the peer review. This response must be presented to the faculty member's Department Chairperson within five working days from the receipt of the peer review and will be attached to the completed peer review narrative.
8. Departments shall adopt procedures and practices for peer review of teaching.

**Motion FS 17-18/04-12** from committee to approve the proposed Faculty Handbook changes to section 4.3.1.2. (Approved by the Faculty Senate on April 9, 2018)

**4.3.1.2 Evaluation of Faculty:** In addition to the formal components of a faculty evaluation specified in section 4.3.1, faculty must be aware of other factors, which may influence the annual review or other personnel actions pertaining to section 4.3.2.1 such as section 4.4 (Reappointment, Promotion and Tenure) or section 4.7 (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 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 4.10.2.6, suspends a faculty member with pay until a decision concerning discharge has been made.

**Motion FS 17-18/04-13** from committee to approve the proposed Faculty Handbook changes to section 7.3.4.13. (Approved by the Faculty Senate on April 9, 2018)

**7.3.4.13 Tuition Appeals Committee**

Members on Committee: 7 members consisting of 4 faculty and 3 staff. The four faculty shall represent four different colleges. The three staff shall represent the **Student Learning Center**, Office of Financial Aid, and Office of Transfer Services. The Registrar and University Treasurer shall serve as ex-officio members. The Associate Vice Chancellor for Enrollment Management and Associate Vice Chancellor for Business Affairs will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The committee reports to the provost and executive vice chancellor.

Areas of Responsibility: Review and make decisions on appeals for tuition surcharge, **fixed tuition**, and tuition and fee refunds based upon **eligibility detailed in GS. 116-143.47.c**.

**April 23, 2018**

**Motion FS 17-18/04-16** Motion to modify Faculty Handbook section 3.8.3.1. (Approved by the Faculty Senate April 23, 2018)

**3.8.3.1**

A faculty member appointed to the tenure-track as an assistant professor, or as an associate professor without tenure, will be bound by the department's criteria for promotion to associate or tenure in effect at the time of hire.



