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, February 11, 2008. Senators Lambert, McKinney, Mines, Price, and Werts were excused. Senator W. Williams was not in attendance.

I. Announcements

A. Chair Marking welcomed senators and asked visitors to introduce themselves. Visitors were Dr. Dave Haney (Academic Affairs), Dr. Tim Burwell (Academic Affairs), Dr. Bobby Sharp (IRAP), and Ms. Erica Hartley (Graduate Student, Political Science Major).

B. Chair Marking asked for volunteers to attend the Chancellor’s Advisory Committee meetings scheduled for 3:00 pm on Monday, March 31 and April 21, 2008. Senators Marland, Mitchem, B. Williams, and Winn volunteered for March 31 and Senators Arnold, Grube, Marland, Mitchem, Sanders, and Strazicich volunteered for April 21. Chair Marking asked senators to submit their questions or concerns to her via email.

C. Chair Marking announced that Chancellor Peacock will be attending the March 3, 2008 Faculty Senate meeting.

D. Chair Marking asked Faculty Senate committee chairs to submit their committee reports to her. Agenda Committee meetings have been scheduled for March 26 and April 16, 2008 at 3:00 pm.

E. Senator Marland updated the Senate on the upcoming faculty elections for University committees and Faculty Senate seats. The elections will take place February 27 - March 5 online through the Academic Computing Services office. Faculty will be asked to submit their preferences to fill positions on University committees/councils that are appointed by February 22. An email describing the elections/committee preference process will be distributed to faculty on February 12, 2008.

II. Visitors Reports

A. None.
III. Minutes

A. Chair Marking asked for a motion to approve January 14, 2008 Faculty Senate minutes. Senator Ulmer moved and Senator Carpenter seconded. Motion passed. (See Vote #1).

IV. Provost’s Report

A. Dr. Aeschleman was not in attendance.

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)
   A motion to approve Dr. Brian Raichle (TEC) as a faculty advisor for the Renewable Energy Initiative passed. (Vote #2). A motion to approve Dr. Rob Sanders (LES) as a Faculty Senate replacement for Senator Werts for Spring 2008 passed. (Vote #3).

Motion FS 07-08/02-01 to delete Section 7.2.6 (a) in the Faculty Handbook in order to be consistent with the language in Section 3.9.2.1 which indicates members of the Faculty Due Process Committee, the Faculty Grievance Committee, and the Faculty Grievance Assistance Committee are elected rather than appointed. Senator Marland moved to delete Section 7.2.6 a. Motion FS 07-08/02-01 passed. (Vote #4).

Section 7.2.6 a. nominates candidates to serve full terms on the Faculty Due Process Committee, the Faculty Grievance Committee, and the Faculty Grievance Assistance Committee. These nominations are presented at the spring University-wide nominations meeting, at which time additional nominations may be received from the floor. (See
Motion FS 07-08/02-02 to add two sentences (indicated in bold and italic) to the end of Section 7.3.2.2 in the Faculty Handbook to clarify how the number of committee members is counted. Senator Marland moved to approve this motion. **Motion FS 07-08/02-02 passed.** (Vote #5).

**Approved Section 7.3.2.2**

Their membership shall be made up of faculty members, administrative officers, students, and staff members. Any committee is empowered to invite for counsel and advice from other members of the University community as it chooses. *The total number of committee members as listed below includes only those members who are elected or appointed to said committee. Additional ex-officio membership may occur.*

Motion FS 07-08/02-03 to change the term of the Academic Integrity Board to three years, rather than two years, in Section 7.3.4.1 in the Faculty Handbook to remain consistent with the wording in Section 7.3.1.4 which states “The terms of office of faculty members of committees shall be three (3) years. The terms of office of student members of committees shall be determined by the Student Government Association. The terms of office of staff members of committees shall be determined by the Staff Council”. Senator Marland moved to approve this motion. Dr. Haney asked if the committee consulted with the Office of Student Conduct to see if there was a reason for the two year terms. Senator Marland indicated that he would contact this office. **Motion FS 07-08/02-03 passed.** (Vote # 6).

**Approved Section 7.3.4.1**

ACADEMIC INTEGRITY BOARD: a. Members on Committee: 12 – 6 faculty and 6 students. The AIB contains two (2) standing committees: (1) the faculty committee and (2) the student committee. The Faculty Committee is composed of the AIB's six (6) faculty members and one (1) student member. The Student Committee is composed of the AIB's six (6) student members and one (1) faculty member. Faculty AIB members are nominated by the Committee on Committees of the Faculty Senate from a list of volunteers willing to serve and are approved by a vote of the Faculty Senate. Faculty members serve *three (3) year* staggered terms and may be nominated for consecutive terms. Student AIB members are nominated by the Student Government Association President and selected by the Student Judicial Board interview panel. Student AIB members serve two-year staggered terms.

Motion FS 07-08/02-04 to change the term of the Faculty Grievance Assistance Committee to three years, rather than two years, and to change the committee to be elected, rather than appointed, in Section 3.9.2.5 in the Faculty Handbook in keeping with other grievance-related committees and the spirit of Section 3.9.2.1. Senator Marland moved to approve this motion. **Motion FS 07-08/02-04 passed.** (Vote # 7).
Approved Section 3.9.2.5
The Faculty Grievance Assistance Committee shall consist of four members who each shall have served on a Faculty Due Process Committee or a Faculty Grievance Committee, but are not currently members of the Faculty Due Process Committee or the Faculty Grievance Committee. The term of membership shall be three years; provided that the first committee members shall have staggered terms. The committee members shall be elected from among a list of interested and eligible faculty.

Motion FS 07-08/02-05 to clarify the role of the Faculty Senate liaison to the Academic Policies and Procedures Committee in Section 7.2.2 (c) in the Faculty Handbook to reflect current practice. Senator Marland moved to approve. Motion FS 07-08/02-05 passed. (Vote #8).

Approved Section 7.2.2 (c)
COMMITTEE ON ACADEMIC POLICY: c. a member of the committee serves as liaison to the Academic Policies and Procedures Committee, and is a non-voting member of AP&P, unless otherwise appointed to the committee as a College/School representative.

Motion FS 07-08/02-06 to add item (d) to Section 7.2.3 in the Faculty Handbook to require the chair of the Senate Budget Committee serve on any tuition committees established which reflects current practice. Senator Marland moved to approve. Motion FS 07-08/02-06 passed. (Vote #9).

Approved Section 7.2.3 (d)
BUDGET COMMITTEE: a. studies matters relating to budget planning at Appalachian; b. studies matters relating to the acquisition and distribution of the University’s funds, equipment, and supplies; c. considers University financial concerns of faculty; and d. the chair of the budget committee and the Faculty Senate chair will serve as members of any tuition committees established.

Motion FS 07-08/02-07 to add item (d) to Section 7.2.7 in the Faculty Handbook to require that a member of the Faculty Welfare and Morale committee serve as a member on the Non-Tenure Track Faculty Committee. Senator Marland moved to approve. Motion FS 07-08/02-07 passed. (Vote # 10).

Approved Section 7.2.7 (d)
COMMITTEE ON WELFARE AND MORALE: a. monitors in all areas of fringe benefits and provides representation by three committee members on the Faculty/Staff Benefits Committee; b. coordinates and participates in the orientation program for new faculty members and spouses; c. handles other business that pertains to faculty welfare and morale; and d. A member of the committee on Welfare and Morale shall serve as a member of the Non-Tenure Track Faculty Committee.
**Motion FS 07-08/02-08** to revise Section 7.3.4.6 in the *Faculty Handbook* to clarify the convener of the Core Curriculum Committee and to describe the roles of the convener and chair more accurately. This motion also clarifies that the committee will select its chair as indicated in Section 7.3.2.4 which states “Every committee will select a chair, or co-chairs, from among the voting members, for the academic year at its first fall semester meeting”. Senator Marland moved to approve. **Motion FS 07-08/02-08** passed. (Vote #11).

**Approved Section 7.3.4.6**
CORE CURRICULUM COMMITTEE:  
a. Members on Committee: 15 - 10 faculty (4 from Arts and Sciences, 1 from Business, 1 from Education, 2 from Fine and Applied Arts, 1 from Music, and 1 from the Library), 2 undergraduate students, a senior faculty member who will serve as vice chair, an Associate Vice Chancellor for Academic Affairs who will serve as chair, and the Director of General Studies (as an ex-officio non-voting member). The Provost and Executive Vice Chancellor will appoint an Associate Vice Chancellor or Vice Provost to convene the committee, serve as an ex-officio member, and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The Associate Vice Chancellor or Vice Provost will have a vote only in case of a tie in the voting of the committee. Also, the Provost and Executive Vice Chancellor will appoint a senior faculty member as chair of the Core Curriculum Committee for a five-year term. This person will work with the Associate Vice Chancellor or Vice Provost in carrying out the work of the committee, and will be given one quarter reassigned time for this work. The chair will have a vote on the committee and will be counted as filling one of the allocated seats to the various colleges/schools, so as to keep the original balance of representatives among the colleges and schools.

**Motion FS 07-08/02-09** to add a sentence to Section 7.3.4.2 in the *Faculty Handbook* to clarify who convenes the first meeting of the AP&P Committee in the fall semester and facilitates the selection of a chair or co-chairs. Senator Marland moved to approve. **Motion FS 07-08/02-09** passed. (Vote #12). (Note: The motion included all the university committees. They are listed separately in the minutes for informational purposes and assigned individual motion numbers.)

**Approved Section 7.3.4.2**
ACADEMIC POLICIES AND PROCEDURES COMMITTEE:  
a. Members on Committee: 15 - 11 faculty and 4 students (three undergraduate and one graduate), the students acting as voting members with each student having one vote and representative of the five degree-granting colleges/school. The students will serve as liaison between the University Academic Policies and Procedures Committee and the Student Government Association. The Provost and Executive Vice Chancellor, or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

**Motion FS 07-08/02-10** to add a sentence to Section 7.3.4.1 in the *Faculty Handbook* to clarify who convenes the first meeting of the Academic Integrity Board in the fall semester and facilitates the selection of a chair or co-chairs. Senator Marland moved to approve. **Motion FS 07-08/02-10** passed. (Vote #12).
Approved Section 7.3.4.1
ACADEMIC INTEGRITY BOARD: a. Members on Committee: 12 – 6 faculty and 6 students. The AIB contains two (2) standing committees: (1) the faculty committee, and (2) the student committee. The Faculty Committee is composed of the AIB’s six (6) faculty members and one (1) student member. The Student Committee is composed of the AIB’s six (6) student members and one (1) faculty member. Faculty AIB members are nominated by the Committee on Committees of the Faculty Senate from a list of volunteers willing to serve and are approved by a vote of the Faculty Senate. Faculty members serve two-year staggered terms and may be nominated for consecutive terms. Student AIB members are nominated by the Student Government Association President and selected by the Student Judicial Board interview panel. Student AIB members serve two-year staggered terms. *The Provost and Executive Vice Chancellor or his/her designee will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.*

Motion FS 07-08/02-11 to add a sentence to Section 7.3.4.3 in the *Faculty Handbook* to clarify who convenes the first meeting of the Admissions Committee in the fall semester and facilitates the selection of a chair or co-chairs. This motion also clarifies that the Associate Vice Chancellor for Enrollment Services and the Director of Admissions serve as ex-officio non-voting members. Senator Marland moved to approve. *Motion FS 07-08/02-11 passed. (Vote #12).*

Approved Section 7.3.4.3
ADMISSIONS COMMITTEE: a. Members on Committee: 9 - 6 faculty and 3 students. The Associate Vice Chancellor for Enrollment Services and the Director of Admissions shall serve as ex-officio non-voting members; the Director of Admissions will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

Motion FS 07-08/02-12 to add a sentence to Section 7.3.4.4 in the *Faculty Handbook* to clarify who convenes the first meeting of the Arts and Cultural Programs Advisory Committee in the fall semester and facilitates the selection of a chair or co-chairs. This motion also clarifies that the committee reports to the Associate Vice Chancellor for University Communications and Cultural Affairs. Senator Marland moved to approve. *Motion FS 07-08/02-12 passed. (Vote #12).*

Approved Section 7.3.4.4
ARTS AND CULTURAL PROGRAMS ADVISORY COMMITTEE: a. Members on Committee: 14 - 6 faculty, 2 staff, and 6 students. *The Associate Vice Chancellor for University Communications and Cultural Affairs 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 Associate Vice Chancellor for University Communications and Cultural Affairs.

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Motion FS 07-08/02-13 to add a sentence to Section 7.3.4.5 in the Faculty Handbook to clarify who convenes the first meeting of the Awards Committee in the fall semester and facilitates the selection of a chair or co-chairs. Senator Marland moved to approve. Motion FS 07-08/02-13 passed. (Vote #12).

Approved Section 7.3.4.5
AWARDS COMMITTEE: a. Members on Committee: 17 - 13 faculty (3 from Arts and Sciences, 2 from Business, 2 from Education, 2 from Fine and Applied Arts, 2 from Music, and 2 from the Library); 2 staff; and 2 students (one undergraduate and one graduate). Faculty composition can be any faculty, including adjunct and part-time. In the event a member of the committee wishes to seek an award, an alternate from her/his area will be recommended to the Faculty Senate by the Committee on Committees to serve for the duration of the awards process. The Chair of the Faculty Senate or his/her designee will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

Motion FS 07-08/02-14 to add a sentence to Section 7.3.4.7 in the Faculty Handbook to clarify who convenes the first meeting of the Faculty and Staff Benefits Committee in the fall semester and facilitates the selection of a chair or co-chairs. This motion also clarifies that the Director of Human Resource Services serves as an ex-officio non-voting member of the committee. Senator Marland moved to approve. Motion FS 07-08/02-14 passed. (Vote #12).

Approved Section 7.3.4.7
FACULTY AND STAFF BENEFITS COMMITTEE: a. Members on Committee: 6 - 3 faculty (from the Faculty Senate Committee on Welfare and Morale) and 3 staff. The Director of Human Resource Services shall serve as an ex-officio, non-voting member, and will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

Motion FS 07-08/02-15 to add a sentence to Section 7.3.4.8 in the Faculty Handbook to clarify who convenes the first meeting of the Library Services Committee in the fall semester and facilitates the selection of a chair or co-chairs. This motion also includes the addition of the University Librarian on the committee. Senator Marland moved to approve. Motion FS 07-08/02-15 passed. (Vote #12).

Approved Section 7.3.4.8
LIBRARY SERVICES COMMITTEE: a. Members on Committee: 14 - 9 faculty, including the University Librarian, 2 students, and 3 staff. The University Librarian shall convene the first meeting and will facilitate the selection of a chair, or co-chairs, from among the members of the committee.
Motion FS 07-08/02-16 to add a sentence to Section 7.3.4.9 in the Faculty Handbook to clarify who convenes the first meeting of the Non-Tenure Track Faculty Committee in the fall semester and facilitates the selection of a chair or co-chairs. Senator Marland moved to approve. Motion FS 07-08/02-16 passed. (Vote #12).

Approved Section 7.3.4.9
NON-TENURE TRACK FACULTY COMMITTEE: a. Members on Committee: 8 – 6 faculty (3 tenure track faculty and 3 non-tenure track faculty) and 2 students. A member of the Faculty Senate Welfare and Morale Committee shall serve as a liaison between that Faculty Senate committee and the Non-Tenure Track Faculty Committee. The Senator from the Welfare and Morale Committee will convene the first meeting and will facilitate the selection of a chair, or co-chairs, from among the members of the committee.

Motion FS 07-08/02-17 to add a sentence to Section 7.3.4.10 in the Faculty Handbook to clarify who convenes the first meeting of the Registration and Calendar Committee in the fall semester and facilitates the selection of a chair or co-chairs. This motion also states that eight ex officio members serve on the committee. Senator Marland moved to approve. Motion FS 07-08/02-17 passed. (Vote #12).

Approved Section 7.3.4.10
REGISTRATION AND CALENDAR COMMITTEE: a. Members on Committee: 9 - 5 faculty, 1 staff, 2 students (one undergraduate and one graduate), and 1 representative from the Controller's Office, and the following 8 ex officio members: Registrar, Dean of Students, representatives from HRS, Conferences and Institutes, Admissions, Summer Sessions, Athletics, and Academic Advising. The Registrar shall serve as an ex-officio member, will convene the first meeting and will facilitate the selection of a chair, or co-chairs, from among the members of the committee.

Motion FS 07-08/02-18 to add a sentence to Section 7.3.4.11 in the Faculty Handbook to clarify who convenes the first meeting of the Teaching Enhancement Committee in the fall semester and facilitates the selection of a chair or co-chairs. This motion also indicates that the Coordinator of the Faculty and Academic Development program of the Hubbard Center serves as an ex officio member on the committee. Senator Marland moved to approve. Motion FS 07-08/02-18 passed. (Vote #12).

Approved Section 7.3.4.11
TEACHING ENHANCEMENT COMMITTEE: a. Members on Committee: 14 – 11 faculty (3 from Arts and Sciences, 2 from Business, 2 from Education, 2 from Fine and Applied Arts, 1 from Music, and 1 from the Library), 2 undergraduate students (chosen by the Student Government Association), and 1 graduate student (chosen by the Graduate Student Association Senate). The Coordinator of the Faculty and Academic Development program of the Hubbard Center will be an ex-officio member of the committee, and will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the members of the committee.
Motion FS 07-08/02-19 to add a sentence to Section 7.3.4.14 in the Faculty Handbook to clarify who convenes the first meeting of the University Bookstore Committee in the fall semester and facilitates the selection of a chair or co-chairs. This motion also includes the correct number of committee members. Senator Marland moved to approve. Motion FS 07-08/02-19 passed. (Vote #12).

Approved Section 7.3.4.14
UNIVERSITY BOOKSTORE COMMITTEE: Members of the Committee 8 - 5 faculty to serve three year terms, one of whom is a faculty senator, three (3) student members, two of whom are undergraduates appointed by the Student Government Association and one (1) graduate student appointed by the Graduate Student Association Senate. The manager of the University Bookstore serves as an ex-officio non-voting member of the committee, will convene the first meeting and will facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

Motion FS 07-08/02-20 to revise the description of representation on committees in Section 7.3.1.2 in the Faculty Handbook, since some are not necessary (or desired) to be proportional among colleges/schools by deleting the word “shall” and inserting the word “should” after the phrase “The membership of each committee…” Senator Marland moved to approve. Motion FS 07-08/02-20 passed. (Vote #13).

Approved Section 7.3.1.2
7.3.1.2 The membership of each committee should be arranged so that each of the colleges/school of the University and the Library can be represented as proportionately as possible.

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.
I. Ad Hoc Committee on Administrative Review. MARKING (TD/Faculty Senate Chair), Beth Davison (SOC), Tim Huelsman (PSY), Bob Lyman (A&S), Stacy Sears (Staff Council), Bobby Sharp (IRAP), Wayne Williams (HLES), and Forrest Gilliam (SGA).

Chair Marking stated that there is currently no administrative review policy for evaluating the Chancellor, the Provost and Executive Vice Chancellor, and other administrators such as Vice Chancellors and Vice Provosts. The Ad Hoc Committee on Administrative Review is recommending adding Section 4.5.2.1 to the Faculty Handbook which outlines the details of a new administrative review process (Appendix A). The Committee also developed forms for evaluating the Chancellor and the Provost and Executive Vice Chancellor (Appendix B). Dr. Lorin Baumhover, Chief of Staff, wrote a job description for the Chancellor (Appendix C) and Dr. Bobby Sharp, Director IRAP, wrote a job description for the Provost (Appendix D) which will be included in the administrative review documentation. The Chancellor and the Provost will be evaluated every three years. The Board of Trustees evaluates the Chancellor every four years and will be provided with the necessary data from the most recent campus review. The Chancellor and the Provost may write up to three additional questions; the results of which will be reported only to the administrator providing the questions. Vice Chancellors and Vice Provosts will be reviewed at least every three years as determined by his/her supervisor. Each division/unit will develop an evaluation instrument and will establish who will evaluate each administrator. The Faculty Senate moved to approve adding Section 4.5.2.1 to the Faculty Handbook (Appendix A) as recommended by the Ad Hoc Committee on Administrative Review. Motion FS 07-08/02-21 passed (Vote #14). Motion FS 07-08/02-22 to approve Appendix B (Vote #15), Appendix C (Vote #16) and Appendix D (Vote #17) as recommended by the Ad Hoc Committee on Administrative Review. Motion FS 07-08/02-22 passed.

J. Motion FS 07-08/02-23 to approve the changes to Section 3.4.4 as amended twice and to add Section 3.4.4.1 to the Faculty Handbook as recommended by the Emeritus Status and Retired Faculty Ad Hoc Committee (MCBRIDE, B. Williams, and Marking). Senator McBride moved and Senator Arnold seconded to amend item (1) in Section 3.4.4 to read: “(1) permanent tenure and at least ten years of full-time employment at Appalachian State University prior to retirement. The emeritus rank is held at retirement.” Motion to amend passed. (Vote #18). Senator Rardin moved and Senator Malloy seconded to amend item 2 (c) in Section 3.4.4 to read: “(c) Evidence of significant service to the University and to the respective discipline”. Motion to amend passed. (Vote #19). Motion FS 07-08/02-23 as amended twice passed. (Vote #20).

Approved Section 3.4.4 Emeritus Status
Emeritus faculty status may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Appalachian State University. Successful candidates for consideration to the Emeritus rank will have:

(1) permanent tenure and at least ten years of full-time employment at Appalachian State University prior to retirement. The emeritus rank is that held at retirement.

(2) a consistent record of quality performance as demonstrated by one or more of the following:

   (a) A substantive record of scholarly achievement commensurate with national and international standards within the specific discipline.
   (b) A recognized record of outstanding teaching and educational contributions.
   (c) Evidence of significant service to the University and to the respective discipline.

Approved Section 3.4.4.1 Emeritus Status Procedure
The candidate initiates application for Emeritus status no later than September 15th in the year of consideration. A letter will be submitted to the appropriately designated departmental faculty 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 forwards her/his recommendation, with the supporting materials, to the appropriate dean. The dean forwards her/his recommendation, with the supporting materials, to the Provost and Executive Vice Chancellor by December 15th. The Provost, 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 15th. Upon approval of the Chancellor, the Provost 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 from the University, i.e. at the end of any phased retirement service period or upon immediate, full retirement.

Chair Marking provided an update to the Faculty Senate regarding the Ad Hoc
Committee on Faculty Retirement recommendations that were submitted to the Provost for consideration (Motion FS 06-07/02-03 through Motion FS 06-07/02-14). The Provost’s comments, actions and/or decisions for each recommendation are indicated with additional comments from Human Resource Services and Faculty Senate Chair.

**Recommendation 1 (Not approved):**
We recommend that the nomination to emeritus rank become automatic for a retiring faculty member holding the rank of Full Professor and having at least ten years of continuous full-time service at Appalachian. The emeritus faculty designation should be accompanied by a letter of commendation from the Chancellor upon official notice of the faculty member’s full retirement from the University, i.e. at the end of any phased retirement service period or upon immediate, full retirement.

**Recommendation 2 (Approved with changes):**
The emeritus designation should also be available to those faculty members in other ranks, including Lecturer, who have at least ten years of continuous full-time service to Appalachian. For these ranks the application for the emeritus designation may be initiated by either the faculty member or by his or her department chair or dean. A review of the faculty member’s record of achievement and contribution should be made by an appropriate departmental DPC with a recommendation for approval or non-approval as provided for other personnel decisions. A positive DPC recommendation would require additional approval by those responsible for personnel decisions and recommendations, the department chair, dean, provost, chancellor, and trustees.

**Recommendation 3 (Approved with changes):**
We recommend that there be increased recognition of the emeritus faculty at Appalachian, in addition or as a supplement to the collection of biographies ably compiled and edited by Richard Howe (The Appalachian Faculty Emeriti, 6th ed., 2004). We have sought a public place on campus in which to make a permanent record of faculty accorded emeritus status. We have been in contact with Mary Reichel, University Librarian, and suggest with her blessing, that the wall outside the Faculty lounge/reading room on the second floor of Belk Library become a place where a permanent display of an emeritus faculty’s name, department, dates of service at Appalachian be placed on a small plaque and become part of the display. The display should begin initially with plaques for those faculty members who have already received the emeritus rank (about 275) and be annually updated. This display should not become the responsibility of Library personnel or be funded or maintained by the Library, and is subject to continuation of available revenue stream. If revenue stream is unavailable in a given year(s) the display will be maintained retroactively. We recommend that its design and maintenance should be the responsibility of Academic Affairs and/or the Chancellors office in concert with Business Affairs.
Recommendation 4 (Approved with changes):
We recommend that the University create a special medallion for emeritus faculty with a ribbon in the University’s colors that can be worn at academic functions such as commencements or can otherwise be displayed on an appropriate base, for instance, in one’s home. This medallion would be presented to the emeritus faculty member(s) at each spring commencement.

Recommendation 5 (Approved):
We also strongly recommend and encourage departments and/or colleges to consider establishing a permanent recognition for emeritus faculty within their communities and to provide other distinctive functions appropriate to this significant transition. Also, emeritus faculty should, for instance, be included in invitations to department and college functions and their achievements and other life changes be recognized along with those of regular faculty.

Recommendation 6 (Approved):
We recommend that departments and colleges maintain email lists that include emeritus and retired faculty to use for announcement of events and other information that are not part of the diurnal communications about department business. For instance, if a colleague is retiring, other retired colleagues should be informed. Further, we suggest that departments and/or colleges update regularly their web sites with appropriate listings and information about emeritus and retired faculty in a manner similar to that for regular faculty.

Recommendation 7 (Approved with changes):
We recommend that in all University academic convocations involving faculty processions there be a special place at the head of the faculty contingent for emeritus faculty who desire to participate.

Recommendation 8 (Not Approved):
Since the most important connections between emeritus faculty and the University will center on the University Library we recommend that at least three parking spaces be reserved for emeritus faculty either in the new parking deck or under Duncan Hall to facilitate library access.

Recommendation 9 (Approved with changes):
We recommend other ways in which emeritus faculty can work with the University, such as in being directors for the University’s Appalachian House and Appalachian Loft. We recommend that emeritus faculty be considered for these positions if employed faculty are unavailable to serve, and as approved by the Off-Campus Advisory Board. We welcome the initiative of Provost Aeschleman in establishing a review of this possibility. Also, we encourage the Office of International Education and Development to investigate the beneficial use of emeritus faculty in their international programs.

Recommendation 10 (Approved with changes):
Some emeritus faculty would like the option of working with their departments and with the University as they pursue their scholarly or creative agendas in new phases of their lives. Indeed, in some departments this is already taking place. Therefore, we recommend that emeritus faculty be able to negotiate with their department chair franking and other electronic services (copier,
fax, etc.) and mail services provided to regular faculty by departments and be able to order business cards through their department. Emeritus faculty should be allowed to negotiate for their use in retirement computers and other electronic equipment provided to them as regular faculty (as required by auditing policy, equipment identity will be maintained in department physical assets inventories and must be returned when retired faculty are finished with its use). Services other than those noted may be made available to emeritus faculty as a result of deliberations within departments or colleges in the University.

Recommendation 11 (Approved with changes):
We recommend that emeritus faculty be able to negotiate with their department chair other privileges such as use of office, lab, or studio space, and for travel and other support necessary to carry on projects consistent with the mission of the department and the University. There is no guarantee of such privileges.

Recommendation 12 (Approved with changes):
We recommend that departments report on the professional activities of their emeritus faculty in departmental annual reports. Emeritus faculty in order not to become nearly invisible to the University upon their retirement should continue to be listed for a period of at least five years in all appropriate faculty directories, especially the University phone book (with their consent), and for the duration of their lives be listed in the Faculty Register section of the Undergraduate Bulletin. Emeritus faculty information should be maintained in appropriate databases such as the Banner system, so that they are included in University email services and other appropriate University information services, such as the Library.

Response from Chair Marking: The Faculty Register is already maintaining the list of Emeritus faculty in the Undergraduate Bulletin and when a faculty member retires they are “coded” for Library benefits with little interruption. I spoke with Richard Shook of Business Systems and he said they could set up a new code for the University Telephone Directory. It is my suggestion that instead of the five years suggested that Academic Affairs maintain the Emeritus list and provide it to Business Affairs until they are removed from the Undergraduate Bulletin (i.e. the duration of their lives). It seemed less problematic to do this instead of maintaining the five-year timeframe.

Recommendation 13 (Approved with changes):
We recommend that emeritus faculty should enjoy all those services, discounted services, and other perquisites and amenities accorded to regular faculty such as tickets to Athletic or cultural events, special promotions in Athletic or cultural events.

Recommendation 14 (Approved with changes):
We recommend that emeritus faculty may, through negotiation with and approval by their department chairs, teach courses, on or off campus, online or otherwise, in the regular and summer terms. Emeritus faculty who maintain graduate faculty status should be able to continue supervision of graduate theses and student creative projects in which they are involved when they retire, and they may serve on but not chair other thesis or project committees with the approval of the department chair and/or dean. Other graduate teaching responsibilities would be contingent upon approval by the department chair and/or dean.
Recommendation 15 (Approved with the conditions indicated by HRS):
We recommend there should be developed one point of contact on campus through which all non-departmentally concerned services, information, and activities can be secured by retiring faculty. We recommend that this single point of contact for information and administrative location be Human Resource Services, and be available on its web site. Here, for instance, should be a full FAQ page, a checklist of what procedures to expect and what to do to prepare for completing all necessary forms for retirement, a suggested timetable for completion, and office locations with the telephone numbers of people to contact. Faculty should also find on the HRS website full and accurate information regarding Phased Retirement and the name and contact information for any specially designated University officer with responsibility for Phased Retirement (presently, this person is Associate Vice Provost for Academic Affairs, Tim Burwell).

Response from HRS: While HRS understands that the recommendation of a “one-stop shopping” approach to phased retirement program would be the ideal, the actual complexity in the administration of the program requires the joint involvement of Academic Affairs, HRS and the University Attorney. However, HRS will continue to review website communication efforts and strategies and improve upon them as needed.

Recommendation 16 (Approved with changes):
16. It is extremely important that the University find a way to assure continued use without interruption of the faculty identity card, since there have been many instances when, even without difficulties associated with the transition to the Banner system, emeritus faculty have been dropped from the rolls. By accomplishing this, emeritus faculty will enjoy full and reliable access to library resources, to other email services such as the email list management page, and be able to park in gated lots that require active ID card access. Designations for retirees and faculty emeriti retirees have been requested in the Banner database. The appropriate coding at employment termination would facilitate communication with faculty retirees. Similarly, it facilitates the transfer of information to other subsystems such as the Library to ensure that privileges are continued.

Recommendation 17 (Approved with the conditions indicated by HRS):
The Committee also believes that Human Resource Services would be well advised to develop and publish a Frequently Asked Questions section as part of its Phased Retirement information as does the University of North Carolina at Chapel Hill. Faculty members will benefit from reading the questions asked by other potential retirees but do not now know of the questions or of the university’s answer to those questions.

Response from HRS: HRS has relevant information located on the Benefits Section of the HRS website. See URL below. HRS will review the website structure to see if the Phased Retirement information can be located to a more prominent location for easier access. HRS will review the UNC-CH information and incorporate the FAQs (http://hr.unc.edu/EPA-Data/Faculty/phased-retirement/phased-ret-faq).
http://www.hrs.appstate.edu/benefits/retirement/phasedretirement.htm

Recommendation 18 (Not approved. However, the Provost and Deans will review merit considerations for phased retirement faculty annually):
We recommend that colleges include in their salary metrics used by department chairs to recommend salaries for their faculty an identifying section for phased retirement faculty who might be eligible for merit raises. There is now no such identifying part to remind appropriate administrators that phased retirement faculty are eligible to be considered for merit pay after their first year in the program.

**Recommendation 19 (Approved with the conditions indicated by HRS):**
The Committee also believes that it would be beneficial to the faculty as a whole if HRS would publish a series of questions that each faculty member should review prior to making retirement decisions. Qualified professional retirement planners should be asked to compile such a list of questions and the list should be published as part of the retirement information page maintained by HRS. Additionally, the questions should be reviewed during pre-retirement briefings offered by the University. It might be helpful if these questions were integrated into the FAQ recommendation above (17).

**Response from HRS:** HRS will review the Phased Retirement website taking into consideration this recommendation. In addition, HRS will review all constituent university websites to determine if this information is already available. Presently, there are no budgeted funds to retain a certified professional planner. Generally, individual financial planning is a personal responsibility as are any related financial decisions.

**Recommendation 20 (Provost suggested that the Faculty Senate consider creating a task force to investigate):**
We recommend that the University task HRS or another appropriate body responsibility to investigate, in conjunction with available emeritus faculty, the establishment of an Emeriti Faculty Association at Appalachian.

**Recommendation 21 (Approved):**
We recommend that the University News Bureau more actively publish stories about emeritus faculty and their past and/or present contributions to Appalachian in appropriate University publications. This will require departments to make this information available to the News Bureau. However, we also suggest that the News Bureau run stories about the annual retirement ceremonies for emeritus and retiring faculty, such as the University sponsored event recommended above.

**Recommendation 22 (Approved with the conditions indicated by HRS):**
Recommend that consideration needs to be given as to how best to honor retired and emeritus faculty who have died in a given period of time. For example, it may be appropriate to publish their names in connection with the annual Retirees’ Luncheon.

**Response from HRS:** HRS could publish this list in the Retiree’s Luncheon program, but it would be difficult to keep track of all the retirees who have died in a given time period. HRS is concerned that a retiree could become upset if this is the first time they heard of a colleague that has died. HRS Will take this under consideration and explore options.

**VI. Unfinished Business**
A. Chair Marking called attention to the new confidentiality/waiver form that had been revised and approved by the university attorney’s office, since the last Faculty Senate meeting, concerning the presence of one mutually-agreed upon observer (from the Hubbard Center or the Office of Equity, Diversity and Compliance) at the faculty member’s annual conference with the chair. (Appendix F: Authorization/Waiver of Claims Arising Out of Access to Confidential Information and Observer’s Agreement to Conditions and Confidentiality Requirements).

VII. New Business

A. Chair Marking reminded committee chairs to submit annual reports for the March 3, 2008 Faculty Senate meeting. Chair Marking stated that University College will present a request for a seat on the Faculty Senate at the next meeting. University College also requests a seat on the AP&P Committee. Senator Marland reported that Military Science prefers a two-year term, rather than the required three-year term, on the Faculty Senate to coincide with their officers’ term assignments.

B. Senator Carpenter asked to be replaced on the committee that is evaluating whether the university should continue to provide in-house services through the Hubbard Center because they meet when she is teaching classes. Senator Ulmer volunteered to be her replacement.

Chair Marking asked for a motion to adjourn the meeting. Senator Carpenter moved and Senator Butts seconded. Motion passed. (Vote #21). The meeting was adjourned at 4:25 pm.
### Appalachian State University

**FACULTY PRESENT AND VOTING SHEET for February 11, 2008**

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<td>3</td>
<td>Motion to approve Dr. Rob Sanders as a Faculty Senate replacement for Senator Werts for Spring 2008.</td>
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<td>4</td>
<td>Motion FS 07-08/02-01 to delete Section 7.2.6 (a).</td>
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<td>5</td>
<td>Motion FS 07-08/02-02 to revise Section 7.3.2.2.</td>
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<td>6</td>
<td>Motion FS 07-08/02-03 to change term of Academic Integrity Board to three years.</td>
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<td>7</td>
<td>Motion FS 07-08/02-04 to change term of Faculty Grievance Assistance Committee to three years and to change the committee to be elected.</td>
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<td>8</td>
<td>Motion FS 07-08/02-05 to clarify the role of the Faculty Senate liaison to the AP&amp;P committee in Section 7.2.2 (c).</td>
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<td>9</td>
<td>Motion FS 07-08/02-06 to add Section 7.2.3 (d).</td>
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<td>10</td>
<td>Motion FS 07-08/02-07 to add Section 7.2.7 (d).</td>
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<td>11</td>
<td>Motion FS 07-08/02-08 to revise Section 7.3.4.6.</td>
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<td>12</td>
<td>Motion FS 07-08/02-09 to revise Section 7.3.4.2.</td>
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<td>14</td>
<td>Motion FS 07-08/02-11 to revise Section 7.3.4.3.</td>
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<td>Motion FS 07-08/02-12 to revise Section 7.3.4.4.</td>
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<td>16</td>
<td>Motion FS 07-08/02-13 to revise Section 7.3.4.5.</td>
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<td>23</td>
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<td>24</td>
<td>Motion FS 07-08/02-21 to add Section 4.5.2.1 (Appendix A: Administrative Review).</td>
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<td>25</td>
<td>Motion FS 07-08/02-22 to approve Appendix B: Administration Evaluation Form.</td>
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<td>26</td>
<td>Motion FS 07-08/02-23 to approve Appendix C: Statement to Include with Evaluation Form, Chancellor’s Job Description/Review.</td>
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<td>27</td>
<td>Motion FS 07-08/02-24 to approve Appendix D: Statement to Include with Evaluation Form, Provost and Executive Vice Chancellor’s Job Description/Review.</td>
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<td>A motion to amend Section 3.4.4 Item (1).</td>
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<td>29</td>
<td>A motion to amend Section 3.4.4 Item (2 c).</td>
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<td>30</td>
<td>Motion FS 07-08/02-23 to approve Section 3.4.4 as amended twice.</td>
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<td>31</td>
<td>A motion to adjourn the meeting.</td>
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Committee Members: Beth Davison (SOC), Tim Huelsman (PSY), Bob Lyman (AS, Dean), Wayne Williams (HLE), Stacy Sears (Staff Council, President), Bobby Sharp (IRAP), Martha Marking (TD/Faculty Senate Chair). Consulted Forrest Gilliam (SGA President).

Proposed *Faculty Handbook* Section 4.5.2.1

The Chancellor and the Provost and Executive Vice Chancellor will be reviewed every three years. The Board of Trustees evaluates the Chancellor every four years and will be provided with the necessary data from the most recent campus review.

The evaluative questions will be revised as needed by the Faculty Senate Executive Committee and will be developed from the appropriate job descriptions. The “optional statement” reflects on the goals and accomplishments of the administrator, and may be written by the administrator or his or her designee from a list provided by the administrator.

The Chancellor and the Provost and Executive Vice Chancellor may write up to three additional questions, the results of which will be reported only to the administrator providing the questions.

The Director of Institutional Research, Assessment and Planning (IRAP) will convene the first meeting of each reading committee and will facilitate the selection of a chair, or co-chairs, from among the committee members.

**(a) Chancellor Evaluation**

All faculty, staff and students will be provided the opportunity to evaluate the Chancellor.

The reading committee for the Chancellor’s evaluation and review will be comprised of the President of the Student Government Association, the President of the Graduate Student Association Senate, the Chair of Staff Council, the Chair of the Faculty Senate, and the Chair of the Council of Chairs. All committee members and the Chancellor will be provided the raw data. The reading committee will meet and discuss the outcome of the evaluation process and write a document summarizing the results. The committee will then meet with the Chancellor to discuss their findings. After this meeting the committee will write a final report and submit it to the Chair of the Board of Trustees and to the President of the University of North Carolina system.
(b) Provost and Executive Vice Chancellor
All faculty and direct report staff will be provided the opportunity to evaluate the Provost.

The reading committee for the Provost and Executive Vice Chancellor will be comprised of the Chair of the Faculty Senate, the Chair of the Council of Chairs and a Dean jointly appointed by the Faculty Senate Chair and the Chancellor. All committee members and the Chancellor will be provided the raw data. The reading committee will meet and discuss the outcome of the evaluation process and write a document assessing the results. The committee will then meet with the Provost to discuss their findings. After this meeting the committee will write a final report and submit it to the Chancellor.

(c) Other Administrative Evaluations
Other administrators such as Vice Chancellors and Vice Provosts will be reviewed at least every three years as determined by his/her supervisor. Each division/unit will develop an evaluation instrument and will establish who will evaluate each administrator.

Appendix B
Administration Evaluation Form

Administrator’s responsibilities and activities.

For each core statement below please select one of the following:
SA   Strongly Agree
A    Agree
N    Neutral
D    Disagree
SD   Strongly Disagree
NBJ  No Basis for Judgment

This Administrator (7-10 questions developed from appropriate job description):

Responses below will be reported only to the Administrator being evaluated
(Up to 3 Additional questions provided by Administrator):

Additional comments for Administrator (will be limited to 250 characters):

Appendix C

Statement to Include with Evaluation Form
Administrative Review
Spring 2008

Chancellor

The Chancellor serves as the chief executive and administrative officer and official spokesperson of the University and has ultimate executive authority over the institution subject to the direction of The University of North Carolina Board of Governors and President. The Chancellor reports to the President of The University of North Carolina. Significant roles and activities include:

- Supervises:
  - Chief of Staff to the Chancellor
  - Provost and Executive Vice Chancellor
  - Vice Chancellor for Business Affairs
  - Vice Chancellor for University Advancement
  - Vice Chancellor for Student Development
  - Director of Human Resource Services
  - Athletics Director
  - Internal Auditor
  - University Attorney
  - Executive Assistant to the Chancellor
  - Special Assistant to the Chancellor

- Keeps the President of the University system, and through the President, the Board of Governors, fully informed concerning the operations and needs of the University;

- Attends all meetings of the Board of Trustees, and the Board of Visitors, keeps the Board of Trustees fully informed of the operations and needs of the institution and is responsible for enforcing all policies, rules and regulations of the Board of Trustees;

- Recommends new appointments to the Board of Trustees and serves as the official communication channel between the Board of Trustees, the President, and all campus administrators, faculty and students;

- Responsible to the President for administration of the institution, including enforcement of decisions, policies and regulations of the Board of Governors;

- Promotes the educational excellence and general development and welfare of the institution; defines the scope of authority of faculties, councils, committees, and officers of the institution; and authorizes and approves all degrees, projects, programs, and institutional reports undertaken on behalf of the institution;

- Exercises full authority in the regulation of student affairs and in matters of student discipline;

- Possesses authority over faculty and EPA administrative personnel, contracts, leases and other agreements, and the acquisition and disposition of property, including new building and campus master planning activities;

- Prepares a consolidated campus budget and oversees the management of the budget, as approved by the President and the Board of Governors;

- Represents the campus to the community, external agencies, the North Carolina General Assembly and to the public in general, including fundraising and attendance at multiple public functions;
• Participates in the ASU Foundation Board and the ASU Endowment Fund Board meetings;

• Serves as a member of all faculties and other academic bodies of the institution and receives advice from faculty, staff and students with respect to academic policy and institutional governance.
Chancellor

For each core statement below please select one of the following:
SA  Strongly Agree
A   Agree
N   Neutral
D   Disagree
SD  Strongly Disagree
NBJ No Basis for Judgment

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<th></th>
<th>SA</th>
<th>A</th>
<th>N</th>
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<td>effectively communicates important decisions to the campus community.</td>
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<td>makes effective administrative appointments.</td>
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<td>effectively represents the interests of the university to outside constituents (e.g., alumni, UNC administration, General Assembly, etc.).</td>
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<td>is attentive to long-term, strategic issues that affect the university.</td>
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<td>successfully raises funds to support the mission of the university.</td>
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<td>inspires confidence in leadership overall.</td>
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1. Are there degrees, programs, departments or colleges at Appalachian you would like to see added or modified in some way?

2. Overall, are you satisfied with the general direction this administration has taken in the last 4 years?

3. Do you have any concerns or comments regarding faculty or staff issues, University governance, academic programs or policies, or any other issue that I should be made aware of?
Appendix D

Statement to Include with Evaluation Form
Administrative Review
Spring 2008

Provost and Executive Vice Chancellor
The Provost and Executive Vice Chancellor is second-in-command to the Chancellor and is responsible for administrative, programmatic, and fiscal operations of all academic programs. Significant roles and activities include:

- Supervises:
  - The Dean of the Graduate School
  - Two Vice Provosts
  - Two Associate Vice Chancellors
  - The University Librarian
  - Six directors or other officers.

- Serves as Chair of the faculty, presides at faculty meetings, and regularly attends meetings of the Faculty Senate.

- Appoints, subject to the approval of the Chancellor, members of the faculty.

- Provides leadership in planning, developing, and directing academic policies and curricula.

- Provides leadership in supporting and encouraging faculty development initiatives.

- Allocates budgets for instructional and related programs in Academic Affairs.

- Serves on the Chancellor’s primary administrative team.

- Participates in new building planning.

- Chairs the Strategic Planning Council and the Strategic Planning Commission.

- Serves as ASU liaison for University of North Carolina Tomorrow.

- Serves as ASU liaison on distance education initiatives (e.g., in Hickory).

- Represents ASU in numerous public functions and settings.
Provost and Executive Vice Chancellor

For each core statement below please select one of the following:
SA  Strongly Agree
A   Agree
N   Neutral
D   Disagree
SD  Strongly Disagree
NBJ No Basis for Judgment

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<th>Core Statement</th>
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<th>N</th>
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<th>SD</th>
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<td>actively promotes an environment for teaching, scholarship, and service.</td>
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<td>fosters cooperation among university academic units.</td>
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<td>consults the faculty adequately before making important decisions.</td>
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<td>effectively communicates with the campus community.</td>
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<td>makes effective administrative appointments.</td>
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<td>manages the university resources well.</td>
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<td>inspires confidence in leadership overall.</td>
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Appendix E

RECOMMENDATIONS ON EMERITUS/RETIRED FACULTY
Final Draft (01/28/08)

Committee: Jeff McBride (HLES), Elizabeth Williams (LIB) and Martha Marking (TD/Faculty Senate Chair).

Emeritus Faculty Status Procedure

Emeritus faculty status may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Appalachian State University.

Criteria for Candidacy

Successful candidates for consideration to the Emeritus rank will have:

1. permanent tenure and at least ten years of full-time employment at Appalachian State University prior to retirement. The emeritus rank is that held at retirement.

2. a consistent record of quality performance as demonstrated by one or more of the following:
   a) A substantive record of scholarly achievement commensurate with national and international standards within the specific discipline.
   b) A recognized record of outstanding teaching and educational contributions.
   c) Evidence of significant service to the University and to the respective discipline.

Approved Section 3.4.4.1 Emeritus Status Procedure

The candidate initiates application for Emeritus status no later than September 15th in the year of consideration. A letter will be submitted to the appropriately designated departmental faculty committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty members 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 forwards her/his recommendation, with the supporting materials, to the appropriate dean. The dean forwards her/his recommendation, with the supporting materials, to the Provost and Executive Vice Chancellor by December 15th.

The Provost, 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 15th. Upon approval of the Chancellor, the Provost 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 from the University, i.e. at the end of any phased retirement service period or upon immediate, full retirement.
Appendix F

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; Observer’s 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 [Name], 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 observer 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.

___________________________________  Dated:  ____________________
Signature

[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, as required by Faculty Handbook ' 4.3.2 is scheduled for [date]. Dr./Ms./Mr. _______________ has asked that I attend the annual conference as an 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.

___________________________________             Dated: ____________________
EDC/HC Representative Signature

___________________________________         Dated: ____________________
Department/Unit Chair Signature

___________________________________             Dated: ____________________
Faculty Member’s Signature