The Faculty Senate meeting was called to order by Chair Marking at 3:20 pm in the William Strickland Conference Room in I.G. Greer on Monday, January 14, 2008. Senators Tiller and Ulmer were not in attendance. Senators Davison, Ramey, and Werts were excused.

I.  Announcements:

   A. Chair Marking welcomed senators and asked visitors to introduce themselves. Visitors were Ms. Cindy Wallace (Student Development) and Dr. Kate Brinko (Hubbard Center). Chair Marking thanked the senators who helped distribute and count faculty voting cards and Senator Carpenter who took minutes during the January 9, 2008 General Faculty meeting. She thanked Senator Butts and Dr. Aeschleman for their assistance in organizing a well-attended meeting and thanked all the Senators for their hard work on the Faculty Senate restructuring.

II.  Visitors Reports:

   A. Ms. Cindy Wallace provided the Faculty Senate with an overview of the UNC Campus Safety Task Force Final Report. Three major themes and areas of concern which emerged from their deliberations were: (1) Preventing violent crime on campus; (2) Being prepared to respond to crimes and safety emergencies; and (3) Coordinating safety and disaster prevention and response efforts. The UNC Campus Safety Task Force Final Report: https://www.northcarolina.edu/content.php/safety_taskforce/index.htm

III. Minutes:

   A. Chair Marking asked for a motion to approve the November 12, 2007 Faculty Senate minutes. Senator Mamlin moved and Senator Fischer seconded. Motion passed. (Vote #1).

IV.  Provost’s Report:

   A. Dr. Aeschleman thanked the Faculty Senate for their vision and success in restructuring the Faculty Senate. He stated that is a significant change in the history of shared governance at Appalachian State.
V. Committee Reports (Committee Chair’s name is in caps.)

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)
   Senator Mamlin apprised the Faculty Senate that the Committee on Committees is
   seeking clarification of and making recommendations on whether faculty
   representation on various university committees and councils are elected or
   appointed and who is responsible for initiating these meetings. Recommendations
   will be forthcoming.

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

G. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Fischer, Grube,
   Scherlen)
   No Report.

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

VI. Unfinished Business

A. Chair Marking asked for a motion to revise Section 3.9.3.6 (a) in the Faculty
   Handbook by inserting the words “or practice” after “conferred by University
   policy”. Senator McKinney moved and Senator Butts seconded.
   Motion FS 07-08/01-01 passed. (Vote #2).
Approved: (a) that the request does contain a contention that a right or entitlement of the faculty member, conferred by University policy or practice, or state or federal law has been abridged; and

*If the committee votes not to consider the grievance, the matter is closed.*

B. Chair Marking asked for a motion to revise Section 3.9.3.6 (b) in the *Faculty Handbook* by deleting the word “suggested” and inserting the word “alleged” after “that the facts”. Senator B. Williams moved and Senator Price seconded. **Motion FS 07-08/01-02** passed. (Vote #3).

Approved Section 3.9.3.6 (b):
(b) that the facts alleged, if established, will support that contention.

C. **Motion FS 07-08/01-03** to approve adding Section 3.9.3.5 Faculty Grievance to the *Faculty Handbook*. Senator Carpenter moved and Senator Lambert seconded. **Motion FS 07-08/01-03** passed. (Vote #4).

Approved: *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.*

D. **Motion FS 07-08/01-04** to amend Section 3.9.3.5.1 of the *Faculty Handbook* by deleting the words “Associate Vice Chancellor for Academic Affairs” and inserting the words “Provost and Executive Vice Chancellor”. Senator Mamlin moved and Senator Mitchem seconded. **Motion FS 07-08/01-04** passed. (Vote #5).

Approved: *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 Executive Vice Chancellor, whose office will confirm within 5 working days that the terms of the resolution conform to university policy and may be implemented.

E. **Motion FS 07-08/01-05** to amend Section 3.9.3.7 of the Faculty Handbook by deleting the words “Associate Vice Chancellor for Academic Affairs” and inserting the words “Provost and Executive Vice Chancellor”. Senator B. Williams moved and Senator Mamlin seconded. **Motion FS 07-08/01-05** passed. (Vote #6).

**Approved:** 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 Executive Vice Chancellor.

F. **Motion FS 07-08/01-06** to amend Section 3.9.3.7 of the Faculty Handbook by deleting the phrase “although they may play an advisory role, similar to that provided for by UNC Policy Manual 300.3.2” in the second sentence. Senator McBride moved and Senator Marland seconded. **Motion FS 07-08/01-06** passed. (Vote #7).

**Approved:** Mediation does not entail findings of fact or involve other evidentiary procedures. Attorneys are prohibited from participating in the process or acting as observers. 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.

G. **Motion FS 07-08/01-07** to revise the wording in **Motion FS 06-07/04-30-03** regarding evaluation of faculty which was previously approved by the Faculty Senate on April 30, 2007. Senator McKinney moved and Senator Fischer seconded. Senator Marland objected to the proposed wording and asked whether personnel files on an individual faculty member, which may be located in various administrative or department/unit offices, contain identical information? Chair Marking replied that a draft policy regarding personnel files has been submitted to Mr. David Larry, University Attorney, and Ms. Linda Foulsham, Director of AAEO and Compliance, for review and analysis. **Motion FS 07-08/01-07** passed. (Vote #8).
Approved: 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 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.

H. Motion FS 07-08/01-08 to revise the wording in Motion FS 06-07/04-30-04 which states that faculty have the right to have a colleague or other advisor as an observer during their annual review. Chair Marking commented that the Council of Chairs’ recommendation was to include the language in bold print. Senator Fischer moved and Senator B. Williams seconded. Senator Marland moved and Senator Mamlin seconded that the phrase “dean of the college” be deleted and replaced with “Provost or his or her designee” in the sentence “In the absence of mutual agreement, the Provost or his or her designee will identify an appropriate observer from the Office of Equity, Diversity and Compliance or the Hubbard Center Counseling for Faculty and Staff”. Motion to amend passed. (Vote #9). Senator Rardin recommended that commas be inserted preceding and after the phrase “if requested” in the sentence “A mutually agreed upon observer from the Office of Equity …..or an observer from the Hubbard Center…may be present, if requested, provided a four working day notice be accorded to both parties”. Motion FS 07-08/01-08 as amended passed. (Vote #10).

Approved: 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. In the absence of mutual agreement, the Provost or his or her designee will identify an appropriate observer from the Office of Equity, Diversity and Compliance or the Hubbard Center Counseling for Faculty and Staff. 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.

Senator Arnold requested that the document entitled “Authorization and Waiver of Claims Arising Out of Access to Confidential Information and Agreement to Conditions and Confidentiality Requirements” be revised to coincide with the procedures as approved. (Revised Appendix A pending approval from university’s attorney’s office).

I. Senator Mitchem shared information about the university’s records management system which is mandated by state law. Each unit or department is required to have a records schedule. Faculty Senate needs to develop a records schedule (Appendix B). The North Carolina General Records Retention and Disposition Schedule is available online http://www.library.appstate.edu/archives/UNCGenSch14062007.pdf

J. Chair Marking commented that the Faculty Senate Guidebook is out of date. Senators Arnold and Butts and Chair Marking will be revising this document. Chair Marking asked for two more volunteers to help with this project. Senators Fischer and Marland volunteered.

K. Chair Marking called the Senators attention to the Chancellor’s Advisory Committee Report (Appendix C) which highlighted the committee’s meeting with Dr. Peacock and Dr. Aeschleman on December 3, 2007. Chair Marking, Senator Mamlin, Senator Strazicich, and Senator Werts were in attendance.

VII. New Business

A. Chair Marking asked for a volunteer to serve on a Counseling Center for Faculty and Staff committee to replace Senator Werts, who is not on campus this semester. Dr. Aeschleman remarked that this committee is charged with determining if the university should contract with an outside firm that provides Employee Assistance Programs or whether the university should continue to provide in-house services through the Counseling Center for Faculty and Staff. Chair Marking asked the Senators to email her if they are interested in serving on this committee.
B. Senator Malloy shared his concern about the large number of sexual assaults that occurred on campus last semester and asked what can be done to prevent these incidences. He suggested that the Welfare of Students Committee look into this situation. Chair Marking replied that the university has a campus safety committee.

C. Senator Winn asked what is the policy for the disposal of students’ papers? Senator Mitchem replied that they can be transferred to the Records Management Office for shredding or retained for one semester then thrown out.

D. Senator McKinney asked for an update on the Ad Hoc Committee on Voting Eligibility. Chair Marking responded that a draft proposal has been submitted to the Provost.

E. Senator Strazicich asked for an update on the Ad Hoc Committee on Faculty Retirement. Chair Marking responded that she is meeting with Senators McBride and B. Williams tomorrow to review the Provost’s recommendations.

Chair Marking asked for a motion to adjourn the meeting. Senator Marland moved and Senator Grube seconded. Motion passed. (Vote #11). The meeting was adjourned at 4:50 pm.
Appalachian State University

FACULTY PRESENT AND VOTING SHEET for January 14, 2008

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To: [Name of Chair]

From: [Name of Faculty Member]

Date: [Date]

Subject: Observer 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 mutually agreed upon observer attend my annual conference with me as provided in Faculty Handbook 4.3.2.1. I understand that the observer is not to participate in our conference in any way, whether as an advocate or an advisor. The Observer has signed the agreement at the bottom of this page reflecting his/her understanding of and agreement to the conditions specified herein.

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 the 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 Observer pursuant to this Authorization.

___________________________________  ____________________
Signature  Date

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

I understand that Dr./Ms./Mr. ___________'s annual chair conference with you, as required by *Faculty Handbook* 4.3.2 is scheduled for [date]. Dr./Ms./Mr. ___________ has asked that I attend his/her chair conference as his/her 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 both you and Dr./Ms./Mr. ____________ have mutually agreed on my attendance.

I understand that subject matter of the annual conference necessarily includes information about Dr./Ms./Mr. _____________ 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./Ms./Mr. ____________ specifically authorizes me to disclose any such information to persons other than him/her self, my doing so would violate the confidentiality requirements of the State Personnel Act.

__________________________________                 __________________
EDC/HC Representative Signature   Date

__________________________________        __________________
Department/Unit Chair Signature    Date

__________________________________        __________________
Faculty Member’s Signature    Date
Appendix B: Records Management System Draft
1. **What feedback have you heard regarding the UNC Tomorrow listening forums? Any comments from President Bowles?**

President Bowles has stated that he intends for this initiative to be his signature piece.

Several priorities have been mentioned in which ASU has been involved:

1. There is a shortage of teachers, especially teachers with preparation in math and science.
2. Health initiatives.
3. International programs—both learning about international issues, travel and study abroad, and international visitors.

Other issues mentioned in the report:

1. Faculty becoming more involved in community issues.
2. Increase of on-line offerings.
3. Increased use of facilities: such as year round programs.
4. Seamless transition from community colleges to four year colleges/universities.
5. Consideration of branch campuses.
6. No plans to build new campuses at this time.
7. Writing literacy for students.

2. **It seems that athletics is continually segregated from the rest of the university. This is not only in strategic planning but in most aspects of the university. I am wondering why we aren’t pulling athletics closer rather than pushing it away. If the Chancellor could talk about this, I would appreciate it.**

Several comments were made:

The Chancellor felt that Athletics are not separate. Dr. Peacock stated that he wanted it to be integrated. The programs have brought visibility, but education comes first. Athletics fees run the athletics programs. Funding is separate. We have more sports options than most schools and the AD is paid with athletic money.

Athletics were not included in the strategic plan because the core mission of the university is education and athletics does not support that. Athletics is integrated in discussions of facilities and resources.
**Review from the last advisory meeting:**

The town/gown committee issues have been submitted to the town council and “the ball is in their court.”

There was a meeting of town and university persons about the College of Education building. The meeting was:

1. Productive and professional.
2. No expressions of anger or irresponsibility were expressed.
3. It was helpful to have the architect in attendance.
4. The planning group has met to change the design. One change is on the fourth floor. The roof line on the front right side of the building has been redrawn to lower it. The other is that the cooling/exhaust system will be tied in with those systems from the bookstore so they will not be near the single family residence next door.

The town has sent a water sewer possible agreement but it has not been signed. The university has agreed to share the cost of an interface with the town so that the university will provide water for several buildings. The town does not want to lose revenue but the university does not want to re-buy water granted to the town. A limited agreement is still in negotiation.

Submitted

Margaret Werts
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.
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.

Item 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.
Appalachian State University

Provost & Executive Vice Chancellor, Academic Affairs

Faculty Senate

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 Center 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.
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.

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.

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.
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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.
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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.
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.

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.

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.
Appalachian State University

Provost & Executive Vice Chancellor, Academic Affairs

Faculty Senate

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.
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 126-21, 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.
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.

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.