APPALACHIAN STATE UNIVERSITY

FACULTY SENATE MINUTES

February 14, 2005 (Approved)

At 3:22 p.m. on February 14, 2005, Chair Moore convened the Faculty Senate meeting in the University Conference Room (224 I.G. Greer Hall)

I. ANNOUNCEMENTS

A. Chair Moore welcomed visitors and thanked them for being present.

(See visitors’ names after voting sheet.)

B. Patricia Quinn will be resigning from her position as Faculty Senate Staff Assistant.

C. Appointments of University Task Forces (See appendix 1).

D. Appointment of Tim Burwell as Associate Vice-Chancellor for Academic Affairs.


F. Handbook implications of Management Flexibility.

G. Request for the Chair to establish an Ad-hoc committee on Faculty retirement.

Senator Colin Ramsey moved and Senator Mark Malloy seconded that the Chair establish an Ad-hoc committee on Faculty retirement.

VOTE-1 Motion to approve the Chair establishing an Ad-hoc committee on Faculty retirement.

YES 23 NO 0 ABSTAIN 0

H. Email selection system now in place.

I. New software to help in the hiring process is now available in the Human Resources Training Room. An information packet concerning the PeopleAdmin software is in the Senate office.

J. Classes will be cancelled from 8-noon on April 22nd for the Installation of the new Chancellor. Installation is scheduled for 10-noon.

II. MINUTES
A. Chair Moore called for approval of the January 10, 2005 minutes.

Senator Kaenzig moved and Senator Pier seconded that these minutes be approved.

VOTE-2 Motion to approve the January 10, 2005 minutes.

YES 22 NO 0 ABSTAIN 1

The motion passed

Available online at:

http://www.facsen.appstate.edu/Minutes/jan10min.html

III. PROVOST’S REPORT (Stan Aeschelman):

Summer session contracts will soon be delivered with a clause that they are contingent on funds.

No responses to various Faculty Senate resolutions at this time.

IV. COMMITTEE REPORTS

Academic Policies Committee- (McCAUGHEY, Huelsman, Staub, Marland)

FS04-05/02-01 Motion: Resolved that the Faculty Senate supports the changes to the Faculty Handbook regarding reappointment procedure as outlined by the Ad-Hoc Faculty Evaluation Committee of the Council of Chairs in the draft of Faculty Handbook changes titled “CoC – FH revisions on fac contracts.doc.” (see committee report)

Senator Marland moved and Senator Felkel seconded the following three motions as amendments to the main motion: 1. To change the 4-3 year schedule to 2-2-3 year schedule, 2. To include post-Doctorate experience as potential credit towards tenure, and 3. To remove 3.4.2.5.6 from document.

VOTE-3 Motion to amend to change the 4-3 year schedule to 2-2-3 year schedule.

YES 5 NO 15 ABSTAIN 1

The motion failed.
VOTE-4 Motion to amend to include post-Doctorate experience as potential credit towards tenure.
YES 13 NO 6 ABSTAIN 2
The motion passed.

VOTE-5 Motion to amend to remove 3.4.2.5.6 from document.
YES 15 NO 4 ABSTAIN 2
The motion passed.

VOTE-6 Original motion (FS04-05/02-01) as amended.
YES 20 NO 0 ABSTAIN 1
The motion passed.

Agenda Committee (MOORE, Aeschleman, Cramer, Gates, Staub)

FS04-05/02-02 Motion to approve resolution regarding W.C. Strickland (see committee report for full text)

VOTE-7
YES 20 NO 0 ABSTAIN 1
The motion passed.

FS04-05/02-03 Motion: Faculty Senate approves the policy document titled: “Policies for Establishing and Reviewing Centers and Institutes at Appalachian State University (see appendix 3).

Senator Weitz moved and Senator McCaughey seconded to amend the motion to include that Centers and Institutes proposals go through the Academic Policies and Procedures Committee.

VOTE-8 Motion to amend the motion to include that Centers and Institutes proposals go through the Academic Policies and Procedures Committee.
YES 11 NO 8 ABSTAIN 2
The motion passed.

VOTE-9 Motion (FS04-05/02-03) as amended.
YES 19 NO 0 ABSTAIN 2

The motion passed.

**Campus Planning Committee (JAMISON, Curtin, Scherlen, Smith)**

Discussion with Dr. Mary Reichel regarding the move of Belk Library to new quarters. (See appendix 2.)

**Committee on Committees (WEITZ, Cramer, Harris, Jones, Kaenzig)**

**FS04-05/02-04** Motion to nominate: To approve the following Faculty members to serve on the new University Bookstore Committee: Patricia Allen (PHY), John Geary (FB&I), Tim Perri (ECON), Patrick Rardin (P&R), and Glenn Ellen Starr Stilling (LIB). (John Geary and Tim Perri will serve for one year; Patrick Rardin and Patricia Allen will serve for two years, and Glenn Ellen Starr Stilling will serve for three years. Thereafter, all newly appointed Faculty members will serve three year terms.)

VOTE-10

YES 21 NO 0 ABSTAIN 0

The motion passed.

Discussion of proposal concerning the Senate reorganization and Faculty representation (See committee report for proposal). In discussing the restructuring of the Faculty Senate, concerns included: would these restructuring changes address the general attitude that Faculty Senate is less than productive and perhaps not worth a Faculty member’s time; how would this affect programs which span departments such as Appalachian Studies; would departmental representation create better communication of Faculty Senate issues; by increasing the size of the Faculty Senate, will this be forcing disgruntled Faculty members to serve? In discussion of Faculty Senate Chair terms, senators spoke in favor of one year served as Chair-Elect, one year served as Chair and one year served as Past-Chair.

**Faculty Handbook Committee (MARKING, Anderson, Gates, Moore)**

**FS04-05/02-05** Motion to approve the Council of Chairs Charter for inclusion in the Faculty Senate Handbook in Chapter 7 (see committee report for text).

VOTE-11

YES 21 NO 0 ABSTAIN 0
The motion passed.

FS04-05/02-06 Motion to approve changes submitted by the Technology Transfer Committee concerning academic ranks Associate and Full Professor (see committee report for text).

VOTE-12

YES 2 NO 16 ABSTAIN 1

The motion failed.

Faculty Welfare and Morale Committee (FELKEL, Waring, Olson)

Request for feedback on the Appalachian Scholars proposal. The award could be seen as a “carrot” to obtain after full Professor, as opposed to the “stick” of post-tenure review, something to aspire to. Concerns were discussed about the selection process and keeping the Appalachian Scholars from becoming an “Old Boys Club.”

Ad hoc Committee on Faculty Elections (Staub)

See committee report for election results.

V. ADJOURN THE MEETING

There being no other business, it was moved by Senator Olson and seconded by Senator Marland that the meeting adjourn.

VOTE-13 To adjourn the meeting.

YES 15 NO 0 ABSTAIN 0

The motion passed.

The meeting was adjourned at 6:11 pm.

Respectfully submitted,

Beth Cramer
APPALACHIAN STATE UNIVERSITY

FACULTY PRESENT AND VOTING SHEET

February 14, 2005

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Vote 1 To establish an ad hoc committee on faculty retirement

Vote 2 To approve January 10, 2005 minutes

Vote 3 To amend FS04-05/02-01 from 4-3 schedule to 2-2-3 schedule

Vote 4 To include post-doctoral experience in credit for tenure

Vote 5 To amend by removing 3.4.2.5.6

Vote 6 To accept amended motion on faculty contracts

Vote 7 To approve resolution on W.C. Strickland conference room

Vote 8 To amend centers/institutes policy approval to require AP&P action

Vote 9 To accept center/institutes policy document as amended

Vote 10 To approve faculty nominees to University Book Store Committee

Vote 11 To approve Faculty handbook Committee recommendation on Council of Chairs Charter

Vote 12 To approve rank changes as recommended by the Technology Transfer Committee

Vote 13 To Adjourn
Committee Reports:

Academic Policies Committee

Committee Members: Martha McCaughey (chair), Tim Huelsman, Eric Marland, Susan Staub

The Academic Policies Committee continued discussions of the merits and weaknesses of College-level RTP committees. We concluded that we couldn’t recommend the establishment of College-level RTP committees without further exploration of the practices and procedures of the RTP process that used such committees. For example, what kind of authority would such committees have? Would College RTP committee members vote? Would they make a recommendation to the Dean? Would the Dean be able to decide against their recommendation? Would their recommendation be forwarded to the Provost, and if so, with or without a list of reasons for their recommendation?

The committee was asked to respond to the proposal for revising the Faculty Handbook from an Ad-Hoc Faculty Evaluation Committee of the Council of Chairs. The proposal recommends that ASU’s contracts to new faculty members alter the review period (from 1+1+2+3 to 4+3, 3+3, 3+2, or 4), to allow for explicit recognition and credit toward tenure for Assistant Professors who have spent time elsewhere (as negotiated by candidate, and up to 3 years credit maximum), and to allow for the option of hiring Associate and Full Professors with tenure and/or with no minimum waiting period before going up for tenure or promotion. We note that the review schedule is for the maximum length of time an Assistant Professor must wait before going up for reappointment (or termination) and for tenure (or termination), and that language in the Handbook still allows for any Assistant Professor to be recommended for tenure at any time:

3.4.2.4.6 Nothing in these regulations shall be construed to preclude a faculty member from seeking and being recommended for promotion at any time.

Thus there is no new (or old) rule that requires new assistant professors to wait a certain amount of time before being put forward for promotion.

Our response to this proposal is supportive, though we recommend the following changes or clarifications:

! In section 3.4.2.5.3, the word “normally” is vague. What are the “normal” circumstances and what are not?

! Clarify the differences between Assistant, Associate, and full Professor hires. Language in the Handbook, as amended, and the proposal for revising the Handbook does not clarify that Associate Professors can be hired with tenure, nor does it clarify that Associate Professors who
are not hired with tenure need not wait a minimum of three years before going up for tenure. While Assistant Professors may wait a minimum of three years before their mandatory review for tenure or termination, Associate Professors joining the faculty without tenure do not need to have the same schedule before mandatory review.

Therefore, the Senate Academic Policies Committee makes the following resolution:

Resolved that the Faculty Senate supports the changes to the *Faculty Handbook* regarding reappointment procedure as outlined by the Ad-Hoc Faculty Evaluation Committee of the Council of Chairs in the draft of Faculty Handbook changes titled “CoC - FH revisions on fac. Contracts.doc.”

In the next months, the Senate Academic Policies Committee plans to discuss the phased retirement policy and a way to recognize exceptional teachers who’ve spent a long career at Appalachian.

Respectfully submitted,

Martha McCaughey

**Agenda Committee Report:**

I. Resolution Regarding W.C. Strickland

Whereas Dr. William Claudius Strickland joined the faculty of Appalachian State University in 1966 as Professor and Chairman of the Department of Philosophy and Religion and continued as Chairman until he resigned that position in 1970; and

Whereas he became the first Dean of the College of Arts and Sciences in 1968 and continued in that position until resigning it in 1984; and

Whereas as a man of sensitivity, vision and ability, his personal honesty and integrity were reflected in his strong and positive leadership of the very complex College of Arts and Sciences for sixteen years; and

Whereas he continued as Professor in the Department of Philosophy and Religion until his retirement from Appalachian State University in 1988 at which time the title of Professor Emeritus was conferred upon him by the Board of Trustees; and

Whereas he was always the consummate professional in his interactions with students, faculty, staff and administrators; and

Whereas he was a well organized, industrious and dedicated academic leader devoted to the joy of teaching, the importance of learning and the responsibility of overcoming ignorance; and
Whereas he strongly emphasized the value of a liberal education and served and honored scholarship particularly as it related to his study of the works of Eugen Rosenstock-Huessy; and

Whereas he was known as an intelligent, understanding, hard-working professional and an amiable and admirable individual; and

Whereas he possessed an inimitable sense of humor and well-known skill as a teller of stories and anecdotes and has left a legacy as leader, teacher, scholar and friend whose memory will enrich and nourish our lives for years to come;

Therefore be it resolved that, in recognition of his long and devoted service to Appalachian State University and his contributions to society's well-being, Room 224 in I. G. Greer Hall will henceforth be known as the William Claudius Strickland Conference Room.

II. Motion regarding establishing centers and Institutes at Appalachian. (See Appendix 3.)

Committee on Committees Report

Members: Beth Cramer, Tim Harris, Bill Jones, Rebecca Kaenzig, and Gayle Weitz (Chair)

I. Motion: To approve the following faculty members to serve on the new Bookstore Committee: Patricia Allen, John Geary, Tim Perri, Patrick Rardin, and Glenn Ellen Star Stilling.

(John Geary and Tim Perri will serve for one year; Patrick Rardin and Patricia Allen will serve for two years, and Glenn Ellen Star Stilling will serve for three years. Thereafter, all newly appointed faculty members will serve a three-year term.)

II. Discussion item: To approve the following changes to the Faculty Constitution on representation of faculty on the Faculty Senate:

Article IV, Section 3

The Faculty Senate shall be composed of faculty members and elected by faculty members. Members shall be elected as follows:

The faculty in each academic department shall elect one senator from their department.

The faculty of the Library shall elect one senator from their area.

The faculty of the School of Music shall elect one senator from their area.

The faculty of the university shall elect six senators at-large from faculty in any academic department, the Library, or the School of Music.

Rationale: The basic academic unit on campus is the department. Having one senator from each academic department (plus one from the Library and one from the School of Music) would
enhance communication between the faculty and the Faculty Senate, and foster stronger accountability between senators and their constituents. Having at-large positions offers opportunities for faculty who may be disenfranchised in a department.

III. To approve the following changes to the election of senators to the Faculty Senate.

Article IV, Section 6

The procedure for electing senators from each academic department, the Library, or the School of Music shall be:

By August 15, the Elections Chair of the Faculty Senate notifies the faculty and the chair of each academic department, the Library, and the School of Music of openings on the Faculty Senate.

By August 31, the faculty in each academic department, the Library, and the School of Music (with an opening on the Faculty Senate), nominate candidates and elect a senator by secret ballot. The Chair of the area forwards the name of the new senator to the Chair of the Faculty Senate.

The new senator begins his/her three-year term beginning the following April.

The procedure for electing at-large senators shall be:

By August 15, the Elections Chair of the Faculty Senate notifies the faculty in the university of the at-large openings on the Faculty Senate.

By August 31, nominations are forwarded to the Elections Chair of the Faculty Senate.

By September 30, the faculty of the university elect the senators for the open at-large positions.

The new senators begin their three-year terms beginning the following April.

Rationale: Holding elections in the fall, would give senators sufficient time to adjust their schedules prior to taking office.

IV. To approve the following changes to the officers of the Faculty Senate.

a. The senators of the Faculty Senate shall elect a new Chair of the Faculty Senate every other year in April.

   1. This person then serves one year as Chair-Elect, followed by two years as Chair, followed by one year as Past-Chair.

   2. The new Chair (Chair-Elect) is elected in April at the end of the current Chair’s first year as Chair of the Faculty Senate.
3. The Chair-Elect and the Past-Chair shall keep the minutes, serve as the Elections Chair of the Faculty Senate, and represent the university at the Faculty Assembly, amongst other duties assigned by the Chair of the Faculty Senate.

b. Omit the positions of Vice-Chair and Secretary of the Faculty Senate.

Rationale: Currently, most Chairs of the Faculty Senate serve two one-year terms. Restructuring the officers of the Faculty Senate to a Chair-Elect, Chair, and Past-Chair (with one-year, two-year, and one-year terms respectively) offers continuity and sufficient time to build stronger leadership. Absorbing the duties of the Vice-Chair and Secretary into the positions of Chair-Elect and Past-Chair seems prudent.

**Faculty Handbook Committee Report**

I. We have been working with Dave Haney and Tom Rhyne on the Senate Proposal regarding 4.5.4.4.5 of the Faculty Handbook (revision concerning the periodic reopening of department chair positions). Provost Aeschleman requested a joint committee of senators and chairs to address differences in the recommendations of both groups on the process. The agreed text requires the dean to consult with appropriate departmental staff before making a decision on the chair re-opening, removes staff from the faculty meeting to discuss the future of the department, and makes clear that the faculty vote is a recommendation to the dean.

II. We have collected the data regarding duties of the Assistant Chairs and have made a recommendation regarding language for the Handbook in this regard. Dave Haney will be taking these recommendations to the Chairs of those departments for feedback. We had difficulty finding responsibilities that all Assistant Chairs have in common but feel strongly that this information is important and should be included in the Faculty Handbook. It will potentially help faculty considering these positions to understand more clearly what their responsibilities might entail. We made recommendations with regard to appointment, reappointment and salary.

III. We have revised the Faculty Grievance Hearing Manual and it is now available on the Senate website.

IV. Motion: To approve the Council of Chairs Charter for inclusion in the Faculty Handbook in chapter 7.

We recommend Senate approval of the Council of Chairs charter as amended in our committee for inclusion in the Faculty Handbook. We believe the Council of Chairs has an important responsibility to offer advice and counsel on much university business, and that the most productive way for this to be done is in as close a relationship as possible with the Faculty Senate. We do not think it appropriate for the Council of Chairs to be set up as an equivalent agency to the Faculty Senate, whose constitutionally mandated role is to be the sole representative of faculty opinion and is to provide faculty advice, and counsel to administration. Neither do we believe that the Council of Chairs should be established in any way that depends
on future administrative interpretation of its independence from and equivalency to the Faculty Senate. Chairs have often unique perspectives and knowledge not necessarily immediately available to faculty or other groups on campus, and this must be a part of the evaluative mix that makes up governance at Appalachian. But chairs are also faculty and they often rely on departmental faculty opinion in their deliberations. This motion regarding the Council of Chairs’ Charter sets up a productive and regular relationship between the Chairs and Senate and the Provost. It improves communication about university business among all three bodies, while retaining the crucial importance that in faculty governance the Faculty Senate must be the primary agency for all faculty and faculty-related perspectives.

Council of Chairs of Appalachian State University

Charter (approved by Council of Chairs 5/6/04)

[Guide to coding: Underlined italics are changes to the present charter proposed by the Council of Chairs. Caps and strike-throughs are changes recommended by the Faculty Senate Handbook Committee.]

I. Objectives and Functions

1. The Council of Chairs of Appalachian State University shall gather and exchange information on behalf of the chairs of the university.

2. The Council shall report to, advise and make recommendations to BOTH the Provost/Executive Vice Chancellor AND THE FACULTY SENATE, who shall EACH respond to the Council in a timely fashion.

3. The Chair of the Council of Chairs shall be available to advise the Provost and Executive Vice Chancellor at regular intervals during the academic year.

4. The Chair of the Council of Chairs shall be available to advise the Chair of the Faculty Senate at regular intervals during the academic year.

II. Organization and Relationships

1. The Council shall consist of all academic department chairpersons, the University Librarian, and Assistant or Associate Dean of Music, AND THE CHAIR OF THE FACULTY SENATE (WHO IS EX-OFFICIO AND NON-VOTING). Assistant Chairs, attending Council meetings, shall be ex-officio, non-voting members unless representing the department in the absence of the Chair. A department chair may designate a departmental representative to vote in his or her absence.

2. The Council shall have a Chairperson and a Vice-Chair who shall be nominated and elected by the Council of Chairs for renewable one-year terms.
3. The Executive Committee of the Council of Chairs shall consist of the Chairperson and Vice-Chair of the Council, representatives from each college, and from the Library and School of Music. The representatives shall be chosen in such manner and for such terms as specified by the Council. The Executive Committee shall meet prior to each Council meeting to set and publish the agenda.

III. Operations


V. Motion to approve changes to the Faculty handbook as submitted by the Technology Transfer Committee as follows:

AMENDMENT TO FACULTY HANDBOOK FOR REVISION OF PROMOTION AND TENURE CRITERIA

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

(a) The appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances, and at least five years of appropriate experience;

(b) Recognized skill in teaching;

(c) Evidence of at least one of the following:

(i) recognized accomplishment in creative activity
resulting in juried exhibit or performance of creative works or peer reviewed research resulting in the dissemination or transfer of intellectual property e.g., publication, presentation, patenting, inventing, and licensing. (ii) recognized accomplishment in professional service to the
3.4.2.7.2 Minimal criteria for consideration of appointment/promotion to the rank of professor are:

(a) The appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances, and at least ten years of appropriate experience;
(b) Recognized skill in teaching;
(c) Evidence of at least one of the following:
   (i) outstanding accomplishment in creative activity resulting in juried exhibit or performance of creative works or peer reviewed research resulting in the dissemination or transfer of intellectual property e.g., publication, presentation, patenting, inventing, and licensing.
   (ii) Willingness to participate in institutional affairs.
outstanding accomplishment in professional service to the University and/or to the public; and (d) Demonstrated ability and participation in institutional.

Rationale: 1) it injects some minimal uniformity across campus; 2) it emphasizes those activities which should be well underway for associate and established for full; 3) it strengthens the faculty; 4) it enhances the role of creative activity and scholarship as a part of an academic life; 5) it reflects the role of faculty in a 21st century comprehensive university; and 6) it allows for invention and technological innovation to be a part of a faculty member’s evaluation.

**Faculty Welfare and Morale Committee:**

The committee has no resolutions for the February Senate meeting.

Since the last senate meeting, the following actions have been taken by the committee:

1. The committee has forwarded information regarding parking privileges for adjunct teaching faculty, who also take classes at ASU, to Jean Dehart, Maryruth McRae, and B.J. Yoblinski. These are the faculty representatives on this year’s parking and traffic committee. We have asked this committee for their input on this matter.
2. The committee has gathered data regarding faculty evaluations of the provost and other Academic Affairs administrators from most of ASU’s peer institutions. The committee will continue to discuss this issue and meet with Academic Affairs over the next month or two. Our committee has been charged “to develop evaluation procedures for Academic Affairs.”

3. This committee also continues to investigate reforming the current faculty office hours requirements.

4. This committee is also working with the Academic Policies and Procedures committee regarding the following issue: In recognition of a distinguished career in the name of Appalachian State University,

We **intend to** move to create the Appalachian Scholars program. (This is currently NOT a motion.)

This program serves to recognize the continued excellence of faculty at Appalachian who have proudly raised the Appalachian banner for many years.

**Qualifications:** The Appalachian Scholars will have shown demonstrated skill in teaching and a continuing commitment to excellence in teaching, scholarship, and service that contributes to the reputation of Appalachian State University to the regional or national academic community. Scholars must either have twenty years of service to the university and hold the rank of full professor or ten years at Appalachian in the rank of full professor.

**Election:** The Appalachian Scholars will initially be created by a committee consisting of all of the Deans in the university, upon recommendation by the departmental DPCs. After establishment, the Appalachian Scholars will be selected by the current Appalachian Scholars upon the recommendation of the DPCs. The Appalachian Scholars will meet at least once per academic year to select new Scholars. Presentation of the awards will be made by the Chancellor at an appropriate public occasion.

**Award:** Appalachian Scholars will receive a medallion to be worn with academic regalia, an engraved pen, a certificate, and a small monetary sum. Current Appalachian Scholars will be noted on departmental and university documents. In addition, each member’s name will be engraved in the wall of the Appalachian Scholars Courtyard in the center of campus. Upon retirement, Appalachian Scholars will be automatically accorded the title of Appalachian Emeritus Scholar, with all of the rights and privileges granted to emeritus faculty.

Our committees solicit input from the Faculty Senate on this issue. In particular we would appreciate input on how to ensure that standards are met and maintained?

**Welfare of Students Committee Report**

In response to Senator Malloy’s query about the status of the REI, Miriam Makhyoun, SGA president, replied as follows:
Mark,
I'm so pleased to hear the REI is on the radar in faculty senate. I would love to be present if there are any questions or comments the faculty senate would like to address. If you would like to meet to discuss this in depth, I am available each week-day from 1-1:30 PM among other times. However, I will not be available Tuesday and Wednesday due to Student's Day at the Capital (yes, we're demanding faculty salary increases).

Anyway, to answer your questions- The BOG will be approving the REI fee at their March 11th meeting in Raleigh where they will also be voting on a potential tuition freeze or increase and approving other student fees. I have a strong feeling this will pass. Already at Chapel Hill, they are approaching the re-approval phase (remember, we are working with a three-year sunset clause), and they have used their fee to renovate Morrison Dorm by using a geothermal heater (so far). The fee at Chapel Hill raises approximately $300,000 in three years compared to our nearly $500,000! (Not to mention the fact that students at ASU approved the fee with 81% of the voter support compared to 76% at UNC.) At any rate, students at UNC have shown that this kind of initiative is practicable and has actually saved the university money on energy expenditures already. This, coupled with the press the ASU REI has been getting (and one pending full article being published in the next Alumni Magazine) should satisfy any potentially wary members of the BOG.

As far as monetary balance is concerned- Greg Lovins of Business Affairs has forwarded us an advance of $200 which is really nothing, but it can help in terms of grant writing and publicity- two items we have subcommittees for (including a third subcommittee for research and implementation). The first years' wave of funds will be available to the REI Committee for allocation this September (totaling approx. $140,000 for the year 2005-2006) pending, of course, approval by the BOG this March.

As far as projects are concerned- at our first full-body meeting (with our three new students who were selected via application process and the promise to serve for a year and 1/2), the REI Committee decided that we want to do major projects- like three/one per year- along with a smaller starter project to kick this thing off. Our starter project being examined right now is replacing the AppalCart fuel with an 80-20 or 100% biodiesel blend and placing signs onto the buses advertising this fact. We want to keep the momentum from the community on the REI project and see the visibility of the AppalCart as prime way to go about this consistently. There is a purveyor in Charlotte which transports biodiesel at a relatively low cost.

Please let me know if you have any additional questions. If you would like to discuss this in depth, give a call to my office (6254) or e-mail me.
Respectfully Yours,
Miriam [Makyhoun]

Ad hoc Committee on Faculty Elections Report
Here are the results of the Faculty Senate Elections. Thanks to all who were willing to run for positions.

**At Large (2 seats)**
**Harold McKinney and Monica Lambert are elected.**

Harold Mckinney 135  
Monica Lambert 104 
Doug Waring 83 

**College of Arts and Sciences (2 seats)**
**Chip Arnold and Jeff Butts are elected.**

Chip Arnold (ENG) 51 votes  
Jeff Butts (BIO) 41 votes 
Katherine Mawhinney (MAT) 28 votes 
Diane Sides (FLL) 28 votes 
Writes ins: Richard Abbott, Cinthia Pratt, Tom Rhyne

**College of Business (1 seat)**
**Mark Strazicich is elected.**

Mark Strazicich 18 votes  
Richard Poudre 17 votes

**College of Education (1 seat)**
**Nancy Mamlin is elected.**

Nancy Mamlin 17 votes 
Claire Mamola 14 votes 
Steve White 9 votes

**College of Fine and Applied Arts (3 seats)**
**Jeff McBride, Martha Marking, and Mark Malloy are elected.**

Jeff McBride 38 votes  
Martha Marking 36 votes 
Mark Malloy 30 votes 
David Domermuth 26 votes 
Banks Talley 25 votes 

Write-ins: Susan Bogardus, Mike Kernodle
Library (1 seat)
Allan Scherlen is elected.

Allan Scherlen 16 votes

School of Music (1 seat)
Bill Jones is elected.

Bill Jones 22 votes
William Gora 5 votes

Faculty Assembly (1 delegate and 1 alternate)
Sandie Gravett is elected delegate, Tom Jamison alternate

Sandie Gravett 124 votes
Tom Jamison 78 votes

Write-ins: Rodney Duke, Tom Rhyne

Reported by
Susan Staub, Vice-Chair of Faculty Senate and Elections Officer

University Task Force Members

GENERAL EDUCATION TASK FORCE

Dr. David White, Chair
Dr. David Haney English
Dr. Michael Mayfield Geography and Planning
Ms. Sammye Sigmann Chemistry
Dr. Gregory Rhoads Mathematical Sciences
Dr. Paul H. Gates, Jr. Communication
Dr. J. Scott Townsend Health, Leisure and Exercise Science
Dr. Laurie R. Semmes  Music
Dr. John C. Whitehead Economics
Dr. Doris M. Jenkins  College of Education
Dr. Ann Viles  Library
Ms. Joni Petschauer  Learning Assistance Program
Dr. Dan Friedman  Freshman Seminar
Dr. Timothy B. Harris  Language, Reading and Exceptionalities
Ms. Jennifer Wyatt  College of Arts and Sciences
Dr. Ray S. Williams  Biology
Mr. David C. Humphrey  Student
Dr. Paulette Marty  Theatre and Dance

GRADUATE EDUCATION REVIEW TASK FORCE
Dr. Dennis Grady, Chair  Political Science/Criminal Justice
Dr. Marie Hoepfl  Technology
Dr. Betty Coffey  Management
Dr. Tim Huelsman  Psychology
Dr. Bruce Dick  English
Dr. Jay Jackson  School of Music
Dr. Mark Estepp  
College of Fine and Applied Arts

Dr. Mike Jacobson  
Curriculum and Instruction

Dr. Ed Folts  
Sociology and Social Work

Dr. Michael Krenn  
History

Dr. Dave Haney  
English

Dr. Nancy Mamlin  
Language, Reading and Exceptionalities

Dr. Holly Hirst  
Mathematical Sciences

Dr. Ruth Ann Strickland  
Political Sciences/Criminal Justice

Dr. Alan Utter  
Health, Leisure and Exercise Science

HONORS PROGRAM TASK FORCE

Dr. Lynn Moss Sanders, Chair  
Heltzer Honors Program

Dr. Johnny Waters  
Geology

Dr. Ken Shull  
Biology

Dr. Claudia Cartaya-Marin  
Chemistry

Dr. Tom McLaughlin  
English

Dr. Don Cox  
College of Business

Dr. Michael Dale  
Leadership and Ed. Studies

Dr. Joan Woodworth  
Psychology
Appendix 2. University Library Move Information

February 22, 2005

To: Faculty and the University Community

From: Dr. Mary Reichel, University Librarian

The move of library collections starts in just three months on May 9, 2005.

Dates

We will close the present Belk Library at 5:00 p.m. on Friday, May 6 and reopen on Monday, June 20 in the new Belk Library and Information Commons (LIC). This scheduled time coincides with the first summer session (May 24-June 24) and the beginning of the first graduate/teacher term (June 6 to July 1.)

Moving the Collections and Personnel

As part of the building budget, Bovis Lend Lease has a contract with Library Design Systems (LDS) to move the collections. The move includes more than 820,000 books and bound periodicals, 1.5 million microforms, and about 35,000 records, films, videos, and DVD=s from the general collection. We are also moving the University Archives from Dougherty and part of the Map Collection from Geography and Planning. The contract with LDS calls for the collection to be moved in no less than 21 days and no more than 28 days.

In addition, we will move 67 faculty and staff offices and all their equipment, approximately 100 public computers, service desks= equipment, computer servers and install over 150 new
computers. The telecommunications network electronics installation will coincide with this move.

A ceremonial book move is scheduled for April 21 during the Chancellor=s Installation Week. Watch for details. Come help us move the first 100 books to the new LIC!

**Collections and Services During the Move**

Closed May 9 to June 20 (reopen June 13 if possible)

*No access to Library collections.

*Electronic resources should be available the whole time.

*Reference and Instruction will be open in the Student Union (hours to be shared later.)

*ABC Express

- ABC requests for ASU faculty, staff, and students will continue to operate, with deliveries and pickups handled at the Music Library. Regular due dates will apply.

*Reserves

- Deadline for submission of Spring =05 reserves is Friday, April 1, 2005; deadline for submission of 1st Summer session and the 1st graduate/teacher term reserves is Friday, April 8, 2005; only electronic reserves will be available for 1st Summer session and the 1st graduate/teacher term.

*Interlibrary Loan (ILL)

- Deadline for patron requests for borrowing will be Friday, April 22, allowing time to process the requests and, hopefully, get the books in and checked out to the patron by 5:00 p.m. on Friday, May 6; Interlibrary Loan (ILL) books will not be due until the LIC opens; ILL requests to resume on Monday, June 20, provided telecommunications are in place.

*Circulation

- All general collection books from Belk collections will be due Monday, June 20 or after.

- Periodicals checkout for faculty will continue through Thursday, May 5. All periodicals will be due no later than Friday, May 6.
• Video/DVD checkouts will continue through Thursday, May 5. All items will be due no later than Friday, May 6.
• All expiration dates for those students not preregistered for summer or fall =05 will be set to Wednesday, May 4, 2005 (this date is the University date.)
• Book drop pickups will continue throughout this period.
• All study carrels must be emptied and keys returned by April 28, 2005.

*Travel to UNC/Chapel Hill

• The Graduate School has reserved their car for Tuesdays and Thursdays during this period so faculty and graduate students can travel to UNC/Chapel Hill or other libraries. Faculty and current students have check out privileges from any of the other 15 UNC libraries. A current ID is needed to check out material.

Furniture

I also wanted to alert you that there has been a change in the furniture budget so that no furniture has actually been ordered yet. We hope to order some new furniture, but it will arrive in July and August. You will get to see the new Belk LIC sparsely furnished for a month or two. We will try to minimize disruptions when furniture does arrive.

We ask you to share this information especially with your graduate students. If you have specific needs or general questions, please contact me by phone (828) 262-2188, reichelml@appstate.edu or Larry Boyer (828) 262-2777, boyerl@appstate.edu

cc: Dr. Stanley R. Aeschleman, Provost

Library Services Committee

Appendix 3. Policies for Establishing and Reviewing Centers and Institutes at Appalachian State University

Introduction

One important means of fulfilling the mission of Appalachian State University is through partnerships with organizations such as private or corporate sponsors, educational institutions, and federal or state agencies. A wealth of effective partnerships involving UNC institutions have been developed under the rubric of centers and institutes. Such units are usually multidisciplinary, have an important educational component, and may be established when a collection of faculty have secured long-term funding commitments to pursue unique research, public service, and/or instructional endeavors.
Centers and institutes are established within Appalachian State to strengthen and enrich multidisciplinary programs of research, public service, or instruction conducted by the faculty and staff. They also may provide undergraduate, graduate, and postdoctoral students with added research opportunities, facilities, and assistance, as well as enhance their involvement in public service and educational activities. Centers and institutes can also play a valuable role in the recruiting of faculty along with cross-disciplinary teaching, research and service. Centers and institutes can also have a strong positive impact on the economic development of the state by providing job opportunities, supplying technical assistance and training, fostering community development, and enhancing the transfer of new technologies.

The objective of the policies that follow is to provide a uniform framework governing the establishment, review, and discontinuation of centers and institutes at Appalachian State University. Such policies should help ensure the effective and efficient use of resources. Specific types of centers and institutes, as well as the policies and procedures pertaining to these individual categories, are defined in this document.

**Definitions for Specific Categories of Centers and Institutes**

**Centers Versus Institutes**

Both centers and institutes offer programs attracting faculty, students, and staff from various academic departments or other structured units working toward a common purpose. In practice, an *institute* frequently refers to an activity with a broader scope than a *center*. For example, an institute may create centers as separate units within its administrative structure.

**Institutional Versus Interinstitutional Centers and Institutes**

Centers and institutes may be either *institutional* or *interinstitutional* in nature, and may be designated as research, public service, or instructional units. They may include the participation of other institutions, agencies, or organizations, such as other colleges and universities, schools, hospitals, industry, foundations, or governmental bodies.

**Institutional**

_Institutional_ centers and institutes report to the Chancellor or designee. These centers or institutes may collaborate with units or departments from other institutions for specific activities or projects, but fiscal and administrative oversight is limited to Appalachian State University. Institutional centers at Appalachian State University are subject to these policies and procedures for establishment and review.

**Interinstitutional**

_Interinstitutional_ centers and institutes involve more than one campus within the UNC system for participation, including shared administrative and fiscal oversight or substantial involvement of more than one UNC institution in ongoing activities. Centers are also considered
Interinstitutional if the Office of the President provides fiscal and/or administrative oversight. Each interinstitutional center must designate the unit to provide administrative and/or fiscal oversight. In some cases these responsibilities may be assigned to two separate institutions or assumed by the Office of the President. The UNC Board of Governors provides oversight for all interinstitutional centers and institutes in accordance with these regulations.

Interinstitutional centers serve to promote collaboration and to minimize duplication within the University. They increase the opportunities for external funding by enhancing interdisciplinary collaborations and by facilitating access to a wider range of facilities, faculty, students, and other resources. Interinstitutional centers may also enhance outreach and public service to the citizens of North Carolina by providing a coordination of “regional sites” in fields such as small business and economic development, cooperative extension, public health, the environment, and teacher training.

The process of establishing and reviewing interinstitutional centers is not covered by this document, but instead is subject to the rules and policies of the Office of the President and the UNC Board of Governors. Those interested in planning and establishing interinstitutional centers should see UNC Policy Manual, chapter 400.5[R]. The process of establishing and reviewing interinstitutional centers involving non UNC institutions is not covered by this document.

**Types of Centers and Institutes**

As explained below, centers and institutes may have as their primary mission instruction, public service, or research. Centers or institutes, whatever their primary mission, may participate or assist in academic curricula in cooperation with academic units. In addition, centers or institutes may have non-academic titles for participating faculty. However, in no case may centers or institutes at Appalachian State University offer academic courses, have jurisdiction over academic curricula, offer faculty appointments, or originate promotion or tenure for faculty.

**Research:** A *research* center or institute has research as its primary mission. Although classified as a research center or institute, such a unit may also provide instruction, training, technical assistance, or public service programs.

**Public Service:** A *public service* center or institute has public service or technical assistance as its primary mission. Research, instruction, and training activities may also be conducted as secondary components of the mission.

**Instructional:** An *instructional* center or institute has training or instruction as its primary mission. Although classified as an instructional center or institute, such a unit may also engage in research or public service programs.

**Membership Centers or Institutes**

Any center or institute may also be defined as a *membership* center or institute. These units receive a substantial portion of their funding from membership fees paid by corporate or other private or governmental entities to pursue research, public service, or instructional activities of
mutual benefit. Membership agreements are routed through Appalachian State University using the standard internal processing forms for approvals of sponsored program requests. Once the agreement is signed and the fees have been paid by the member organization, the agreement is processed as a sponsored program award by Appalachian State University.

**Purpose and Scope of Centers and Institutes**

Centers and institutes must avoid unnecessary duplication within Appalachian State University. Each unit seeks to differentiate its mission, activities, and/or clientele from other Appalachian State units, and to make its facilities available to other constituent institutions for cooperative activities as appropriate. The activities of a center or institute may be funded from state appropriations, from external funds sought for that purpose, or both. Unless organized specifically in response to legislation and appropriations approved by the North Carolina General Assembly to focus on a specific state need, each center and institute is expected to demonstrate a strong foundation of non-state support to justify its establishment and continuing operation.

Institutional centers and institutes are established or discontinued at the discretion of the Chancellor and Board of Trustees and consistent with these policies for establishment and review. Centers and institutes may be given the authority to manage space, budget, and personnel matters.

A center or institute at Appalachian State University is responsible to the Chancellor or, by his or her delegation, to another administrative officer. The director of a campus center or institute is appointed by the Chancellor. If the director's position is that of a non-teaching administrative officer, the appointment is made in accordance with existing policies for such appointments. If a faculty appointment is involved, the regular departmental and college procedures for faculty appointments are followed. Associate or assistant directors are appointed by the director, subject to the approval of the Chancellor or a designated administrative officer of the institution.

**Procedures for Authorization to Establish a Center or Institute**

**Proposals to Establish a Center or Institute**

Proposals to establish a center or institute at Appalachian State University must include the following:

1. the name of the proposed center or institute;
2. the specific objectives and goals of the proposed unit;
3. the unit's relevance to the missions of Appalachian State University and its units, including the impact upon the existing academic departments, colleges/schools, and centers and institutes, along with possible duplication with existing units;
4. a statement about any anticipated effects of the proposed unit on the instructional programs of Appalachian State University;
5. the position description and name, if known, of the proposed director;
6. a description of any proposed advisory or policy board(s) and a description of their responsibilities;
7. a description of the proposed unit's organizational structure, including charts showing the proposed unit’s organization and its relationship to other units within Appalachian State University;
8. budget estimates for the first year of operation, projections for the following four years, and anticipated sources of funding, including start-up funding;
9. a statement of operating needs such as equipment and library resources;
10. a description of immediate space needs and projections of future space needs;
11. any additional information necessary to support the request to establish;

**Procedures for Approval of Proposed Centers or Institutes**

Regardless of where a center or institute is to be established, approval of the Board of Trustees is required. Steps in the process are as follows:

1. For proposals within the Division of Academic Affairs, recommendation from the Dean after consultation with the college/school executive committee (associate/assistant deans and department chairs).

b. Approval by the Vice Chancellor. If the proposed center or institute is to be established at the division level rather than in a department or college, consideration must include consultation with the Council of Deans or, otherwise, the division’s primary administrative advisory body.

c. Approval by the Chancellor. If the proposed center or institute is at the Chancellor level, consideration must include consultation with the Vice Chancellors and the primary administrative advisory body of the division in which the entity is to be located.

d. Approval by the Board of Trustees.

The campus process should include consideration of the following:

1. the proposed name of the center or institute to assure that it realistically and accurately reflects the mission, activities, and clientele of the unit;
2. the relevance of the proposed center or institute to the mission of the university and its units;
3. objectives and organization of the proposed center or institute and whether these objectives can be achieved as effectively within the existing institutional structure;
4. information about any similar units at Appalachian State University or in the State of North Carolina and any proposed relationships or possible overlaps with them; and
5. the nature of potential sources and estimated amounts of funding required to initiate and sustain the center or institute, and whether such sources and estimates are viable and realistic.

A change in the name of a previously established interinstitutional center or institute does not require Board approval, but must be requested in writing to the Chancellor. If an existing
institutional center wishes to expand its scope as an interinstitutional center, a request for authorization to establish must be submitted to the UNC President in accordance with UNC Policy Manual, chapter 400.5[R]. The request must address the impact of the proposed change to interinstitutional status. Once the change in status to an interinstitutional center or institute is approved, the unit must adhere to the authority and lines of responsibility described in UNC Policy Manual, chapter 400.5 [R].

**Periodic Review of Centers and Institutes**

All centers and institutes at Appalachian State University are to be reviewed three years after their inception and thereafter on a rolling five year review cycle. Continuation of a center or institute is contingent upon the following process:

1. For centers and institutes within the Division of Academic Affairs, the recommendation of the Dean after consultation with the college/school executive committee (associate/assistant deans and department chairs).
2. Approval by the Vice Chancellor. If the proposed center or institute is established at the division level rather than in a department or college, approval must include consultation with the Council of Deans or, otherwise, the division’s primary administrative advisory body.
3. Approval by the Chancellor. If the proposed center or institute is at the Chancellor level, approval must include consultation with the Vice Chancellors and the primary administrative advisory body in which the entity is located.
4. Approval by the Board of Trustees.

The reporting format is included as Appendix I. The evaluation process should address the following questions with particular attention:

1. What is the relationship between the objectives of the center or institute and the mission of Appalachian State University?
2. Is current funding of the unit sufficient to continue its operation? If the unit was originally given start-up funds from the University or other granting agencies, has it been able to attract sufficient external funds to continue without major additional institutional support?
3. Are the unit's stated goals and objectives being met? Are the support and training of students consistent with the unit's stated goals and objectives?
4. What are the quality and quantity of scholarly activity by faculty, professional staff, and students as reflected in the unit's output (e.g., publications, patents, grants, contracts)?
5. Do current operations duplicate the efforts of other units?
6. Do financial audits and professional evaluations demonstrate that the unit is being managed appropriately?
7. Are the facilities available to the unit adequate for its continued operation?
8. Are the unit's clients being served? (The clients may include students, faculty, University administration, practicing professionals, the general public, the North Carolina General Assembly, or funding agencies, as may be appropriate considering the unit's mission.)
Procedures for Discontinuation of a Center or Institute

Appalachian State University may discontinue an institutional center or institute at the discretion of the Chancellor in accordance with campus policy. The adequacy of funding sources, the status of key faculty, and the current appropriateness of the mission, goals, or objectives of the center or institute are among the critical elements in determining whether it should continue operations. There are, of course, instances where the continuing operation of the center is of sufficient importance to warrant some additional financial assistance from the institution on an interim basis. However, if the external sources of support have been lost, discontinuation is strongly advised unless alternative long-term prospects for funding can be identified.

When it becomes necessary to discontinue an interinstitutional center or institute, the Chancellor of the administrative institution(s) should forward a written request to the President, with a copy to the Vice President for Research. The Chancellor may make this decision, in consultation with the other participating constituent institutions. After considering the recommendations of the Chancellor and the Vice President for Research, the President will notify the Chancellors of the constituent institutions that the discontinuation has been approved. If the UNC Office of the President is directly responsible for the interinstitutional center or institute, the President will confer with the affected campus Chancellors before approving discontinuation.

The “phase-out” period for institutional or interinstitutional centers or institutes that are to be discontinued shall be sufficient to permit an orderly termination or transfer of contractual obligations and to allow an effort to find alternative employment for full-time staff. Normally, the “phase-out” period shall be no more than one year after the end of the academic year in which final approval is given to discontinue the center or institute.

Exceptions to These Regulations

The President of The University of North Carolina may define exceptions to these regulations.

APPENDIX I

REPORTING FORMAT FOR INSTITUTIONAL CENTERS AND INSTITUTES

- **Center**
  - Name of Center or Institute
  - Year Established (mm/dd/yyyy)
  - Internet Home Page URL
  - Primary Designation (Research, Public Service, Instruction)
  - Participating Campuses (or other entities)

- **Director**
  - Name
  - Title
  - Address
  - Phone and FAX Numbers
- E-mail Address
- Other Contact name
- Other email address (leave blank if none provided)
- **Mission Statement**
- **Relevance to Institutional Missions (including involvement with instructional programs)**
- **Measures of Performance - Fiscal Year ______**
  - Personnel
    - Number of FTE (equivalent) Faculty and Staff: EPA Positions ____ SPA Positions ____
    - Number of FTE (equivalent) Students: Doctoral ____ Masters ____ Undergraduate ____
  - Funds (actually received during specified FY)
    - Direct State Appropriations: $__________
    - Total External Support from Grants and Contracts: $__________
    - All Other University Support (overhead receipts, cost sharing, patent and licensing revenue, University allocations): $__________
    - Gifts to the Center: $__________
    - Total All Sources of Support (Items 1-4 above): $__________
  - Contracts and Grants Awarded to Center (numbers)
    - Numbers of Awards Federal ____ Industrial ____ State ____ Other ____ Total ____
    - Dollar Amounts of Awards Federal $_____ Industrial $_____ State $_____ Other $_____ Total $_____
  - Expenditures
    - Total Expenditures: $__________
  - Publications (numbers) Books ____ Journal Articles ____ Proceedings Papers or Reports ____ Total ____
  - Technology Transfer Activities (numbers) Invention Disclosures ____ Patent Applications ____ Patents Received ____ Licenses ____
  - Membership Centers Only Number of Members _____ Number of Licenses Awarded to Center Members _____
- **Major Services Delivered to North Carolina (including clientele served, societal benefits, State and regional priorities being addressed, economic impact)**
- **Examples of Most Significant Accomplishments**
- **Role of Center within the UNC System**
  - Geographic Region Served by Center
  - Duplication of Center within UNC System (if yes, please justify)
  - Inter-Institutional Cooperative Activities Involving the Center
- **Planned Changes for Program Improvement During Next Planning Period**
  - Size (personnel, space)
  - Budget (include internal versus external support)
  - Administrative Structure and Governance
  - Mission
- **Centers or Institutes Proposing Discontinuation**
Reason for Discontinuation

Proposed Activities for Phase Out Period

Effective Date for Discontinuation

Available at: http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm.

As a preexisting entity, the Center for Appalachian Studies may offer academic courses and define its academic curricula, but may not offer faculty appointments or originate promotion or tenure for faculty.

Although it is to be anticipated that most proposals for centers and institutes will originate within Academic Affairs, the approval and review procedures prescribed herein accommodate and apply to such entities within other divisions as well.