At 3:18 p.m. on April 9, 2001, Chair Weitz convened the Faculty Senate meeting in the Bernhardt Room of the Broyhill Inn.

Weitz moved and it was seconded that the March 19 meeting be adjourned.

I. ANNOUNCEMENTS
   A. VISITORS. Weitz welcomed visitors and asked that they introduce themselves. (See voting sheet for visitors’ names.)
   B. SGA BREAKFAST. Weitz reminded senators of the Faculty/Staff appreciation breakfast sponsored by SGA which will be April 12, 8:00-10:00 a.m. in the Student Union. Weitz encouraged senators (and their colleagues) to attend.
   C. COUNCIL OF CHAIRS REPORT. Weitz reported that the Workload Document was approved unanimously. Bobby Sharp gave a report on a funding formula. The Council of Chairs will be working with the Senate in looking at DPCs and merit. In addition, the Council proposed that a joint ad-hoc committee be established to look into the application of the Workload Document (how can the Workload Document become a reality?).
   D. BOARD OF TRUSTEES REPORT. Weitz reported that students petitioned to have a voting seat on the Board of Governors which was approved by the Trustees. Weitz also reported that the Faculty Handbook was approved without any recommendations for change. The only thing outstanding right now is Chapter III which the Ad-hoc Committee will be meeting on this Wednesday.

II. MINUTES
   The minutes were approved as written with an addition to reflect that the March 19 meeting adjourned on April 9 at 3:20 p.m.

   VOTE # 1 17 yes 0 no 0 abstain The motion passed.

   Koch moved to amend the Workload Document (FS00-01/01-02) so the wording in section 5.1.2.3 states in the last sentence, ◆...should be granted reassigned time ◆ instead of ◆released time.◆ (attachment #1)

   VOTE # 2 17 yes 0 no 0 abstain The motion passed.

III. GUEST SPEAKERS

IV. STANDING COMMITTEE REPORTS
   A. AD-HOC COMMITTEE ON ADMINISTRATORS◆ EVALUATION
      Committee Report/Vote on Proposed document. Weitz noted that a friendly suggestion that she made at the last meeting was left off of the proposed document. The suggestion was that
under section 6 of the Procedures that a sentence be added that states that deans are strongly encouraged to share their summary with the faculty in their college. The Committee accepted this suggestion. Butts added that the full evaluation results should only be shared with the administrators\supervisor. Weitz then asked what the difference was between student evaluations for faculty and administrative evaluations--they are similar instruments. It was noted that faculty evaluations are shared only with DPCs. Ward added that what he has been told by attorneys in the past is that the DPCs act as a de facto supervisor. Weitz then asked could not the reading committee act de facto as a supervisor of the dean for that period of time? Fox noted from a DPCs aspect that that has already been declared legal. Ward added that in a case where a judgment is being made, the DPC is entitled because they are making a recommendation about the quality of the individual\'s work. Weitz asked Butts how this can be clarified. Butts replied that the easiest way to do it is to work with the University Attorney to create a waiver that the deans would voluntarily sign.

Koch wanted to be sure he understood what Butts said regarding the opinion of the university attorney, which is that the current proposal is illegal and violates state statute. Butts affirmed that the reading of the evaluations by this committee would be a violation of privacy. Koch then asked if a dean voluntarily signs a waiver to allow the Reading Committee to read the evaluations would this waiver include the sharing of this information with faculty? Butts did not know since the waiver has not been drawn up.

Weitz and Butts clarified that on the evaluation form, the responses Strongly Agree, Agree, Disagree, Strongly Disagree, Do Not Know/Does Not Apply will not be in the form of a continuum. Butts added that Bobby Sharp made it clear that it would be inappropriate to apply statistics that did any kind of averaging--that the appropriate statistics would be a distribution of the different categories. Weitz added that maybe this same recommendation should be considered for student evaluations--that if it is not appropriate here, then it is not appropriate for student evaluations.

Weitz asked who the audience would be filling out the evaluations--would it be helpful knowledge to know if the person filling out the evaluation is a chair, a teaching faculty, or other. Butts responded that evaluations will be sent to all those faculty eligible to vote as stated in the Faculty Handbook. After some discussion, it was decided that there would be no demographics category for chairs.

Muir asked why the evaluation asks if someone is male or female. Weitz replied that it may indicate discrimination. Butts added that there is a lot of research that shows that males and females perceive things differently. If you are looking at a potential problem, that is one way to slice the data -- to see how males answered in comparison to females.

Barber asked why, in the demographics area, less than 12 years and more than 12 years is being used. Butts replied to simplify the categories and added that 12 was just an arbitrary number that was chosen to distinguish faculty who have not been here that long versus faculty who have been here that long.

Koch moved to make an amendment to #1 of the Procedures and Simon seconded. After the last sentence the following should be added: Deans will be asked to sign a waiver that will allow the release of the results of the Reading Committee (described under item #4) and to release a summary report to the faculty in their colleges/school. Weitz noted that the Committee had already accepted a suggestion the the deans be strongly encouraged to share a report, did Koch want it to be required? Koch replied that he did, so the amendment will state, Deans will be required to sign a waiver... A vote was taken on the amendment.
VOTE # 3  12 yes  8 no  0 abstain  The motion passed.

A vote was taken on the report as amended (attachment #2).

VOTE # 4  15 yes  3 no  2 abstain  The motion passed.

Weitz thanked the Committee for their hard work.

B. EQUITY/GRIEVANCE PROCESS AD-HOC COMMITTEE
Weitz noted that the Committee is still deliberating and that she will give a full report to the Senate at its April 30 meeting.

C. MERIT PAY AD-HOC COMMITTEE
Weitz reported that she has spoken to the Welfare and Morale Committee and they are willing to take on this issue next year.

D. WELFARE OF STUDENTS COMMITTEE
Motion FS00-01/04-02 - American Disabilities Act. Rardin reported that a number of months ago, a fellow senator had voiced concern that a faculty member they knew of was not sensitive to the American Disabilities Act (ADA) and asked the Committee to do something about it. Rardin then introduced Suzanne Wehner, Coordinator of the Learning Disabilities Program, who spoke to the Senate regarding ADA. Wehner reported that since she took her position in September, she has only had 3 cases of faculty who have been a little resistant. She noted that she would like to give presentations to all departments. As of January 17, there are 393 students enrolled with her office. Wehner went over what faculty cannot do--what would get them in trouble. Faculty cannot ask the student what type of learning disability they have--students must disclose this themselves.

-Wehner suggested that faculty ask at the beginning of the semester if there is anyone who needs special accommodation to see them after class or during office hours.

-If a student does not register with the Learning Disabilities Program office, but tells a faculty member that they are learning disabled, but have not registered with Wehner, they should be encouraged to register with her office.

-The lack of a make up test policy for ADA students violates reasonable accommodations. Wehner reported that a website will be done by summer and that her direct phone number is #3053.

After some discussion the Committee decided that it would take no amendments to the motion. Campbell called for the question and it was seconded.

VOTE # 5  18 yes  2 no  0 abstain  The question was approved.
A vote was taken on the motion as written (attachment #3).

VOTE # 6  19 yes  0 no  1 abstain  The motion passed.

E. ACADEMIC POLICY COMMITTEE

Motion FS00-01/04-01 - Faculty Handbook 4.5.3.5(b) Appointment of Deans with Permanent Tenure. Gates noted the motion is basically the same passed by the Senate last month except this time it pertains to new deans coming to Appalachian. Gates cautioned that there are significant differences between the two positions being talked about and for that reason just because the motion regarding department chairs passed last month that this should follow the same course. He added that when you tenure a department chairperson, you are basically tenuring someone whose duties primarily are as a faculty member. When you tenure a dean, you are tenuring someone who is primarily an administrator. Butts added that the majority of the members on a department chair search committee are from the department to which that person is going to be attached so there is a basis for some judgment about the tenurability of someone in a home department but that this is not the case for a dean's search. There may be nobody on the search committee that is from the home department. Durham clarified that he would never accept a recommendation from any search committee (that was not a DPC) on rank or tenure--this must come from the DPC (as stated in the Faculty Handbook).

After some discussion the Committee allowed an amendment that addressed the fact that the tenure recommendation must first come from the DPC.

A vote was taken on the motion as amended (attachment #4).

VOTE # 7  15 yes  3 no  2 abstain  The motion passed.

F. WELFARE AND MORALE
No report.

G. COMMITTEE ON COMMITTEES

1. Motion FS00-01/04-03 - Reassigned time for the Faculty Senate chair. Woodworth asked what the current status was of the Senate chair. Moore replied that the Faculty Handbook states that the Senate chair receive a one course reduction. Moore added that some Senate chairs have negotiated with the Provost for more while other Senate chairs did not know that they could do this. Campbell noted that she would strongly support the motion because she has seen how many meetings Weitz attends and how many extra hours Weitz puts in. A vote was taken on the motion as written (attachment #5)

VOTE # 8  19 yes  0 no  1 abstain  The motion passed.

2. Motion FS00-01/04-04 - Creation of a new Faculty Senate Standing Committee called the Faculty Handbook Committee. Moore reported that the development of this motion has come about due to all the changes that have been made to the Faculty Handbook and the need for a body to monitor changes recommended by the Senate. After some discussion on whether to form another new committee, it was decided to table the motion
VOTE # 9  22 yes  0 no  0 abstain  The motion passed.

3. University committees recommendations. Moore presented the Committee’s recommendations for University Committee replacements (attachment #6) and a vote was taken.

VOTE # 10  21 yes  0 no  1 abstain  The motion passed.

V. OLD BUSINESS
None

VI. NEW BUSINESS

A. APRIL 30 MEETING.
Weitz noted that this current Senate will convene for a little bit at the April 30 meeting. They will then adjourn and the new Senate will convene to vote on officers.

B. COMMITTEE ASSIGNMENTS
Weitz noted that Senators have before them a Faculty Senate committee preference sheet which needs to be filled out and returned to the Senate office by Friday, April 20. Final committee assignments and chairs will be made at the April 30 meeting.

C. NAME TENTS
Fox recommended that new name tents be acquired that have senators first name in addition to their last name. New name tents will be bought for the new Senate.

D. INFORMATION TECHNOLOGY COMMITTEE
Dobson reported that he has met with Jeff Williams to get caught up to speed with the status of the Committee. Dobson strongly encouraged faculty suggestions about technology at Appalachian be sent to him.

A motion was made and seconded to adjourn.

VOTE # 11  21 yes  0 no  0 abstain  The motion passed.

The meeting adjourned at 5:05.

Respectfully submitted,
Mike Moore, Secretary

______________________________
FACULTY PRESENT AND VOTING SHEET
April 9, 2001

VOTING SYMBOLS:  Y=yes  N=no  A=abstain

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VOTE 1: Approve March 19 minutes as written (plus an addition of adjournment)
VOTE 2: Motion to amend the Workload Document (FS00-01/01-02) Section 5.1.2.3
VOTE 3: Vote on amendment to Administrative Evaluations report
VOTE 4: Vote on Administrative Evaluations report as amended
VOTE 5: Call for the question
VOTE 6: Motion FS00-01/04-02
VOTE 7: Motion FS00-01/04-01 as amended
VOTE 8: Motion FS00-01/04-03
VOTE 9: table Motion FS00-01/04-04
VOTE 10: University committees recommendations
VOTE 11: Adjournment

VISITORS: Clinton Parker, Academic Affairs; Peter Petschner, History; Bill Ward, Academic Affairs; Suzanne Wehner, Learning Assistance Program

******************************
************
attachment #1
Motion FS00-01/01-02: Faculty Handbook 5.1.2.3 - Service.
In addition to their teaching, scholarship and creative activities, faculty members are expected to carry their share of committee work, departmental service, and student advising. Although service is normally considered the smallest component of total workload, every faculty member should make some contribution to the accomplishment of those tasks necessary to the functioning of the academic departments or the university. Departments should set minimum standards of service activity and make those guidelines available to their faculties. Service to the department or the university that is significantly above the established level should be granted released reassigned time for the duration of the excess service.

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attachment #2

Final Report - Ad Hoc Committee on Administrative Evaluations

FACULTY EVALUATION OF DEANS

The Faculty Senate will take responsibility for providing the faculty in the various colleges/schools an opportunity to evaluate the job performance of their college/school dean. The evaluations will be collected as early as possible in the Spring Semester of each academic year. For the first three years (AY 2000-2001 to AY 2003-2004) every dean will be evaluated by his/her faculty every year. Beginning with the 2005-2006 Academic Year, the deans will be evaluated by their college/school faculty on a biennial basis following a rotational pattern established by the Faculty Senate. No dean should be evaluated in his/her first year of service.

Procedures:

1. The evaluation instrument will consist of a series of structured questions based upon the duties of deans as described in the Faculty Handbook as well as some open-ended questions allowing the faculty to provide additional comments on the job performance of their college/school dean. Deans will be required to sign a waiver that will allow the release of the results of the Reading Committee (described under item #4) and to release a summary report to the faculty in their colleges/school.

2. Faculty members who are eligible to vote in department, college, and university elections will complete the survey instrument and return it to the Faculty Senate office.
3. The Faculty Senate will forward the responses to the structured questions to the Office of Institutional Research for statistical analysis. When completed, the statistical analysis will be forwarded from the Office of Institutional Research to the Provost, the dean being evaluated, and the Reading Committee (described below).

4. The Faculty Senate Office will forward the responses to the open-ended questions to a Reading Committee composed of: the current chair of the Faculty Senate, the most recent past chair of the Faculty Senate, the current chair of the Council of Chairs, the current Secretary of the Council of Chairs; and two faculty members and a department chair (if applicable) from the college/school of the dean being evaluated. The faculty members on the reading committee will be selected by the Faculty Senate. The department chair on the reading committee will be selected by the Council of Chairs.

5. The Reading Committee will summarize the responses to the open-ended questions and meet with the Provost and the dean being evaluated to present the summary. In developing their summary, the Reading Committee will examine the summaries of the two most recent evaluations of the dean in question if those summaries exist. Copies of the written summary evaluation will be maintained in the Office of Academic Affairs.

6. After presenting the summary evaluations to the Provost and the dean being evaluated, the Reading Committee will inform the Faculty Senate and the Council of Chairs of the completion of the process.

Structured Questions (for Opscan sheet):

Please provide the following demographic information:

Sex:  Female  Male

Have you  
been at Appalachian less than 12 years?
been at Appalachian 12 years or more?

College/School:  Arts and Sciences (Social Sciences)
   Arts and Sciences (Humanities)
   Arts and Sciences (Natural and Mathematical Sciences)
   Business
   Education
   Fine and Applied Arts (Fine Arts)
   Fine and Applied Arts (Applied Arts)
   Music

Please respond to the following questions with: Strongly Agree, Agree, Disagree, Strongly Disagree, Do Not Know/Does Not Apply

1. The dean's office is managed efficiently.
2. My dean provides accurate and clear information on policies associated with personnel actions in the college/school.

3. My dean provides clear information on deadlines associated with personnel actions in the college/school.

4. My dean provides financial and other support for faculty professional development in the college/school.

5. My dean fosters an atmosphere in the college/school is conducive to critical and creative discussions about curriculum.

6. My dean provides support in the process of curricular change.

7. My dean provides guidance in the process of curricular change.

8. My dean makes information about the budget of the college/school available to me.

9. My dean is an effective advocate for the college/school in discussions with the higher administration.

10. My dean is receptive to budget requests.

11. My dean distributes funds according to an established plan.

12. My dean provides clear and accurate information on advising policies and class scheduling deadlines associated with the college/school.

13. My dean takes appropriate measures to ensure that all graduates of the college/school meet quality standards.

14. My dean provides the rationale for capital improvement projects in the college/school.

15. My dean appoints appropriate ad-hoc committees and other group of faculty to address problems, meet opportunities, or provide advice in the college/school.

16. My dean provides leadership demonstrating a commitment to equality of opportunity in all aspects of college/school life.

17. My dean is prompt in responding to faculty requests and inquiries.

18. My dean has regular contact with faculty in the college/school.

19. My dean informs the college/school faculty on actions relating to issues/concerns important to the faculty.
20. My dean is helping the college/school make progress on issues of diversity.

21. My dean is helping the college/school make progress on issues of equity.

22. My dean is fair in dealing with individual faculty or groups of faculty.

23. My dean has developed relationships with external constituencies (alumni, potential donors, etc.) that have/will benefit the college/school.

24. My dean provides support for faculty scholarship/creative activities.

Unstructured or Open-ended Questions:

1. Comment on your dean’s strengths.

2. Comment on your dean’s weaknesses.

3. Provide suggestions for improvement.

4. Other comments.

Motion FS00-01/04-02: American Disabilities Act
Whereas, Americans with Disabilities Act: Title II Subpart B, Subsection 35:130, paragraph (B) (7) states:

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity;

Resolved, That Faculty Senate calls upon Appalachian faculty to modify course requirements (attendance, assignments, examinations, make up work, etc.) and statements thereof in syllabi to be in compliance.

RATIONALE:
It is the right thing to do. (See http://www.usdoj.gov/crt/ada/adahom1.htm.)

Motion FS00-01/04-01: Faculty Handbook 4.5.3.5(b) - Appointment of Deans with Permanent Tenure
4.5.3.5 (b) When a search committee conducting a search for a Dean, who will also hold academic rank, has identified and voted to recommend one or more outside candidates to the Provost, search committee members may attach an additional recommendation (received from the potential home department/school) to one or more of those names that an offer be made to the candidate for appointment with permanent tenure.

RATIONALE: Since this motion would only apply to prospective Deans who would also have an academic appointment in addition to their administrative duties, the rationale is much the same as we discussed in March with regard to the motion on outside department Chairs appointed with tenure:

1) enhancement of the depth and breadth of the candidate pool, and
2) elimination of the duplication of effort involved in a tenure decision soon after arrival on campus

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attachment #5

Motion FS00-01/04-03: Reassigned time for the Faculty Senate chair
That the Faculty Senate strongly recommend to the Provost and Vice-Chancellor for Academic Affairs that the Faculty Senate Chair teach a one-course load during his or her term in order to perform the myriad duties required to effectively lead and represent the Senate and Faculty and to work closely with all levels of administration from the Trustees to departments, and most importantly, with individual faculty. Administrative and collegial responsibility such as just described is required but it cannot come at the expense of the chairperson's personally important and professional commitment to teaching. This is a signally important office for the university and for its faculty, and such assignment of the chairperson's time should maximize the quality of the chairperson's work.

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attachment #6

Academic Integrity Board:
Dr. James Young (Geography & Planning) will serve another 3-year term
Dr. Lawrence E. Brown (Chemistry) will serve a 3-year term replacing Dr. Robin Byerly (Management)

Academic Policy and Procedures Committee:
Dr. Jon Beebe (Music) will serve a 3-year term replacing Dr. Ken Lurie (Music)
Dr. Holly Hirst (Math) will serve another 3-year term
Dr. Dan Hurley (English) will serve another 3-year term
Dr. Margot Olson (Family & Consumer Sciences) will serve a 3-year term replacing Dr. Frank Mohler (Theatre and Dance)
Admissions Committee:
Dr. Susan Golden (Library) will serve another 3-year term
Dr. Dorothea Martin (History) will serve a 3-year term replacing Dr. Larry Ellis (Economics)

Awards Committee:
Ms. Beth Cramer (Library) will remain on the committee and serve a 3-year term
Dr. Robert Creed (Biology) will serve a 3-year term replacing Dr. Emory Maiden (English)
Dr. Robert Falvo (Music) will remain on the committee and serve a 3-year term
Dr. Marie Hoepfl (Technology) will remain on the committee and serve a 3-year term
Dr. Eva Hyatt (Marketing) will remain on the committee and serve a 3-year term
Dr. Sara Zimmerman (Curriculum and Instruction) will remain on the committee and serve a 3-year term

Core Curriculum Committee:
Dr. Ann Viles (Library) will serve a 3-year term replacing Ms. Eleanor Cook (Library)
Dr. Harriet Buchanan (IDS) will serve another 3-year term
Dr. Michael Lane (For. Langs/Lits) will serve a 3-year term replacing Dr. Ed Folts (Sociology and Social Work)
Dr. Jean De Hart (Communications) will serve another 3-year term
Dr. Alicia Aldridge (Marketing) will serve another 3-year term

Fringe Benefits Committee:
Dr. James Allan (Geology) will serve a 3-year term replacing Dr. Bill Barber (Language, Reading and Except.)

Library Services Committee:
Dr. Eli Bentor (Art) will serve a 3-year term replacing Dr. Mitch Craib who has left the University
Dr. Susan Bogardus (Family & Consumer Sciences) will serve a 3-year term replacing Dr. Marie Hoepfl (Technology)
Dr. Pamela Kidder-Ashley (Psychology) will serve a 3-year term replacing Dr. Joe Daly (Management)

Non-Tenure Track Faculty Committee:
Dr. Michael Lane (Foreign Languages & Lits.) will serve a 3-year term replacing Dr. John Turner (Sociology and Social Work)
Ms. Christine Pollard (Music) will serve a 3-year term replacing Ms. Rebecca Cranston (Family & Consumer Sciences)

Patent & Copyright Committee:
Ms. Amy Weiss (Library) will serve a 3-year term replacing Dr. Robin Byerly (Management)
Registration and Calendar Committee:
Ms. Susan Lutz (Theater & Dance) will serve another 3-year term
Mr. Jim Morris (HLES) will serve a 3-year term replacing Dr. Jean De Hart (Communication)

Traffic Management & Safety:
Dr. Robert Bush (Management) will serve a 3-year term replacing Dr. Matthew Robinson
(Political Science/
Criminal Justice)

Cultural Affairs Advisory Board:
That the terms of two sitting members be extended for an additional two years in order to accomplish full staggering of faculty member terms. These members, whose terms would then expire in 2004 (instead of 2002) are Dr. Patrick Rardin, Philosophy and Religion and Dr. Elizabeth Dodd, Curriculum and Instruction.

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